

# City Administrator's Monthly Activity Report

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**Carol Webb, City Administrator**

**October 2021**

*(Issued November 24, 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](mailto:feedback@muscataineiowa.gov).

## **OCTOBER HIGHLIGHTS**

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

- **City Administration** - Presented 37 regular agenda items for consideration by City Council during October. Provided presentations to City Council on the City's Annual Financial Report, the Keeping of Pitbull Ordinance and related animal ordinances, and coordinated a special public hearing focused on input on the Keeping of Pitbull Ordinance.
- **Department of Public Works** – A total of 11 leaf loads were collected in October as the curbside leaf collection program got underway with 141 hours of work and a cost of \$6,106. One leaf box load is approximately 20 cubic yards of compacted leaves. Due to concerns of COVID-19 the decision was made to use only city staff for leaf collection in 2021 and not to hire temporary workers..
- **Finance Department** – Continued to submit information to the State for FEMA grant reporting and responding to requests for more information. Prepared and submitted the annual Street Finance Report, annual financial report to the Department of Management, and annual Urban Renewal Report. Started training new office assistant and new parking meter attendant.
- **Community Development Department** – A total of 106 permits were issued in October, up from 83 in September, and up from 105 from October 2020 as construction activity continued to pick up. Monthly construction project valuations were at \$9.5 million in October. Four dilapidated houses were demolished.

- **Housing Agency** – Staff submitted a request for funding to the U.S. Department of Housing and Urban Development to continue the Housing Counseling program. The revised and expanded project proposal for the 5<sup>th</sup> and Mulberry neighborhood was submitted to Iowa Economic Development Authority.
- **Parks and Recreation Department** – The Muscatine Riverfront hosted one of the last special events of the year with the Vintage Market taking place on October 9. The City of Muscatine received a \$5,000 Alliant Energy Branching Out Grant and a \$5,000 Planting Hope Grant from Trees Forever for the planting of trees in our community. Both tree plantings took place on Saturday, October 16 with the Muscatine Rotary Club volunteering their time to plant trees for the Branching Out Grant and an Eagle Scout Project taking place to plant trees for the Planting Hope Grant. There were a total of 33 trees planted to continue to help provide an increased shade canopy for our community. the month of September.
- **Fire Department** – The department passed the annual Illinois Department of Public Health inspection of ambulances with no deficiencies. The department responded to 472 calls in October including 52 fire, 305 EMS, and 101 out of town transfers.
- **Police Department** – The department continued their public relation efforts by hosting their monthly Coffee with a Cop and participating in multiple Trunk or Treat events. Detectives DeVrieze, Raisbeck, Roseman, and Officer Pena organized a golf fundraiser for the Child Protection Center (CPC) that raised around \$16,400.
- **Public Safety** – The Muscatine Fire Department, Muscatine Police Department, Muscatine County Sheriff's Department, and MUSCOM conducted a well attended Public Safety Open House.

# Highlights from the Muscatine City Council

## **RECENT ITEMS CONSIDERED BY CITY COUNCIL**

### October 7 Regular Session

- Approval of a contracts for the 2021/2022 Hot Mix Asphalt Overlay Project with Brandt construction for \$485,305.
- Resolution setting a public hearing to be held October 21, 2021, to consider a request to vacate and deed over undeveloped Lombard Street right of way to the adjoining property owner located at 1100 East 7th Street.
- Request to Approve the Issuance of a Purchase Order to Polco/National Research Center (NRC) in the amount of \$13,500 for the administration of a Community Survey
- August 19 Regular Session
- Request Authorization to Proceed with Southend Community Improvement Projects

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>

### October 14 In-Depth Session

- Budget Basis Financial Statement Overview
- Discussion Regarding the Keeping of Pitbull Ordinance and related animal ordinance

### October 21 Regular Meeting

- First Reading of An Ordinance Vacating and Deeding to the adjoining property owner located at 1100 E 7th St
- A Resolution setting a public hearing for November 4, 2021, to consider a request to vacate and deed over the alley right of way to the adjacent property owners located at 1248 E. 5th Street and 1300 E. 5th Street.
- A Resolution Accepting Completed Work for West Hill Sewer Separation Phase 4C.
- A Resolution Amending the City Portion of the Muscatine County Multi-Jurisdictional Hazard Mitigation Plan.

### October 28 Special Session

- Public Input Regarding Keeping of Pit Bulls in the City of Muscatine-Title 6, Chapter 9 of the City Code.

November 4 Regular Meeting

- A Public Hearing to Consider a Request to Vacate and Deed Over Alley Right of Way, to the Adjoining Property Owners
- First Reading of An Ordinance Vacating and Deeding to the adjoining property owner alley right of way located at 1248 East 5th and 1300 East 5th.
- Resolution Approving the Contract and Bond for the 2021/2022 Full-Depth Patching Project with Heuer Construction, Inc. for \$440,800.00.
- Resolutions (5) Approving Internal Advances of Funds for Tax Increment Urban Renewal Projects

November 18 Regular Meeting

- A Public Hearing to Consider an Ordinance Amending Title 1, Chapter 5 of the City Code, Precinct and Ward Boundaries
- First reading of an Ordinance Amending Title 1, Chapter 5 of the City Code, Precinct and Ward Boundaries
- Third and Final Reading of an Ordinance Vacating the Undeveloped Lombard Street Right of Way
- Second Reading of an Ordinance Vacating Alley Right of Way located between 1248 and 1300 E. 5th Street
- Request to Enter into a Professional Services Agreement with Water's Edge Aquatic Design for the Taylor Park Splash Pad Project
- Discussion regarding Possible Reduction of the Utility Franchise Fee

**UPCOMING ISSUES BEFORE CITY COUNCIL**

December 2 Regular Meeting

- Request to Accept the Annual Comprehensive Financial Report and Audit for the Year Ended June 30, 2021.
- Resolution Setting a Public Hearing on the Decrease of the Utility Franchise Fee Rate.
- Second reading of an Ordinance Amending Title 1, Chapter 5 of the City Code, Precinct and Ward Boundaries
- Third and Final Reading of an Ordinance Vacating Alley Right of Way located between 1248 and 1300 E. 5th Street

December 9 In-Depth Session

- Discussion Regarding the City's Snow Emergency Policy
- Presentation on the City Police Department ABLE Program

December 16 Regular Session

- Celebration for elected officials ending their term of service to the City (prior to regular session).
- Swearing in of new elected officials.

## From the City Administrator



Fall activities are winding down and winter is on the way. Annual fall leaf pickup is wrapping up and road maintenance crews are preparing for snow removal operations. Staff is celebrating the completion of some projects and programs.

The Park Avenue four to three lane conversion was completed in October! This project began in September 2020 and included some significant safety improvements and new traffic lane configurations, 74 new sidewalk ramps compliant with the American Disabilities Act (ADA) guidelines, full depth patching of the roadway, and an asphalt overlay. If you haven't driven on the new roadway – take a ride!

Our Parks and Recreation Department is getting in the holiday spirit by hosting a new event in Muscatine – the Weed Park Festival of lights. The Park will light up between December 3 and December 26 with light displays at park shelters, gardens, and structures adopted by various community organizations and businesses. Come over and drive through between 5:30 and 7:30 pm December 3rd through the 26th to view the lights and make a goodwill food donation.

Our Parks and Recreation Department hosted a very successful Trunk or Treat event on October 30, with over 1,400 people in attendance! I had the pleasure of hosting a trunk and what a turnout! Families were able to celebrate community in a safe and fun way – thank you to the team for hosting a successful event! Our Community Development Department has been working on housing initiatives, including the removal of dilapidated houses in the community. Four dilapidated houses were demolished in October to clear the way for structures that will help meet our housing needs or serve other needs in the community.

The Muscatine Police and Fire Departments co-hosted a Public Safety Open House on October 3 along with other safety agencies. Community members had an opportunity to experience the various services that Fire and Police Departments, Sheriff's Department, and MUSCOM provide. I'm so proud of the work that our City staff is doing to create a vibrant, safe community. Please join me in celebrating our accomplishments as we move forward to the end of 2021.

All Departments report performance measures as a part of the budget process, and the City will continue to improve the use of metrics over time to ensure we are evaluating programs and policies and continually improving the level of service provided to the community.

If you have ideas or questions regarding any issue, please reach out to the City at [feedback@muscataineiowa.gov](mailto:feedback@muscataineiowa.gov).

If you have a specific concern, you may visit the City's website and click on "Let Us Know" -

<https://www.muscataineiowa.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.

### October Highlights

- Presented 31 regular agenda items for consideration by City Council
- Provided presentations to City Council on the Utility Franchise Fee, Capital Projects, and coordinated a joint meeting with the Board of County Commissioners and Muscatine Community School District.
- Responded to numerous citizen and City Council requests and concerns.

## Department of Administration | Division of Human Resources

### October Highlights

The HR department coordinated recruitment efforts for Equipment Operator, Senior Engineer, Vehicular Mechanic, Animal Control Officer, and Refuse Collection Supervisor. Additionally, there was internal movement of employees coordinated by the HR department.



HR staff is spearheading a supervisory committee to update various safety practices and policies throughout departments. This committee is meeting monthly to ensure implementation of the updates.

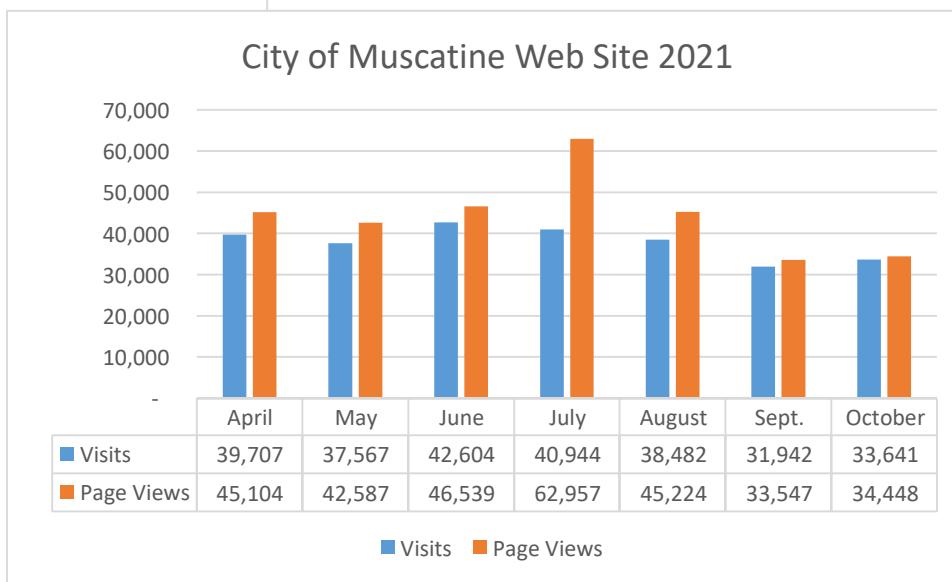
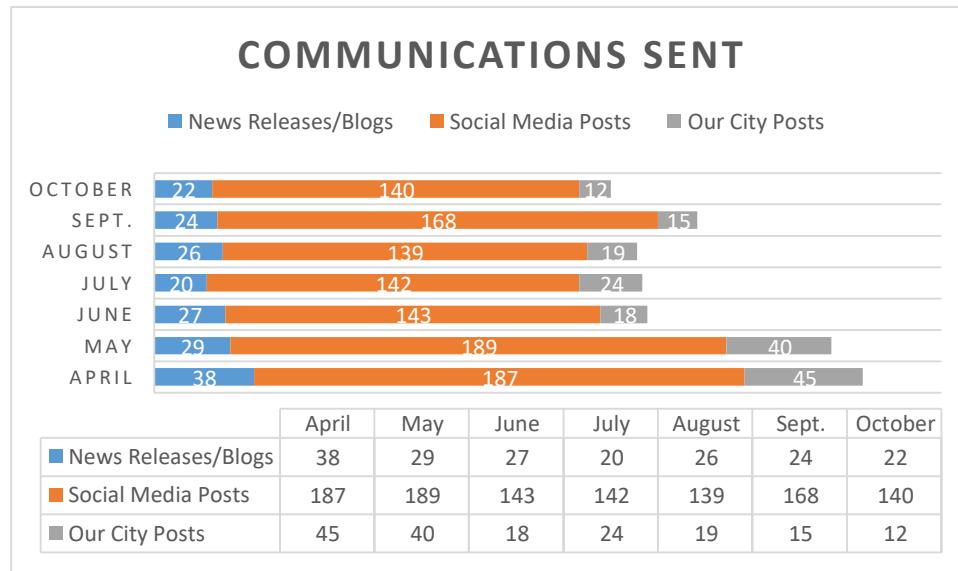
As the budget process begins, the HR department began the process of conducting a salary survey and other benchmarking activities to help ensure the City maintains itself as a competitive employer. Results from these survey will be reviewed with the City Administrator and Finance Director as they are completed.

## 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.

### October Highlights

- A total of 22 news releases were produced and distributed to media and *Notify Me* subscribers.
- Hosted 28 GoToMeeting Virtual meetings for various departments.
- Created 136 social media posts (66 Facebook, 32 Instagram, 34 Twitter, and 4 YouTube).





