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DEPARTMENT

Public Works

ACTIVITY

Building & Grounds

INSTRUCTIONS:

Please limit text and utilize bullets when possible. **Bold items that require special attention.** Note any significant changes to revenue. Do not list individual line item changes unless there is a significant change in amount. **Please limit memo to less than 3 pages.**

REVISED ESTIMATE FOR CURRENT FISCAL YEAR (2025/2026)

Items of Concerns for Current Fiscal Year:

- Getting staff properly trained.
- Getting staff pay adjusted accordingly.
- Changing funds from previously budgeted deferred maintenance items towards replacing failing equipment before the new budget and warmer weather.
- Library Rooftop HVAC Replacement
- Approximately \$2.1 million worth of insurance claims received across various repair items.

Significant Line Item Increases/Decreases for Revised Estimate:

- Clothing Purchases- New staff needs uniforms - \$500 increase
- Electrical Supplies- Increase cost of lighting products - \$1,500 increase
- Painting Supplies- Fire Department doors, fresh paint in carpeted areas - \$3,500 increase
- Computer Software Support- Higher cost of maintenance software and need new laptops or iPads \$5,000 increase
- Building Equipment & Repair- Many unbudgeted expenses: Work out building fence and sewer, State Garage sewer, Heat tape at Public Works, Chemical treatment - \$25,000 increase
- Library Rooftop HVAC Replacement - \$285,560 (Could be covered by Insurance payments for roofs)

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

Is Revised Estimate for Activity the same as Approved Budget? If not, explain why:

Revised estimates for Activities are higher, due to unforeseen breakdowns, repairs and requests.

FY 2026/2027 BUDGET REQUEST

Items of Concern for Fiscal Year 2026/2027 (changes in service levels, revenue, etc. that impact budget):

There were no changes in service levels, but I would like the Building & Grounds Supervisor position moved to pay grade NP13, where it should be per the compensation study results.

I would also like to see David Schrier moved from "Maintenance Repairperson" to "Lead-worker" to pay him for what he is already doing.

Significant Line Item Increases/Decreases proposed for FY 2026/2027 (include justification for increases)

61340 Computer Software Support \$5,000 Increase for higher cost of maintenance software and need new laptops or iPads

Is Budget Request the same as the Revised Estimate for the Previous Fiscal Year? If not, explain why:

No, due to higher cost of maintenance software.

Please note whether capital requests were included in Form 11 in the previous year.

FY 2026/2027 CAPITAL OUTLAY REQUESTS

Capital Outlay Requests (item and cost) for FY 2026/2027 (item and cost)

- | | |
|--|--|
| 1. Library Intellipak roof-top unit - \$285,560 | 22. Library Elevator epoxy addition floor - \$31,240 |
| 2. S. Fire heat pump & evaporator - \$12,098 | 23. Police Station epoxy floor - \$12,000 |
| 3. Old State Garage automatic gate - \$19,270 | 24. PW riding mower - \$2,200 |
| 4. S. Fire siding & windows replacement - \$51,209 | 25. City Hall shed - \$7,275 |
| 5. S. Fire paint pre-cast - \$6,522 | 26. Library shed - \$6,098 |
| 6. Old State Garage radiant heat - \$16,200 | 27. City Hall window a/c - \$1,500 |
| 7. PW New Wash Bay radiant heat - \$23,175 | 28. PW men's restroom sink - \$14,700 |
| 8. PW New Wash Bay epoxy entrance/exit - \$7,800 | 29. Kubota tractor & attachments - \$57,750 |
| 9. Old State Garage new steel door - \$5,700 | 30. PW stucco block repair - \$7,150 |
| 10. Fire Dept. Training Bldg. exterior remodel \$193,106 | 31. PW storage garage epoxy floor - \$138,621 |
| 11. Building & Grounds Truck - \$75,000 | 32. PW repaint buildings - \$67,777 |
| 12. City Hall building study - \$50,000 | 33. PD remodel conference room - \$11,140 |
| 13. Replace City Hall windows - \$192,945 | 34. PD remodel records room - \$33,658 |
| 14. S. Fire riding mower - \$10,547 | |
| 15. Carpet administration offices - \$8,642 | |
| 16. Brine building over-head door - \$12,154 | |
| 17. Old State Garage over-head doors - \$57,121 | |
| 18. PW wash bay walk-in doors - \$38,287 | |
| 19. Old PD Garage walk-in door - \$6,696 | |
| 20. PW wash bay walk-in doors - \$16,222 | |
| 21. Brine building walk-in doors - \$13,056 | |

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: GENERAL GOVERNMENT			DEPARTMENT: PUBLIC WORKS					ACTIVITY: BUILDING AND GROUNDS			
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR 2023/2024	ACTUAL FISCAL YEAR 2024/2025	BUDGET FISCAL YEAR 2025/2026	FIRST 3 MOS FISCAL YEAR 2025/2026	LAST 9 MOS FISCAL YEAR 2025/2026	ESTIMATE FISCAL YEAR 2025/2026	CITY ADMIN ESTIMATE FISCAL YEAR 2025/2026	BUDGET REQUEST FISCAL YEAR 2026/2027	CITY ADMIN REVISION FISCAL YEAR 2026/2027	APPROVED BUDGET 2026/2027
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
PERSONAL SERVICES											
									INC GRADE CHANGE		
41XXX	REGULAR SALARIES & WAGES	\$215,788	\$216,140	\$236,700	\$52,335	\$180,823	\$233,158	\$233,100	\$249,700	\$249,700	
42XXX	PART TIME SALARIES & WAGES	144,443	144,737	154,900	34,484	118,936	153,420	153,400	162,700	162,700	
43XXX	OVERTIME SALARIES & WAGES	2,412	3,316	2,000	1,265	735	2,000	2,000	2,000	2,000	
44XXX	OTHER SALARIES & WAGES	2,207	2,021	2,100	391	1,565