City of Muscatine Website			
Top Visited Pages	October	Top Visited Pages	2021
Main Page	3,068	Main Page	36,654
Jobs	1,378	Facilities	18,194
ATE Mobile	663	Jobs	16,682
Bids	636	Transfer Station	7,124
Police Department	603	Parking Payments	6,668
Parking Payments	560	Bids	6,060
Transfer Station	535	ATE Mobile	5,794
Council Agenda Archives	504	Parks & Recreation	5,704
Staff Directory	460	Police Department	5,452
Election Information	436	Municipal Golf Course	5,391

# 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
Accounts Payable Checks and ACH Payments	823	479	501	541	597	557
Payroll Checks and Direct Deposits	634	648	653	1,061*	813	855
Accounts Receivable Invoices Sent	237	150	233	212	213	251
Finance Cash Register Transactions	373	557	622	550	488	649
Housing Receipt Transactions	162	171	160	164	187	191
Purchase Orders Processed	228	233	236	242	236	252

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

Summary of Activities	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
Accounts Payable Checks and ACH Payments	580	694	546	620		
Payroll Checks and Direct Deposits	585	836	775	1097*		
Accounts Receivable Invoices Sent	202	262	163	204		
Finance Cash Register Transactions	469	448	476	426		
Housing Receipt Transactions	187	180	191	184		
Purchase Orders Processed	303	280	291	253		

### **Department Highlights for the Month of October:**

#### **Audit, Grants, and Housing**

- Continued submitting information to the State for FEMA grant reporting and responding to requests for additional information. (Finance Director and Accounting Supervisor)
- Continued working on final audit notes and statements for published annual comprehensive financial report.
- Prepared and submitted the annual Street Finance Report.
- Prepared and submitted the annual financial report to Department of Management.
- Prepared and submitted the Annual Urban Renewal Report.
- Prepared and submitted all quarterly reports including IPERS, MFPSI, Federal 941, Unemployment, and Sales Tax.
- Finance staff started training new office assistant and a new parking meter attendant.

## 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](#). 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	118 Reservations Booked for 2021
Riverview Center Reservations	102 Reservations Booked for 2021
Shelter Reservations	333 Reservations Booked for 2021
Dog Park Passes	236 Dog Park Passes for 2021

## Department of Parks & Recreation | Park Maintenance

The Muscatine Riverfront hosted one of the last special events of the year with the Vintage Market taking place on October 9. The City of Muscatine received a \$5,000 Alliant Energy Branching Out Grant and a \$5,000 Planting Hope Grant from Trees Forever for the planting of trees in our community. Both tree plantings took place on Saturday, October 16 with the Muscatine Rotary Club volunteering their time to plant trees for the Branching Out Grant and an Eagle Scout Project taking place to plant trees for the Planting Hope Grant. There were a total of 33 trees planted to continue to help provide an increased shade canopy for our community. The Mississippi Mist closed for the season in October, with a great season of usage! The Muscatine Seal was painted on the Mini-Pitch in late October, and a big thank you to Jim Elias for an amazing job on the painting!

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 completed the fall foundation pours and repaired several foundations throughout the Cemetery. The Fall Cleanup of the Cemetery took place the third week of October.

Subject	Result
Burials	10 Burials
Burial Spaces	4 Burial Spaces Acquired

## Department of Parks & Recreation | Boat Harbor/Marina

The Boat Harbor and Marina had a successful year of operations in 2021 with the help of low river levels throughout the season.

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 Starters, Flag Football, Little Muskies Football, Gymnastics, Girls Basketball Clinic and the Walking Club. The 2021 Fall Festival was held on Saturday, October 16 with 293 people in attendance. The 2<sup>nd</sup> Annual Trunk or Treat event was held on Saturday, October 30 with 1,400 people in attendance. We thank the Family Credit Union for sponsoring the Fall Festival and all who volunteered to host a stall at the Trunk or Treat event.

Subject	Result
Youth Program Participation	1,491 Participation Occurrences in October
Adult Program Participation	783 Participation Occurrences in October

## Department of Parks & Recreation | Aquatics

The Aquatic Center closed for the season on September 6. The deck at the Aquatic Center is set to be re-caulked before the end of the calendar year. Work was completed on the Family Slide to include repair to a pipe leak and restoration of the slide path and other outer surfaces. Park Maintenance staff continue to work on winterizing the facility.

## 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. Two flu shot clinics were held in October at City Hall and Public Works. Vouchers are available for employees, retirees and spouses who were unable to attend one of the in-person clinics. Employees gathered to walk for 30 minutes as part of Iowa's Healthiest State Initiative Walk on October 6.

Subject	Result
Participation	59 Participation Occurrences in October

## Department of Parks & Recreation | Kent Stein

Kent Stein Park is seeing continued usage from Muscatine Monsters Softball Club, Muskie Prospects Softball Club, Adult Softball League, Muscatine Parks and Recreation Flag Football, and City league with practices and games. Adult softball leagues- Co-ed, Men's and Women's are coming to an end and sounds like they had a good fall season. Staff continues to level infields and add Ag Lime as needed. Staff continues to clean up the grass arch of each field by measuring and cutting out grass and weeds to make them symmetrical. Staff has started the aerifying process of all the fields and common areas.

Subject	Result
Tournaments	11 Tournaments Scheduled for 2021

## Department of Parks & Recreation | Soccer Complex

Soccer Complex- The complex is still seeing usage at Soccer West with practices and Main soccer with games. Users include Muscatine Soccer Club, Pearl City Soccer Club, Muscatine Soccer Club- adult leagues, and Iowa Soccer Association. Staff continued the process of repairing low areas off the playing fields and sodding them in. Staff continues to replace dead trees with new ones. Soccer complex was the recipient of not only a tree grant but also an Eagle Scout project to help plant them. We received 16 trees total, that were 2-inch caliber and bigger. Soccer west Phase I drainage- east side of fields 11 and 12, has been completed and plans to start and complete phase II on the West side of fields 11 and 12 is in the beginning stages. We have also started Deep tine aerifying of the fields, we will continue this process till all of the fields are complete.

Subject	Result
Tournaments	5 Tournaments Scheduled for 2021

## Department of Parks & Recreation | Soccer Events

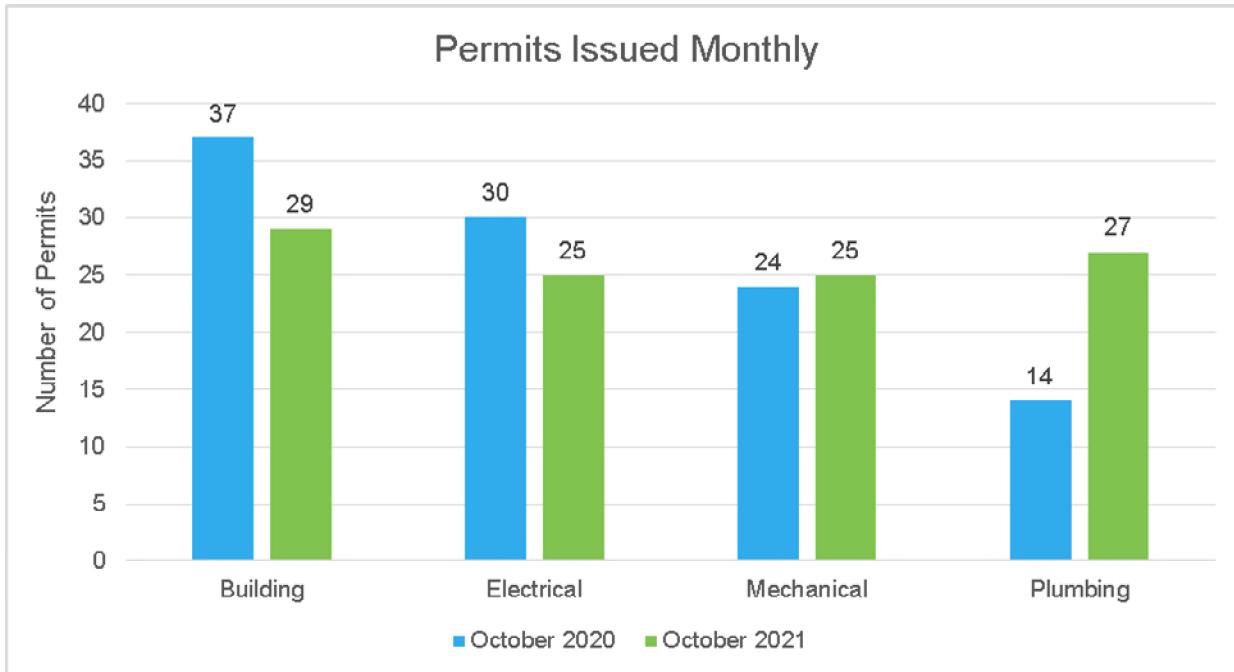
The College Search Kickoff website was updated to reflect CSK 2022 information. The tournament sanctioning request has been submitted for CSK 2022 and we are awaiting approval for the event.

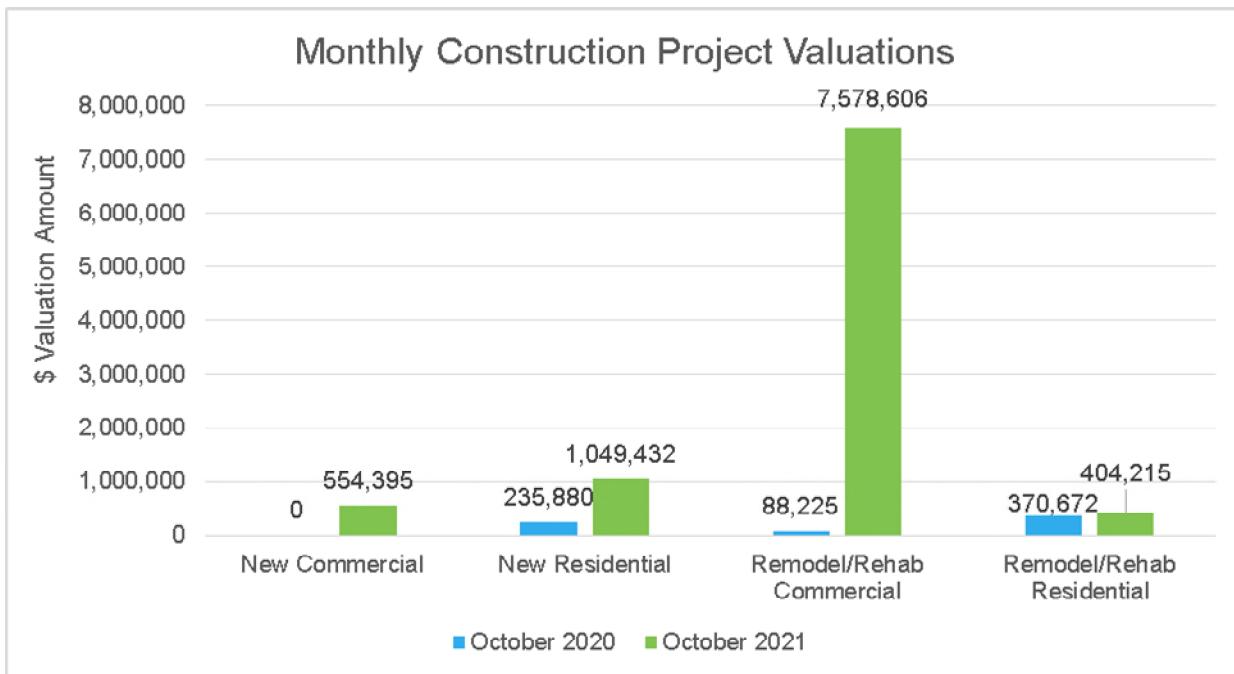
## Department of Parks & Recreation | Golf

The Muscatine Municipal Golf Course has received very good participation to date. The new Golf Professional, Brian Kuddes, started on September 20th. The \$25 all you can play Fall Special began on October 16th and will last until the end of the season

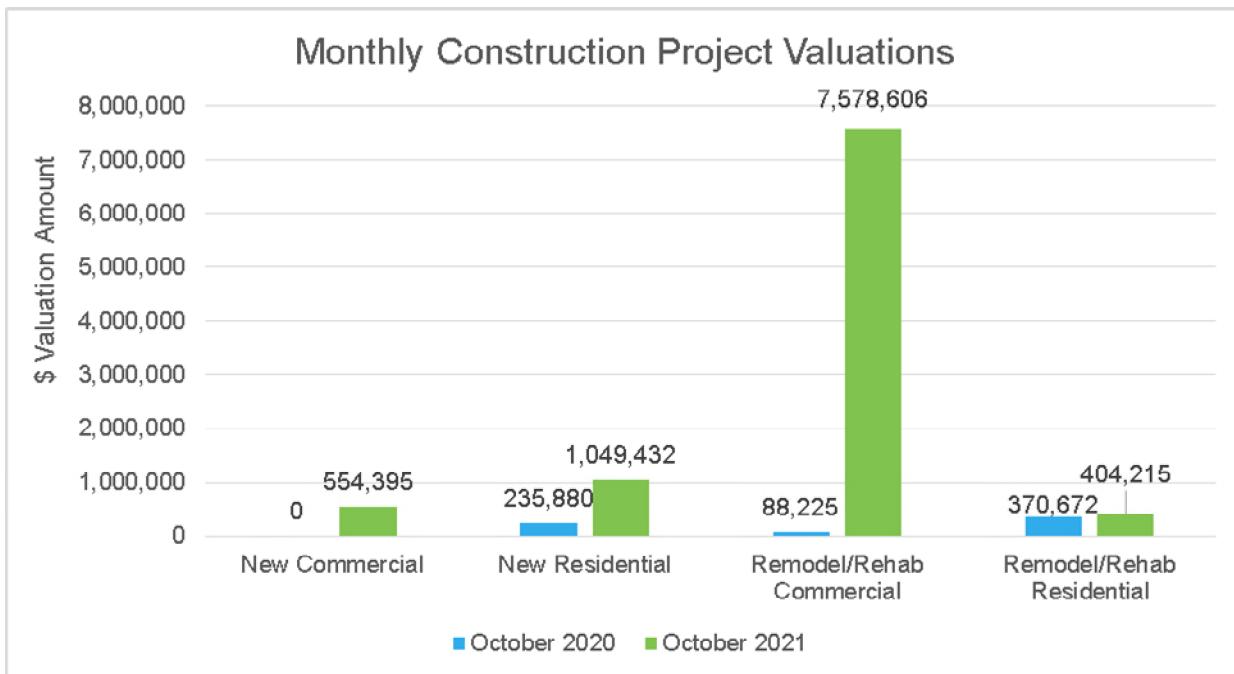
Subject	Result
Outings	26 Outings Scheduled for 2021
Leagues	7 Leagues Scheduled for 2021
Season Passes	250 Season Passes Sold
Rounds	2,265 Rounds Played

## Department of Community Development

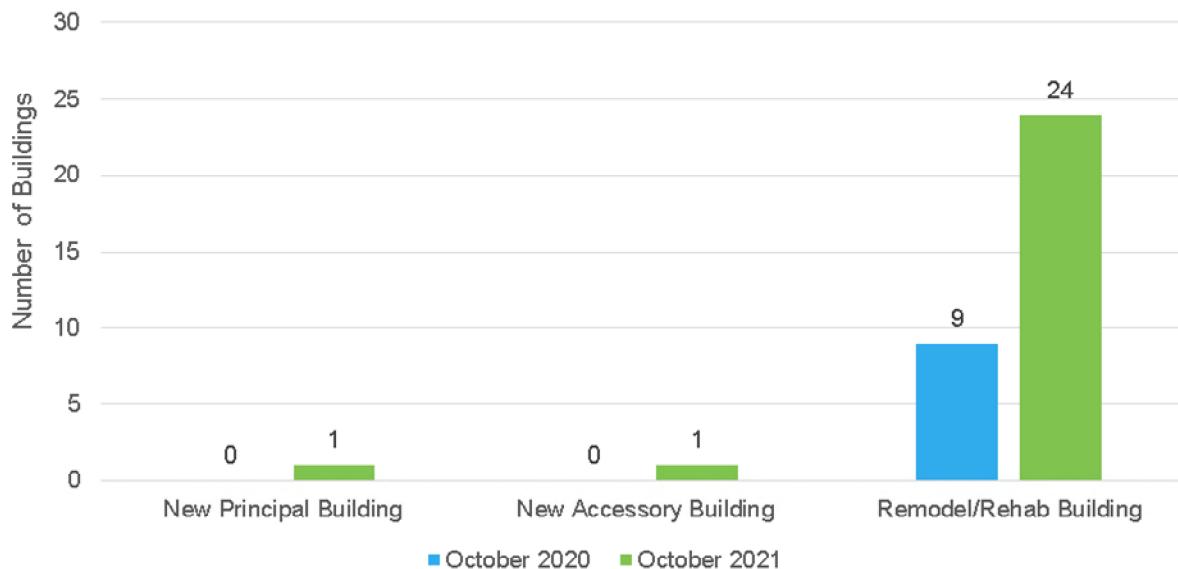




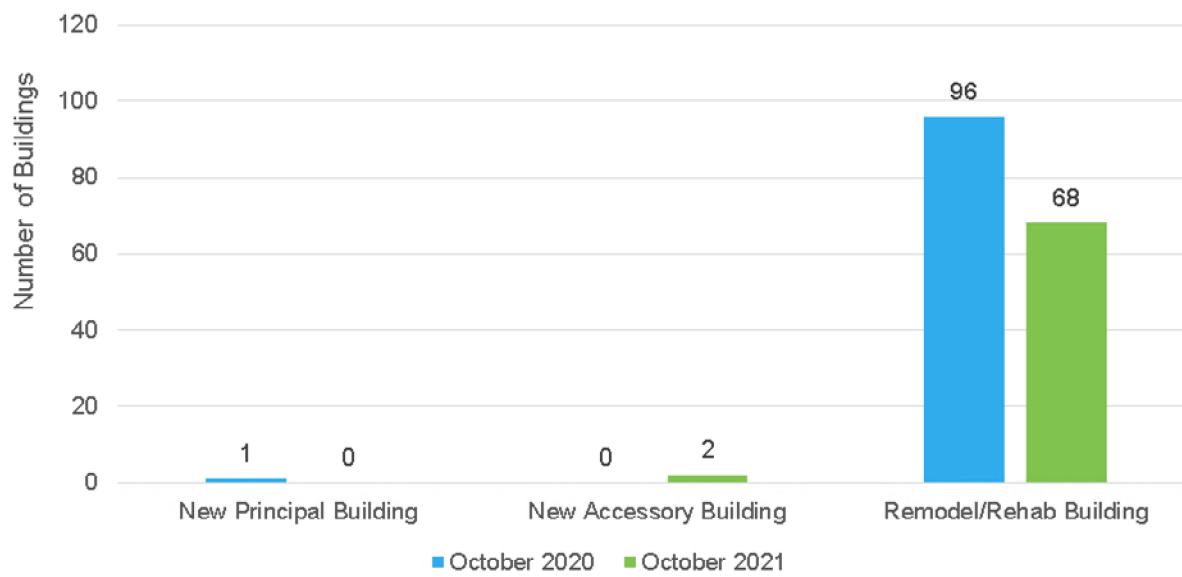
\*New Residential includes electrical and plumbing work for an apartment building complex consisting of one duplex and five 8-plex buildings – building permits were issued August 2021



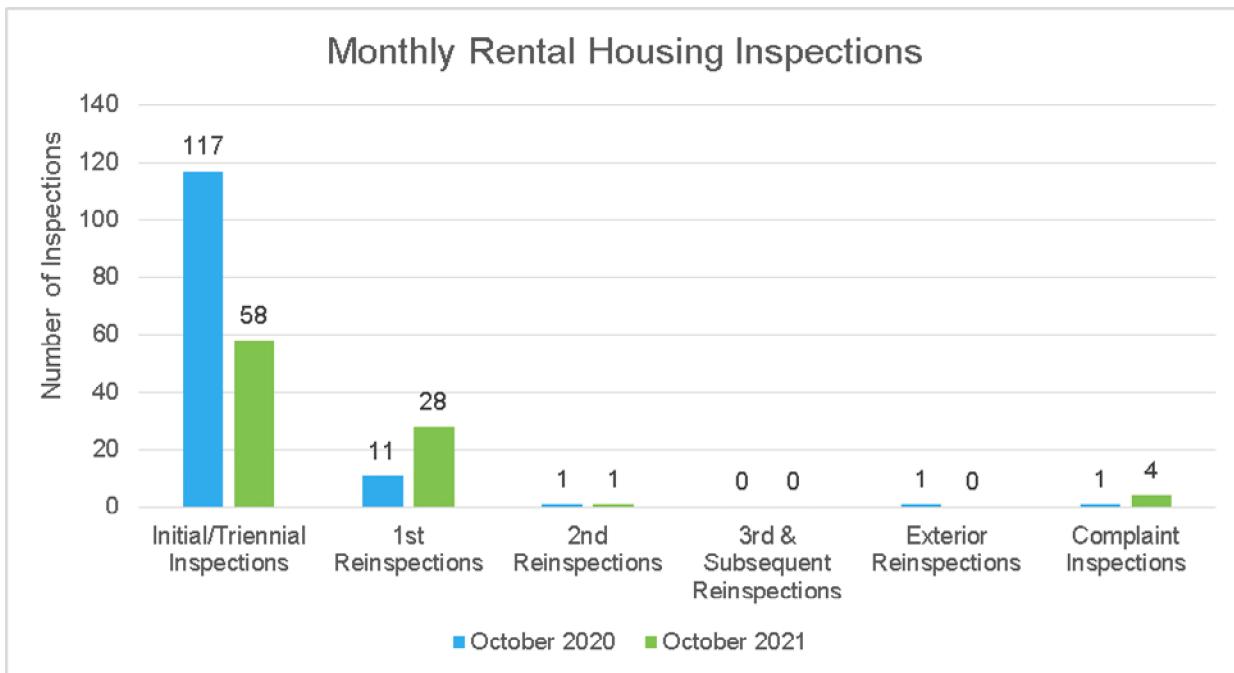
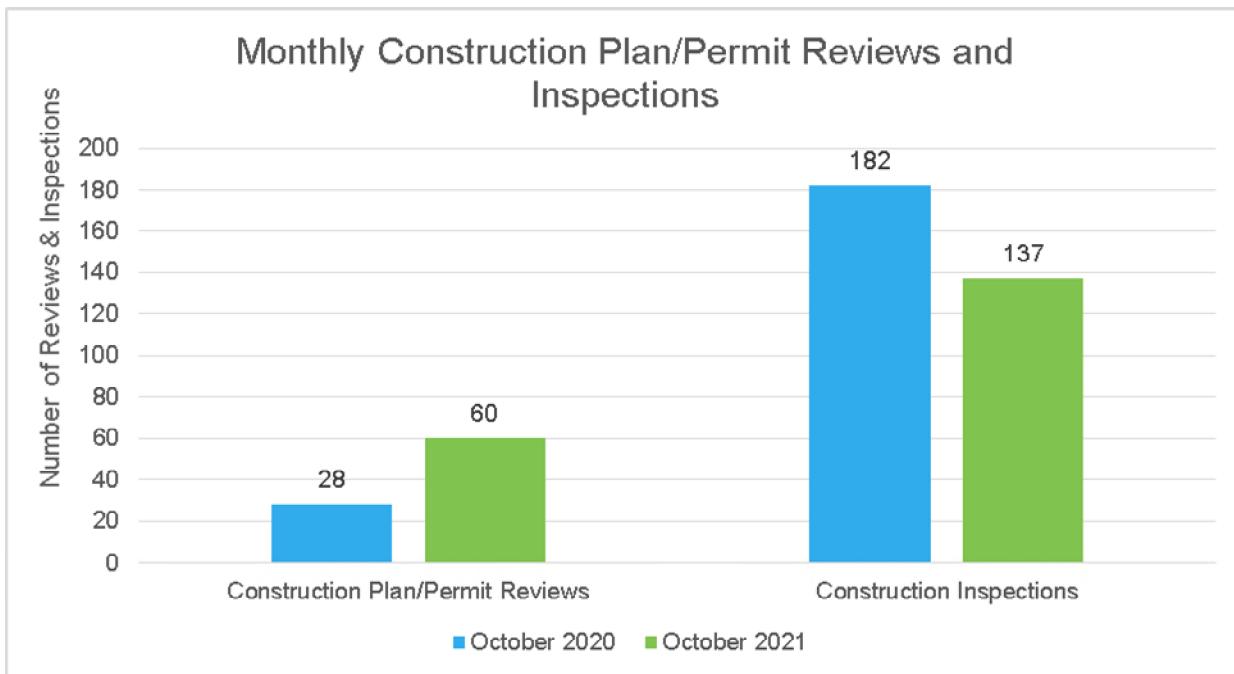
## Monthly Commercial Building Construction Projects

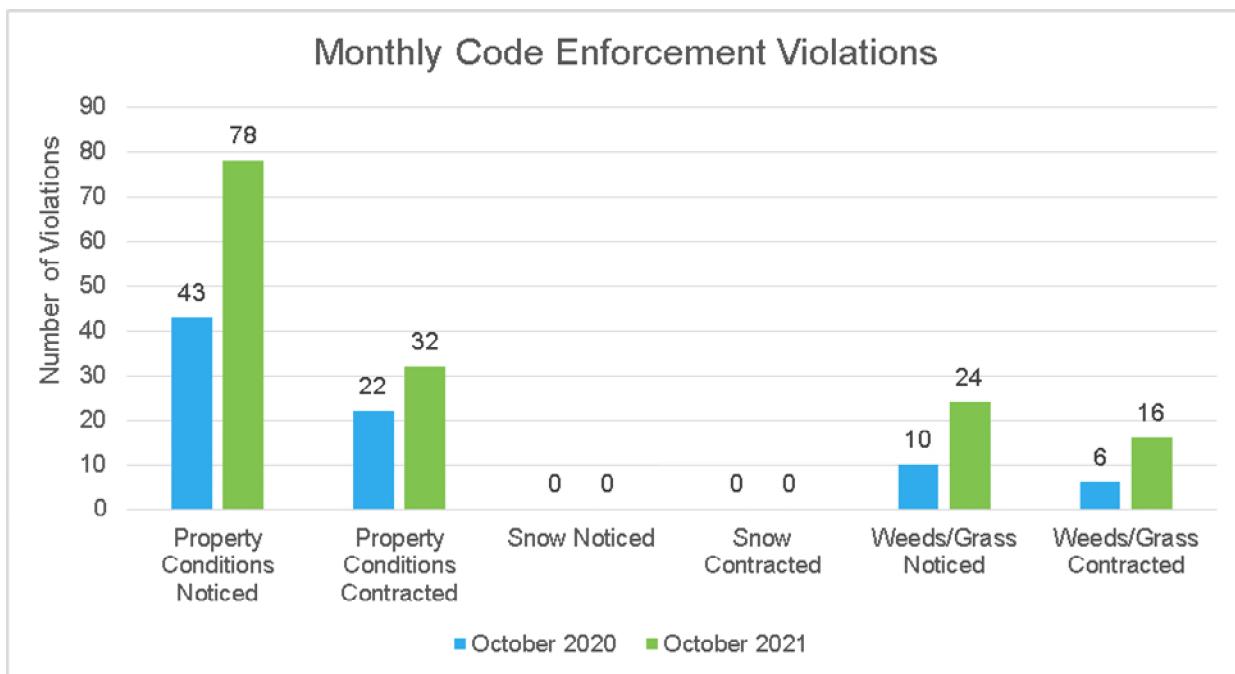


## Monthly Residential Building Construction Projects



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 alterations whether it be for a remodel or repair.





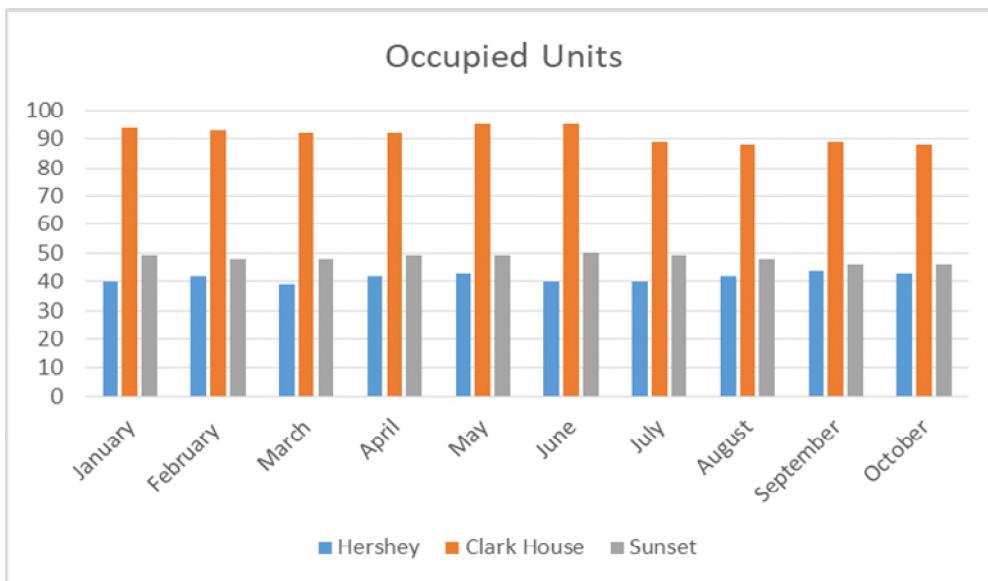
Property Conditions defined as Nuisance Abatements and other Code Violations including but not limited to dangerous tree trimming/removal, zoning regulation violations, etc.

### Other Community Development Activities

- 4 dilapidated houses were demolished
- Tammy Wagner received her Rental Housing Inspection Certification
- 3 businesses received forgivable loans
- Continuing to prepare for SmartGov inspection and permitting system to go live January 2022
- Residents have reached out to thank staff for removing the dead and dying ash trees and request that specific trees be addressed

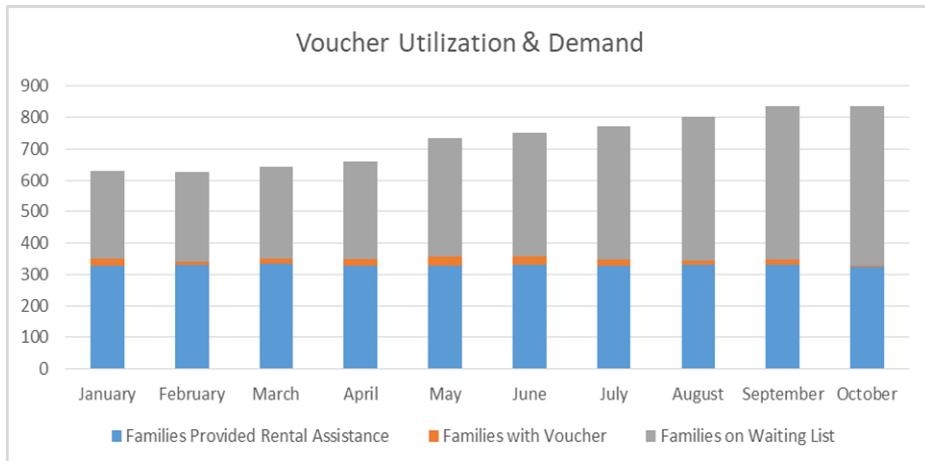
### Housing Agency Activities

- Rob Awbrey, Maintenance Supervisor, received his Procurement & Section 3 Certification
- Staff submitted a request for funding to the U.S. Department of Housing and Urban Development to continue the Housing Counseling program.
- The revised and expanded project proposal for the 5<sup>th</sup> and Mulberry neighborhood was submitted to Iowa Economic Development Authority.
- The Housing Counselor worked on budgeting and financial management with 10 families this month
- Conducted a Voucher briefing with 16 attendees



- Received 100 requests for work orders; with an average completion time of 1 day
- Completed 4 unit turnovers

- Paid \$149,141 to private landlords and utilities on behalf of assisted clients
- \$7,340 was deposited into escrow accounts for families working toward self-sufficiency
- Received \$18,7351 in administrative fees based on the 84% proration of fees earned





# Department of Public Safety

## Fire Department Monthly Report

By: Chief Jerry Ewers

### October Highlights

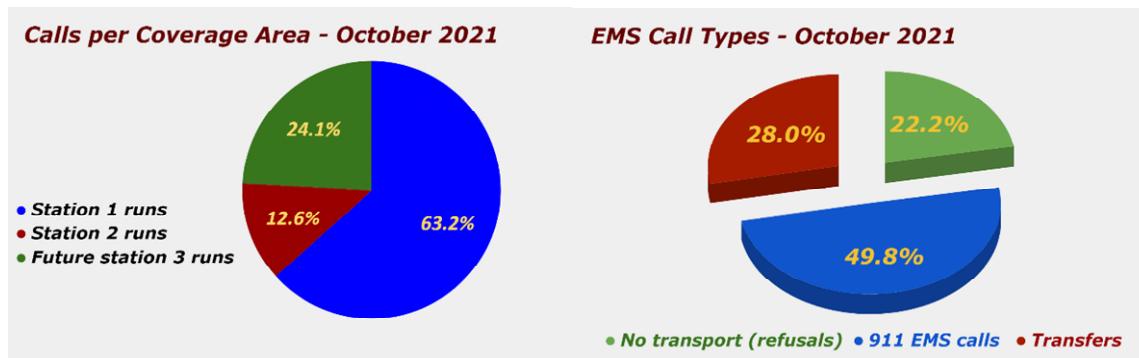
- We went live with our new EAP provider in October. Responder Health EAP specializes in services for personnel in the public safety sector. They have a responder health app and a confidential crisis hotline available to staff 24/7.
- The Illinois Department of Public Health conducted an annual inspection of our ambulances. We passed the inspection with no deficiencies. Kudos to staff.
- Held a successful Public Safety Building Open House on October 3<sup>rd</sup>, 2021.

### Staff Updates

- Firefighter Mason Tvers and Mitchell McFarland graduated from the recruit academy on October 15<sup>th</sup>, 2021.
- City Council approved the hiring of the last two deferred firefighters during the October 21<sup>st</sup>, 2021 council meeting. The two firefighters are scheduled to start in January 2022.

### Demand for Services / Response Activity

	Avg. Per Day	Monthly Totals	YTD Totals
<b>Fire Responses</b>	<b>1.68</b>	<b>52</b>	<b>429</b>
<b>911 EMS Responses</b>	<b>9.84</b>	<b>305</b>	<b>3,011</b>
<b>Out of Town Transfers</b>	<b>3.26</b>	<b>101</b>	<b>1,153</b>
<b>Total Responses</b>	<b>15.23</b>	<b>472</b>	<b>4,593</b>
	Avg. Per Day	Monthly Totals	YTD Totals
Urban Response Time Goal - 90% within 9 min or less		88%	89.4%
Rural Response Time Goal - 90% within 15 min or less		100%	94.9%



## **Total Run Volume 2000 - 2021**

2021 volume is estimated based on call/day averages



### **Staff Training**

Type	Monthly Totals	YTD Totals
Recruit / Probationary	425.25	2,432.7
Fire Suppression	92.3	1,966.85
EMS / Medical Related	149.85	1,110.45
Technical / Rescue	180.6	1,496.1
Driver / Operator	7.1	296.8
Professional Development / Leadership	22	103.95
Paramedic Program	256	2,12.50
<b>Totals</b>	<b>1,133.1</b>	<b>9,519.35</b>

### **Vehicle & Equipment Maintenance**

	Monthly Totals	YTD Totals
Fire Vehicle Miles Driven	3,506	29,536
Ambulance Miles Driven	13,000	126,339
<b>Total Miles Driven</b>	<b>16,506</b>	<b>155,875</b>
Work Orders Completed (PPE, Vehicles, Equip)	104	593
Gallons of Diesel Fuel Dispensed	475.20	3,702.50
Gallons of Gasoline Dispensed	1,644.20	17,476
<b>Total Gallons of Fuel Dispensed</b>	<b>2,119.40</b>	<b>21,178.50</b>

### **Prevention, Education and Outreach**

	Month	YTD		Month	YTD
Fire Inspections	8	241	Plan Reviews / Site Visits	15	244
Re-Inspections	8	245	Fire Investigations	8	74
<b>Permits Issued (All types)</b>	<b>34</b>	<b>1,043</b>	<b>Educational Events</b>	<b>5</b>	<b>5</b>



# Department of Public Safety

## Police Department Monthly Report

### October Highlights

- The Police Department (PD) co-hosted a Public Safety Open House with the Fire Department
- The PD hosted our monthly Coffee with a Cop
- The PD attended multiple Trunk or Treat events throughout the community around Halloween
- The PD handed out candy and hundreds of glow sticks on Halloween night
- Detectives DeVrieze, Raisbeck, Roseman, & Officer Pena organized a Golf Fundraiser for Child Protection Center (CPC) that raised around \$16,400
- Officers Elliott, Dabit, and Corporal Williams took time to track down a dog that attacked its owner. The dog was aggressive and a danger to the community. They took extra time and had patience getting the dog into the animal control truck.
- Lt. Buss was flagged down by an older woman on Halloween night whose dog got trapped in a dumpster and she was not strong enough to get the large dog out. He was able to help her and get the dog out.
- PD attended Diversity Equity Inclusion (DEI) monthly meeting



### Staff Updates

- Tentative job offers were extended to three (3) individuals. They are scheduled to begin employment with the city in mid-November. They will be attending the Iowa Law Enforcement Academy (ILEA) in January 2022.
- Officer Jolisa Colman was promoted to Corporal

**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	0			0	
	2020	0	0	0	0	0	0	0	0	0	0			0	
SEXUAL ASSAULT	2021	3	4	5	14	8	6	11	9	3	4			113	
	2020	6	2	4	2	2	6	10	3	4	7			46	
ROBBERY	2021	0	0	0	0	0	0	0	0	0	0			0	
	2020	0	0	0	0	0	0	0	2	0	1			3	
BURGLARY	2021	14	16	14	21	28	27	26	18	17	28			209	
	2020	10	8	17	45	49	31	38	33	15	21			267	
THEFT	2021	23	15	30	27	23	37	33	39	17	30			274	
	2020	17	16	21	28	30	33	30	29	34	30			268	
AUTO THEFT	2021	6	5	3	6	5	7	10	7	4	5			58	
	2020	6	5	6	4	5	3	3	4	3	14			53	
SHOPLIFTING	2021	8	8	12	11	8	8	6	8	9	17			95	
	2020	14	9	11	4	9	5	4	5	11	8			80	
														Class I Total	749

ARSON	2021	0	0	0	0	0	0	0	0	0	0			0	
	2020	0	0	0	0	0	0	0	0	0	0			0	
ASSAULT	2021	7	4	18	10	8	18	14	17	13	8			117	
	2020	15	12	6	11	14	11	18	15	14	6			122	
FRAUD	2021	12	14	18	22	15	19	16	19	12	15			162	
	2020	28	9	23	18	15	12	18	27	24	8			182	
CRIMINAL MISCHIEF	2021	11	11	11	15	26	35	21	20	25	21			196	
	2020	14	12	19	13	18	25	20	16	31	27			195	
WEAPONS	2021	7	1	3	5	5	1	5	7	13	8			55	
	2020	1	1	3	0	11	9	6	10	12	7			60	
NARCOTICS/DRUGS	2021	7	15	4	13	9	13	14	14	14	10			113	
	2020	14	9	13	13	13	16	17	6	5	9			115	
OFFENSES AGAINST CHILDREN	2021	4	5	8	10	7	10	8	5	11	9			77	
	2020	4	4	5	2	4	13	6	15	7	7			67	
DISTURBANCES	2021	89	91	112	103	114	189	185	109	99	106			1197	
	2020	63	80	128	126	134	278	206	138	133	106			1392	
JUVENILE OFFENSES	2021	21	15	43	31	28	32	56	41	39	38			344	
	2020	27	24	38	30	27	25	26	24	25	27			273	
														Class II Totals	2261

ANIMAL COMPLAINTS	2021	56	62	82	80	72	84	77	95	99	78			785	
	2020	52	58	73	77	84	100	105	95	87	113			844	
FATALITY ACCIDENT	2021	0	0	0	0	2	0	0	0	0	0			2	
	2020	0	0	0	0	0	0	0	0	0	0			0	
OTHER ACCIDENTS	2021	67	76	49	36	58	60	58	68	69	75			616	
	2020	55	40	62	34	58	81	69	71	46	69			585	
														Class IV Totals	1403

**CITY ADMINISTRATOR'S REPORT OF OCTOBER 2021 ACTIVITY**

<b>DOMESTICS</b>	<b>2021</b>	34	38	33	48	41	48	53	52	60	48			<b>455</b>
	<b>2020</b>	40	36	47	51	87	52	68	73	56	57			<b>567</b>
<b>ALARMS</b>	<b>2021</b>	17	12	15	13	16	24	26	25	20	18			<b>186</b>
	<b>2020</b>	9	16	20	17	25	25	30	17	18	15			<b>192</b>
<b>PARKING</b>	<b>2021</b>	237	114	69	49	35	48	52	41	48	43			<b>736</b>
	<b>2020</b>	69	34	31	41	66	52	47	51	55	46			<b>492</b>
<b>COMPLAINTS</b>	<b>2021</b>	232	221	303	244	276	231	261	266	286	296			<b>2616</b>
	<b>2020</b>	342	379	258	69	258	270	236	394	289	226			<b>2721</b>
<b>PUBLIC ASSISTS</b>	<b>2021</b>	491	420	446	492	569	532	538	541	505	472			<b>5006</b>
	<b>2020</b>	497	441	498	418	491	528	536	575	520	435			<b>4939</b>
												<b>Class V Totals</b>		<b>8999</b>

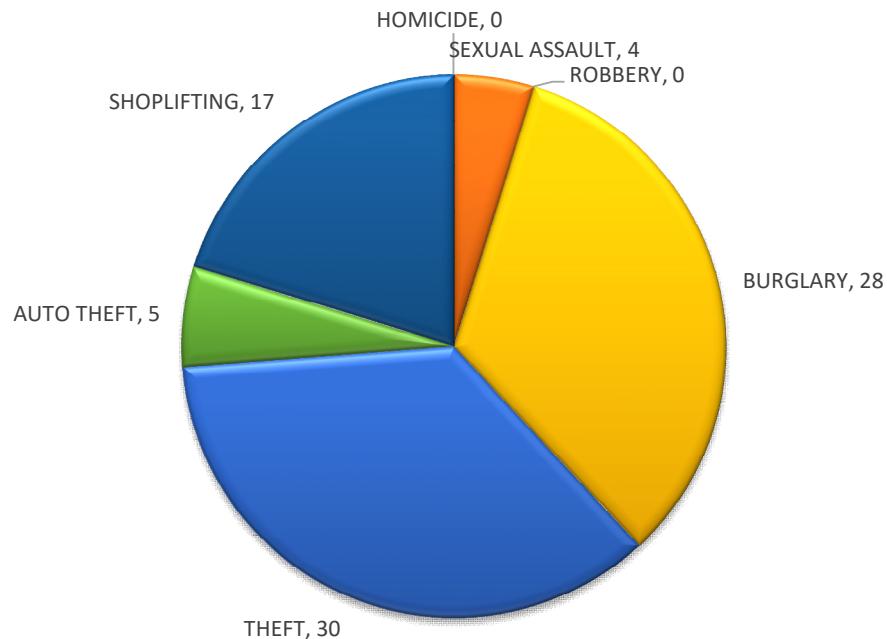
<b>OPERATING WHILE INTOXICATED</b>	<b>2021</b>	4	6	5	5	9	6	7	6	8	7			<b>63</b>
	<b>2020</b>	4	7	4	4	4	6	4	8	6	0			<b>47</b>
<b>TRAFFIC CITATIONS ISSUED</b>	<b>2021</b>	166	130	165	140	182	170	165	176	185	203			<b>1682</b>
	<b>2020</b>	178	243	160	15	111	146	119	248	188	119			<b>1527</b>
<b>ADULT ARRESTS</b>	<b>2021</b>	100	118	86	110	128	106	131	108	96	113			<b>1096</b>
	<b>2020</b>	85	82	86	103	75	98	68	110	102	73			<b>882</b>
<b>JUVENILE ARRESTS</b>	<b>2021</b>	5	5	9	15	9	6	14	8	19	21			<b>111</b>
	<b>2020</b>	8	10	11	1	2	9	6	2	1	9			<b>59</b>
<b>TOTAL ARREST</b>	<b>2021</b>	105	123	95	125	137	112	145	116	115	134	0	0	<b>1207</b>
	<b>2020</b>	93	92	97	115	77	107	74	112	103	82			<b>952</b>

<b>ADMINISTRATIVE</b>	<b>2021</b>	232	289	334	314	267	333	390	332	375	327			<b>3193</b>
	<b>2020</b>	190	146	95	34	117	181	191	226	185	352			<b>1717</b>

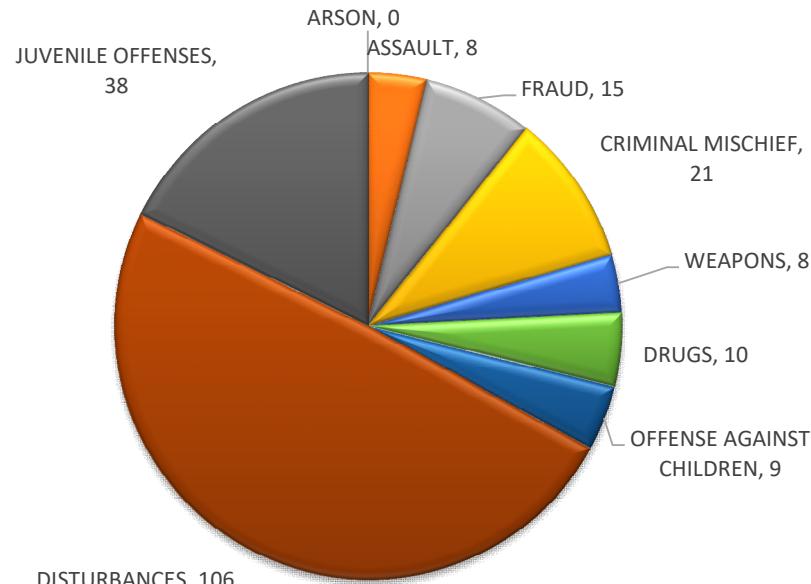
<b>*TOTAL REQUEST FOR POLICE</b>	<b>2021</b>	1578	1436	1612	1564	1620	1762	1860	1733	1738	1656			<b>16559</b>
	<b>2020</b>	1473	1341	1378	1037	1517	1756	1684	1829	1574	1591		1490	<b>16670</b>

### Class I Calls

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



### Class II Calls



■ ARSON

■ ASSAULT

■ FRAUD

■ CRIMINAL MISCHIEF

■ WEAPONS

■ DRUGS

■ OFFENSE AGAINST CHILDREN ■ DISTURBANCES

■ JUVENILE OFFENSES

### Class IV Calls

■ ANIMAL COMPLAINTS ■ FATALITY ACCIDENTS ■ OTHER ACCIDENTS

OTHER ACCIDENTS, 75

ANIMAL COMPLAINTS,  
78

FATALITY ACCIDENTS, 0

### Class V Calls

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

DOMESTICS, 48

ALARMS, 18  
PARKING COMPLAINTS,  
43

PUBLIC ASSISTS, 472

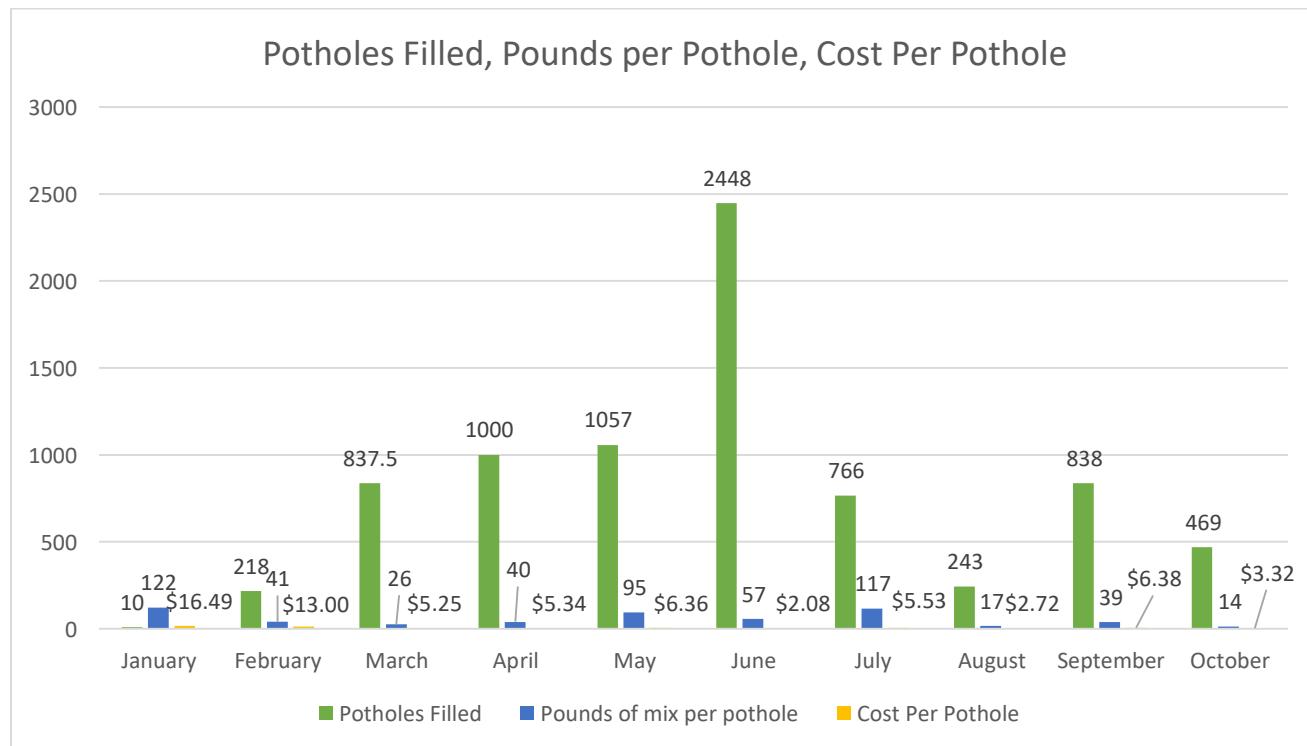
OTHER TRAFFIC  
ACTIVITIES, 296

## Department of Public Works (October 1-31, 2021)

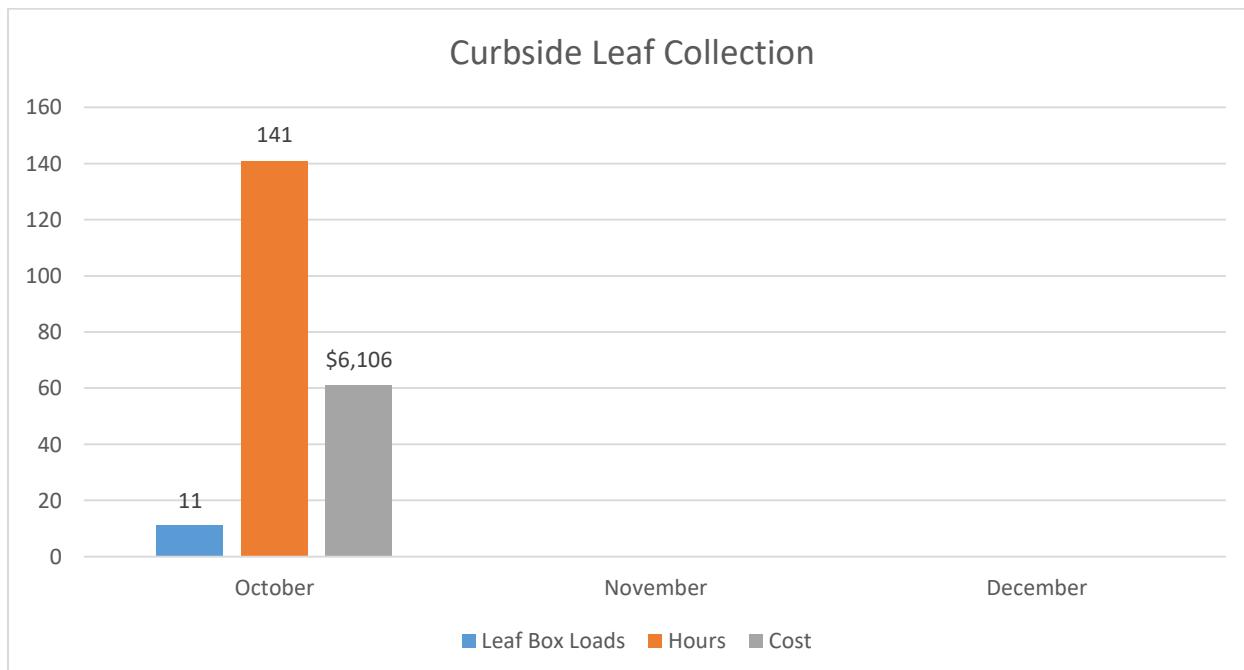
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down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



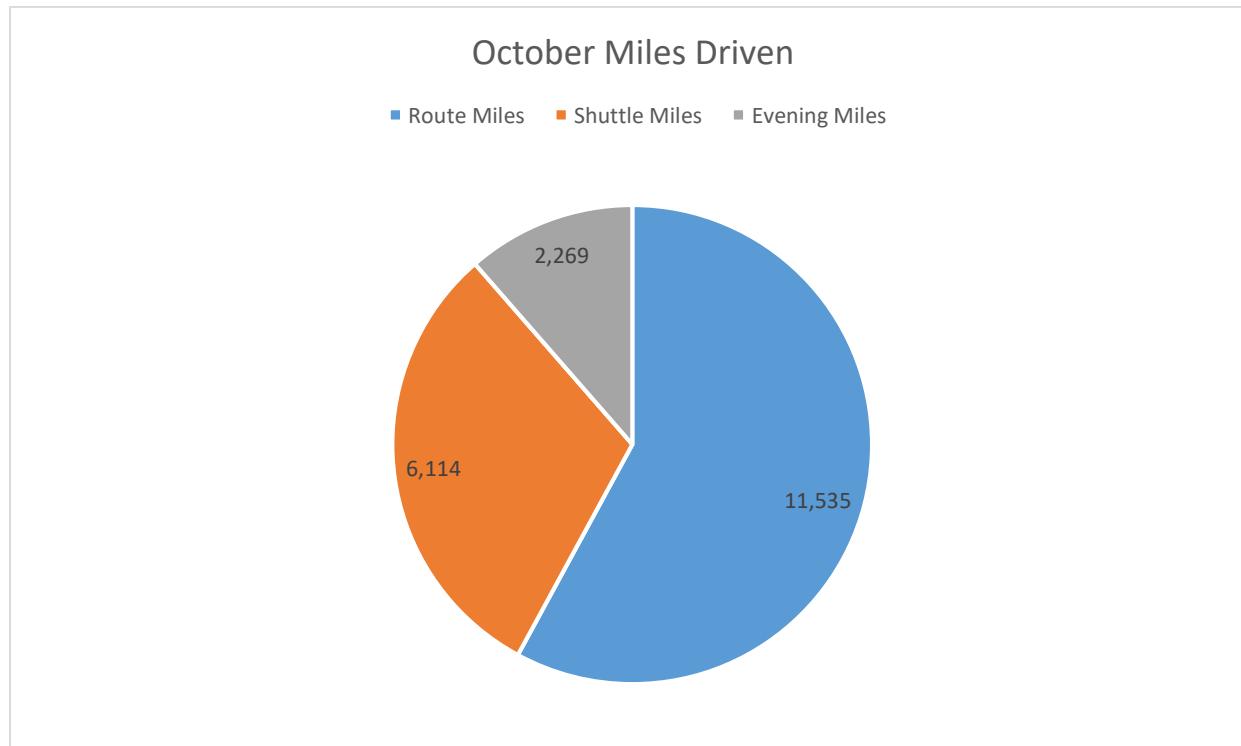
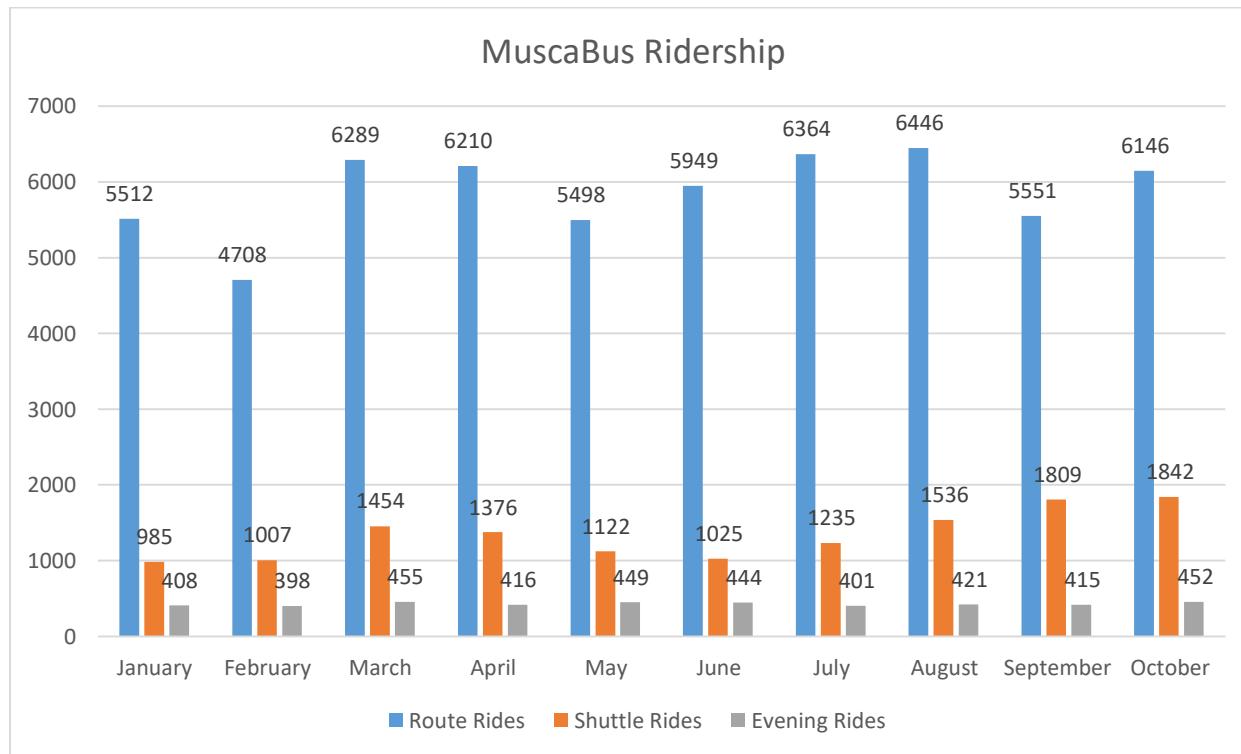
This chart indicates the number of leaf loads collected and the hours of work and cost associated with the curbside leaf collection program. One leaf box load is approximately 20 cubic yards of compacted leaves. Due to concerns of Covid 19 the decision was made to use only city staff for leaf collection in 2021 and not to hire temporary workers.

#### **Building and Grounds Activities for October 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 library staff continued updating the existing planting beds by removing dead trees and bushes and old mulch and installing landscaping fabric and river rock. Staff began internal demolition work at the former Kum & Go building at 5<sup>th</sup> and Cedar. They removed walls, false floors, old coolers and HVAC units. Exterior remodels and door installation is projected to begin in November. At the Art Center, staff continue to work with contractors and insurance adjusters for the gutter and roof repairs. Staff removed all window air conditioning units at City Hall and put them in storage. At the Public Safety Building staff re-plumbed valves on the boilers. At the Public Works facilities staff have overseen work including tuck-pointing, block work and sealing of the former Morgan Trucking building in the Public Works lower lot off of 5<sup>th</sup> Street, and beginning of installation of the electric gate on the Washington Street entrance to the Public Works lower lot. Staff also have been actively seeking quotes for deferred maintenance projects and other budget items. All of this was done while all staff members took several days of vacation leave.

## Transit Summary of Operations for October 2021:

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



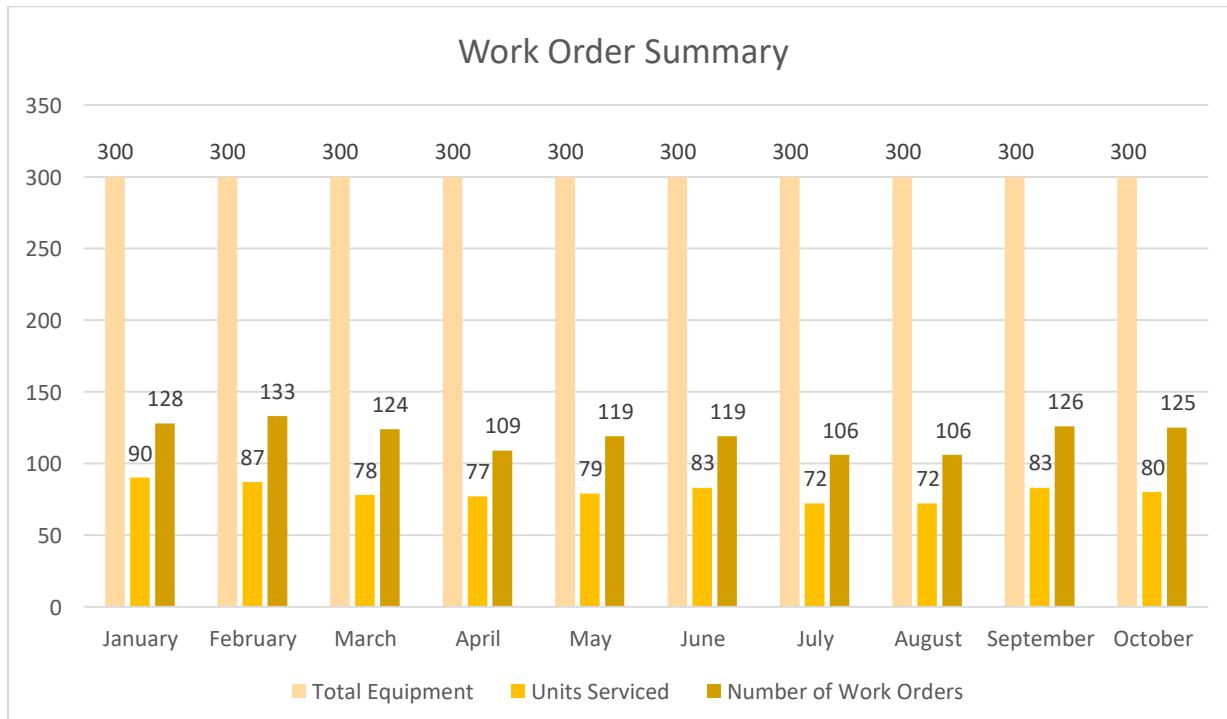
**Engineering Division Report October 2021:**

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 2022	N/A	Contract Awarded to Heuer Construction
Asphalt Street/Alley Overlay	November 2021	N/A	Project to begin week of November 1, 2021
Grandview Reconstruction	May	30%	Paving, "town side"
West Hill Sewer Separation Phase 5	April	29%	Installing sewer on 8 <sup>th</sup> Street, paving on 8 <sup>th</sup> Street
Park Avenue 4 to 3 lane	March	98%	Pavement Markings
2 <sup>nd</sup> Street Streetscape	March	97%	Punch List

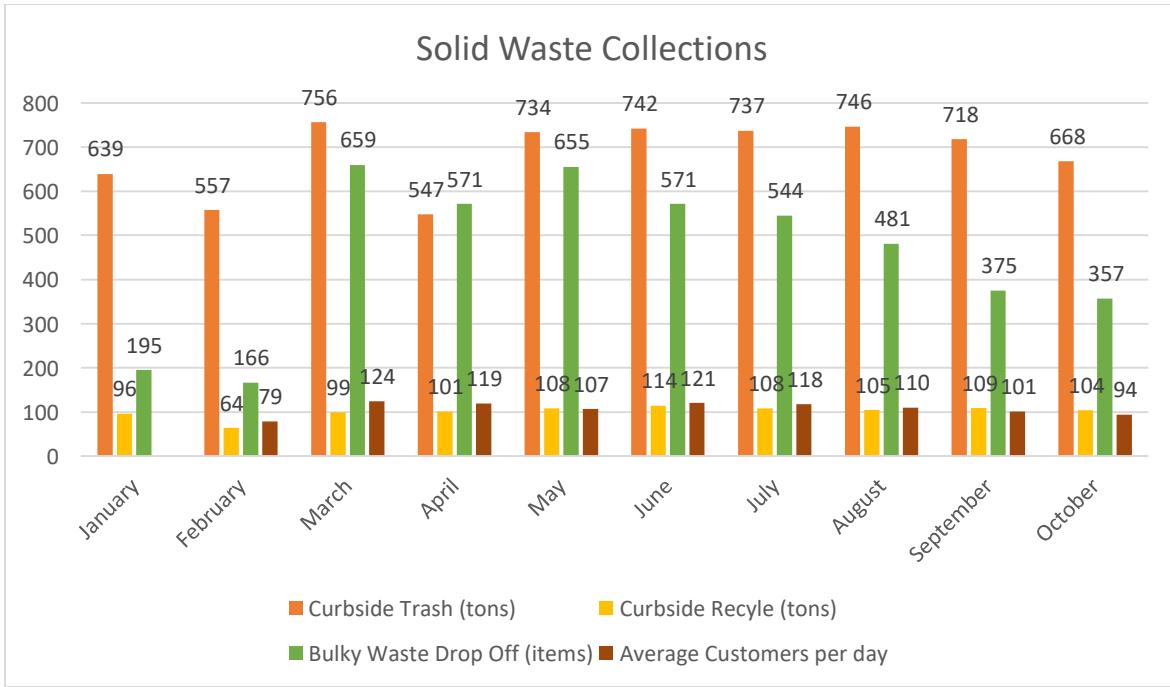
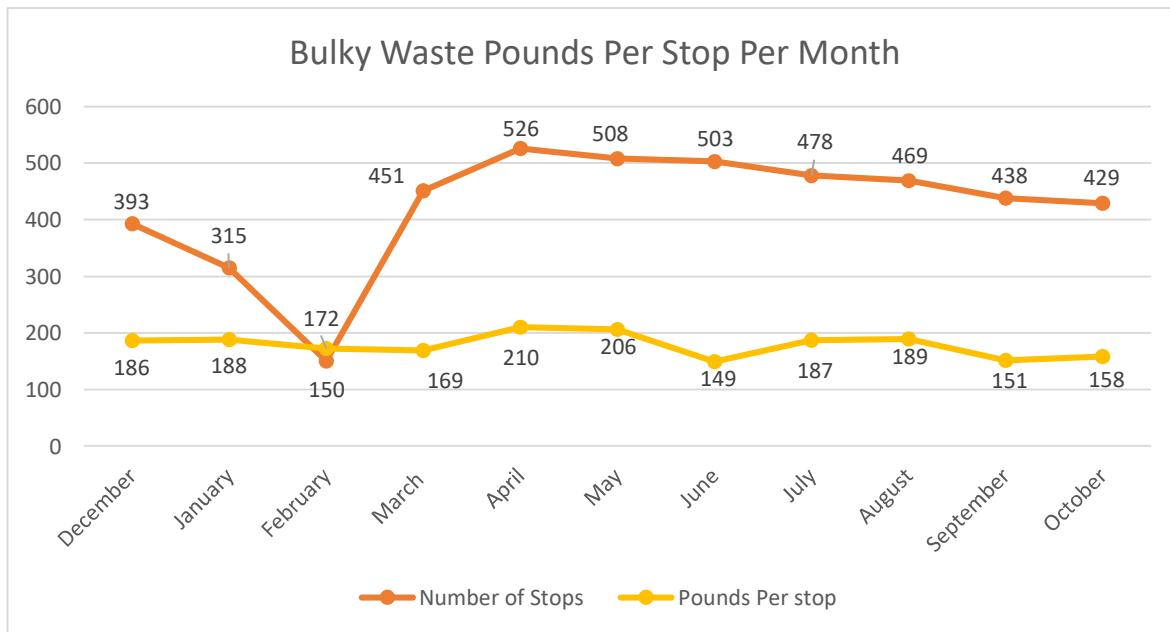
**Vehicle Maintenance Division Report October 2021:**

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 October 2021:

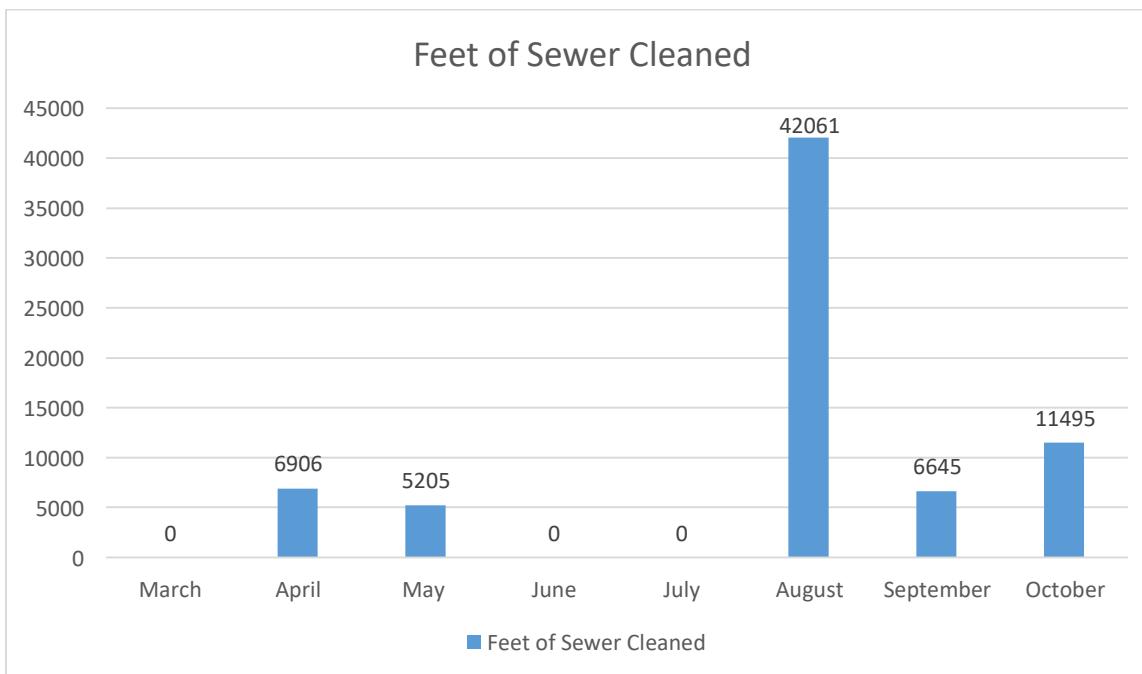
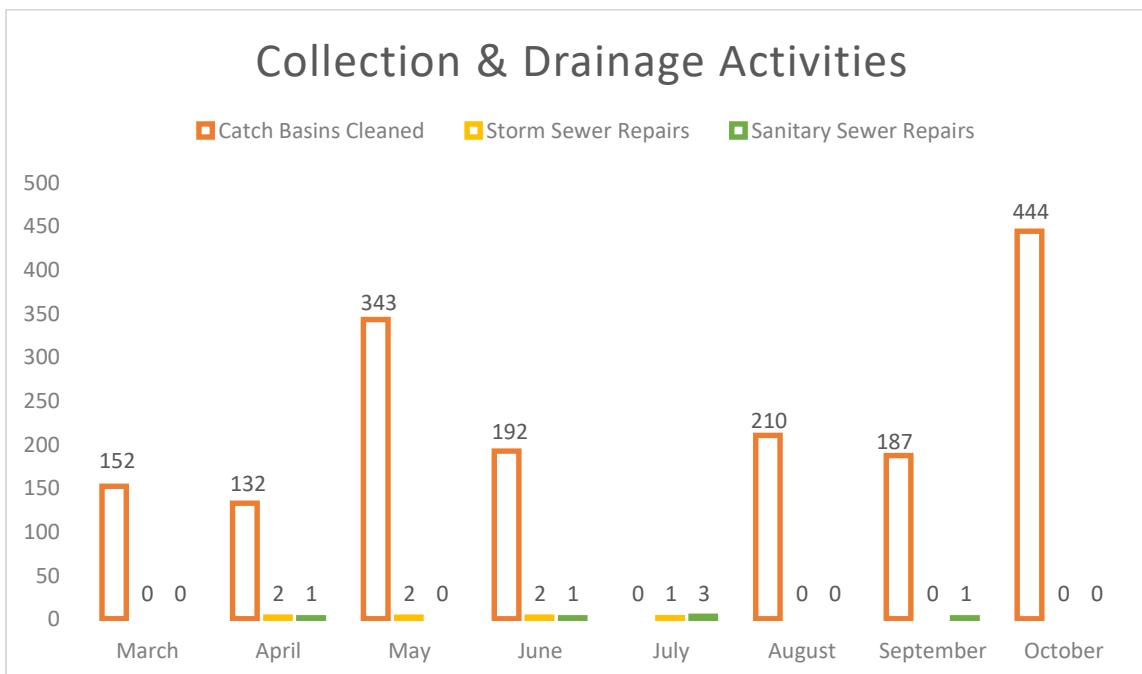
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



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 October 2021:

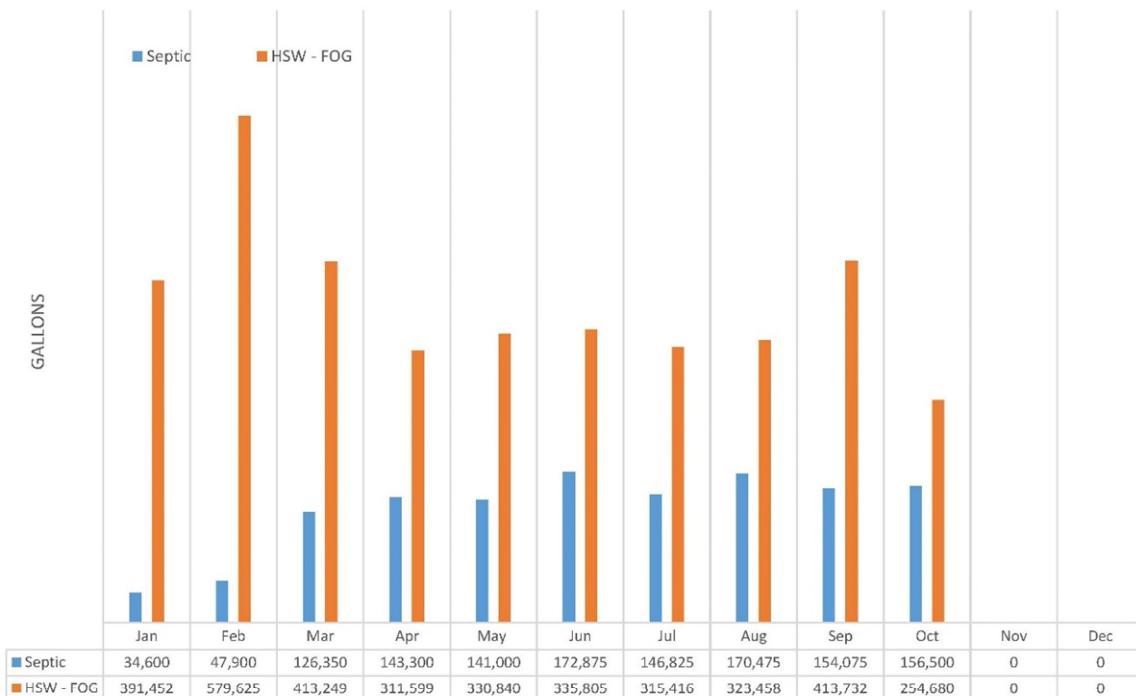
The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 stormwater catch basins, 112 miles of sanitary sewer and 68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



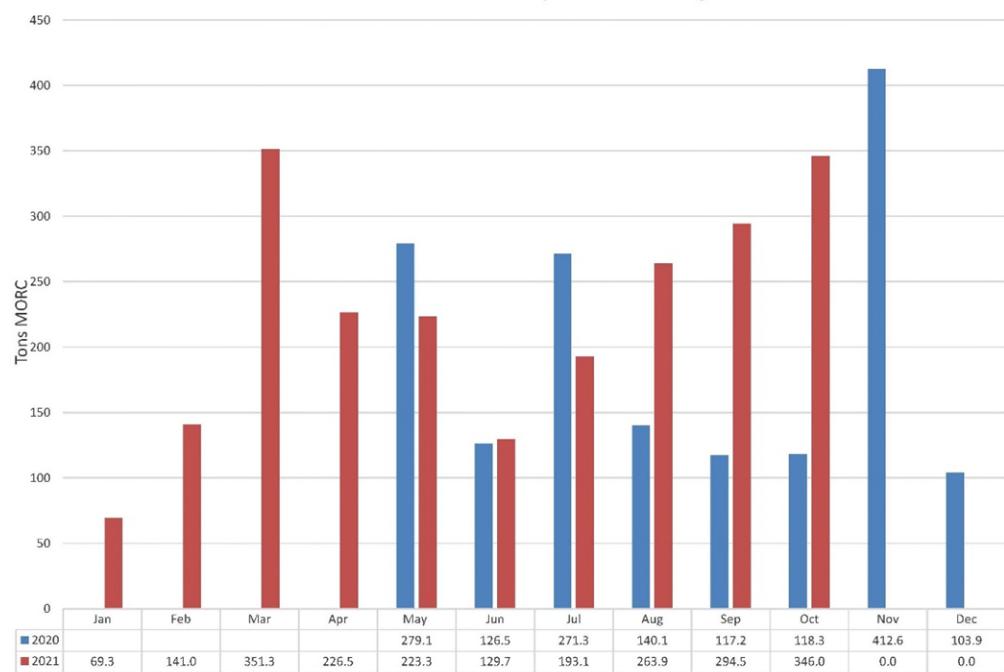
# Water & Resource Recovery Facility

## Muscatine Organic Recycling Center

### MUSCATINE WRRF HAULED WASTE 2021

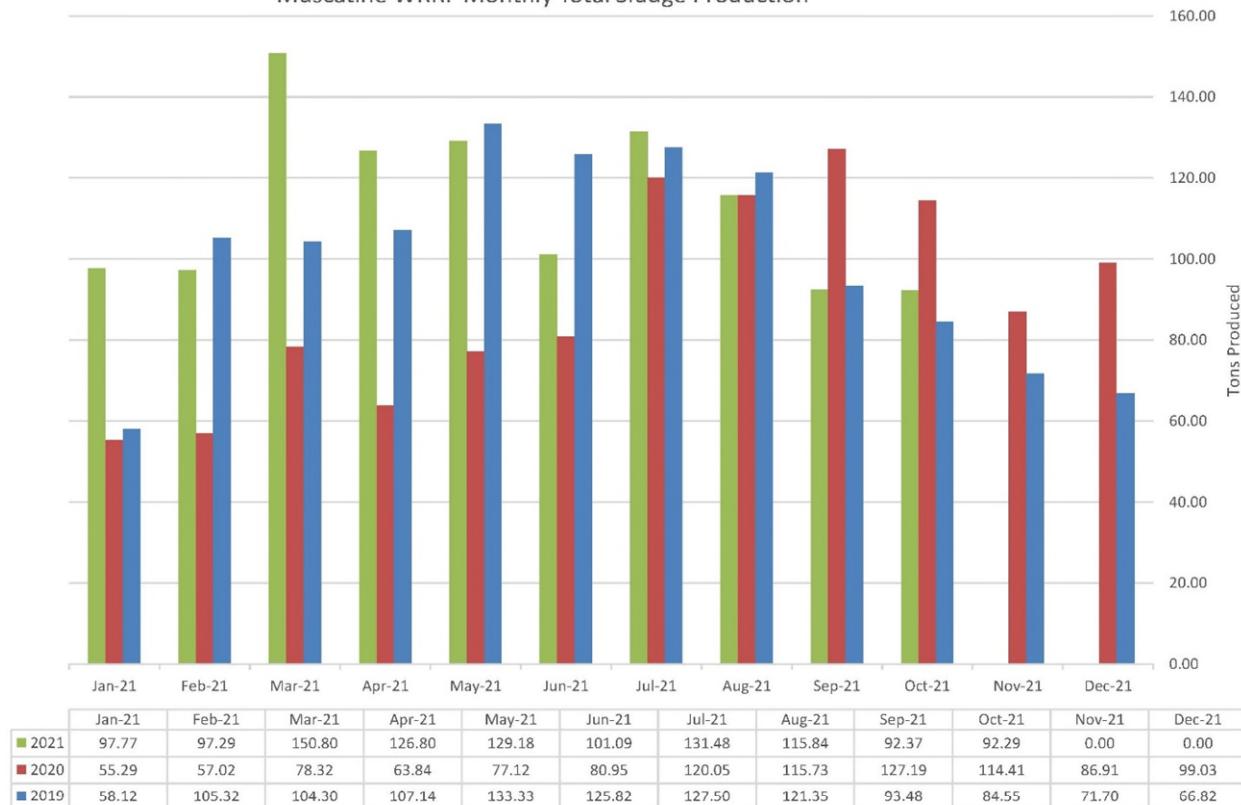


### Muscatine WRRF Monthly MORC Loading

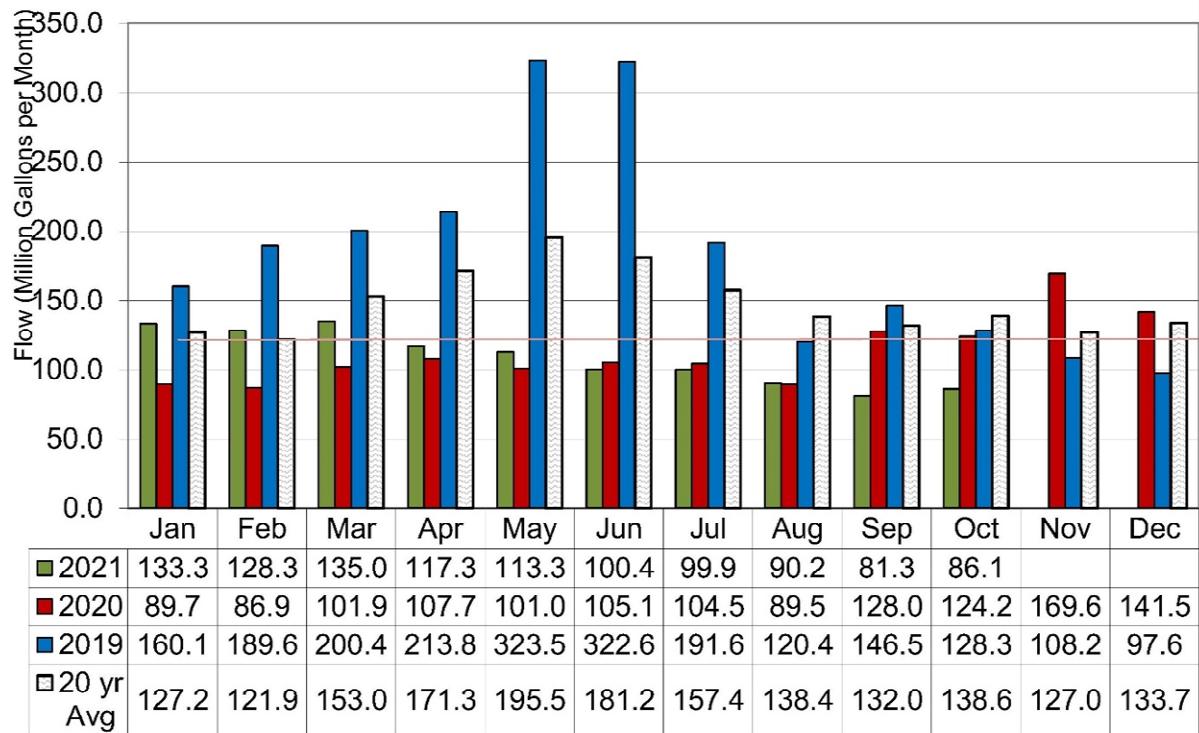


## CITY ADMINISTRATOR'S REPORT OF OCTOBER 2021 ACTIVITY

### Muscatine WRRF Monthly Total Sludge Production



### Muscatine WRRF Total Flow per Month





## Musser Public Library & HNI Conference Center

### Circulation Statistics for September 2021

PRINTED MATERIALS	October 2021	FY 21-22	October 2020
Adult Books	3,167	13,399	3,332
Young Adult Books	216	1,036	179
Juvenile Books	4,408	18,415	4,016
Magazines	171	657	161
Other	37	146	42
<b>RECORDED MATERIALS</b>			
MP3 Books	0	0	0
Digi-Books / Playaway	21	67	10
Recorded Books	193	893	237
CDs	261	1,015	260
Adult Kits and JKits	2	7	5
<b>A-V MEDIA</b>			
Equipment	9	57	21
Microfilm	0	2	0
Video Games	91	361	72
DVDs	2,230	8,921	2,790
Blue-Ray	60	280	87
<b>ONLINE</b>			
Internet Computer Use	594	2,134	494
WiFi Usage	3,231	13,783	2,678
Database Usage	12,061	45,977	12,558
E Audio	427	1,778	370
E Books	656	2,665	930
E Magazines	239	823	1,160
E Music / Streaming	1,428	5,047	614
<b>Circulation</b>			
Total Circulation	29,502		30,016
Previous Circulation	87,691		102,192
Total Circulation To Date	117,463		132,208

INTER-LOANS	October 2021	FY 21-22	October 2020
RS BORROWED	1,738	6,736	1,812
RS SENT	1,223	4,971	1,617
SILO BORROWED	3	32	22
SILO SENT	18	61	20
OCLC BORROWED	32	139	27
OCLC SENT	11	52	22
<b>TOTAL</b>	<b>3,025</b>		<b>3,520</b>

**CITY ADMINISTRATOR'S REPORT OF OCTOBER 2021 ACTIVITY**

<b>PROGRAMMING</b>	<b>October 2021</b>	<b>FY 21-22</b>	<b>October 2020</b>
CHILDRENS PROGRAMS	42-in person	101 in person 989 one min. 5,887 raw views	24
CHILDREN PRG ATTEND.	2,146	4,222 in person	1,147
TEEN PROGRAMS	0	0	1
TEEN PRG ATTENDANCE	0	0	3
ADULT PROGRAMS	2	9	0
ADULT PRG ATTENDANCE	32	182	0
TECHNOLOGY CLASSES	1	2	7
CLASS ATTENDANCE	1	2	7
BUILDING USAGE (WALK-IN)	8,624	36,814	6,616
MEETING ROOMS USAGE	622	2,207	137
<b>REFERENCE</b>			
REFERENCE QUESTIONS	391	1,175	125
TECHNICAL QUESTIONS	159	756	46
DIRECTIONAL QUESTIONS	203	920	49
<b>TOTAL</b>	<b>753</b>		<b>220</b>
EXAMS PROCTORED	0	0	2
NOTARY PUBLIC USAGE	11	44	13
GENEALOGY RESEARCHERS	2	21	7
GENEALOGY INTERLOANS	0	0	0
RESEARCH/OBIT REQUESTS	3	27	9
PHOTO PRINTS ORDERED	5	15	6

**PATRON STATISTICS | October 2021**

	<b>ADDED</b>	<b>TOTAL</b>	<b>2020</b>
ADULT RESIDENTS	33	15,109	15,298
COMPUTER USE ONLY	3	350	331
JUV RESIDENTS	18	2,445	2,492
IL (CONTRACT)	1	683	690
OPEN ACCESS	3	1,018	1,008
NEW BORROWER	9	343	290
OTHER	1	169	182
<b>TOTAL</b>	<b>68</b>	<b>20,117</b>	<b>20,291</b>

**HOME DELIVERY STATISTICS**

(already included in circulation statistics)

	<b>2021</b>	<b>TOTAL TO DATE</b>	<b>2020</b>
MATERIALS CIRCULATED	122	531	296
VISITS	158	36	41
41	41		41
VOLUNTEERS	1		1

**CITY ADMINISTRATOR'S REPORT OF OCTOBER 2021 ACTIVITY**

<b>DATABASE USAGE</b>	<b>October 2021</b>	<b>October 2020</b>
Ancestry Library Edition	199	208
Chilton	0	2
ContentDM Images	1,035	1,104
Gale	0	28
Gale Forms	1	5
Heritage Quest	15	55
Learning Express	0	0
Newspaper Archive	1,874	2,268
Newspaper.com Musc. Journal	2,519	1,476
New York Times	2,784	3,410
Niche Academy	N/A	38
Novelist	62	36
RefUSA	3	9
Sanborn Maps	85	68
Transparent Language	4	2
Value Line	3,480	3,849
<b>TOTAL</b>	<b>12,061</b>	<b>12,558</b>

	<b>LIKES</b>	<b>VISITS</b>	<b>UNIQUE VISITORS</b>
<b>FACEBOOK</b>	5,746		
<b>WEBSITE</b>		8,614	8,168
<b>TWITTER</b>		948	



## Noteworthy from the Muscatine Art Center

### 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](mailto:art@muscataineiowa.gov).

### EXHIBITIONS

You're invited on an inspirational and moving journey at **Sean Kenney's Nature Connects®** Made with LEGO® bricks.



In this award-winning exhibition of art made with LEGO pieces, the whole family can marvel at gravity-defying and astoundingly precise structures!



produced by  
**imagine**  
exhibitions

Sean Kenney's  
**NATURE CONNECTS®**  
Made with LEGO® bricks

**November 16, 2021 - February 20, 2022**

Grant supported by



[muscataineartcenter.org](http://muscataineartcenter.org)  
Muscatine, Iowa  
Free Admission  
563-263-8282

**MUSCATINE  
ART  
CENTER**

**Jon Fasanelli-Cawelti**

**October 23, 2021 -  
February 20, 2022**



**Broadmoor School**  
*Gift of Richard G. and Sandra D. Toye*  
**Through February 20, 2022**



**FAMILY EVENTS**

# Sant-O-Rama

## Sunday, December 12

### 1:30 ~ 3:30 p.m.

Get into the Holiday spirit this winter! Stop by the Muscatine Art Center on Sunday, December 12 between 1:30 and 3:30 p.m. to create Santa-related crafts with Miss Julie. There is no fee to participate in this workshop and no registration is required. While at the Muscatine Art Center, view the beautiful Christmas decorations in the historic Musser-McColm home.



**Muscatine Art Center - 1314 Mulberry Avenue, Muscatine, IA - 563.263.8282**  
[muscatineartcenter.org](http://muscatineartcenter.org)

**UPCOMING CLASSES and ACTIVITIES***For Kids*

## 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 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 November is "On the Farm", and the theme for December is "Caldecott Winners". There will be no in-person Mini Masters during the month of November, but videos can still be viewed on the Muscatine Art Center Mini Master's Facebook page.

**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 (except for gingerbread). Please register the Friday before class unless otherwise noted.

**November 20: Laura Musser's Birthday Party:** The Musser Mansion at the Muscatine Art Center was built in 1908 and is named after Laura Musser McColm, the woman who called 1314 Mulberry Avenue "home". After Laura passed away in 1964, her home was donated for use as a museum. Join Miss Julie **Saturday, November 20 from 1:30 to 2:30 p.m.** to celebrate Laura's birthday with an old-fashioned tea party and a Laura Musser "tea bag" biography.

**December 11: Gingerbread House Workshop:** A family favorite is back! Miss Julie will lead this special workshop where participants can build and decorate their own gingerbread house! **The workshops will be held Saturday, December 11 at 1:30 and 3:30 p.m.** Fee for one house is \$10 and includes icing and candy. Class sizes are limited and registration is required by December 3. Please indicate the workshop time of your preference when registering. Classes are filled on a first-come, first-served basis. Kits are available for purchase for \$10 to assemble at home with a link to an instructional video.

### *For Families*

#### **Holiday Take & Makes**

**Available December 17-23**

Stop by the Muscatine Art Center during open hours and grab a "Holiday Cheer Take & Make" bag. Each bag contains a few Holiday and New Year's-related projects that you can complete at home with just a few additional supplies. These bags are free to pick up while supplies last.

#### **Living Proof Exhibit Family Workshop with LEGO® Bricks**

**Saturday, December 4, 1:30 - 3:30 p.m.**

Join this free Family Workshop presented by Living Proof Exhibit and learn how to use LEGO® bricks to create art. The studio instructor will lead activities such as stamping with LEGO® pieces and adding playful features to each stamp. Then, enjoy time exploring the Nature Connects® exhibition and building your own creations. Workshop is open to anyone impacted by cancer.

### *For Adults*

#### **Thursday Night Makerspace**

Join our Program Coordinator Katy on select Thursday nights to create fun projects to decorate your home or to give as gifts. 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.

**Thursday, November 18, 5:15 - 6:45 p.m. - Decoupage Jar Luminary**

**Thursday, December 2, 5:15 - 6:45 p.m. - Christmas Ornaments**

#### **Red Barn Studio**

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.

**Sunday, December 5, 1:30 - 2:45 p.m. - Button Christmas Ornaments**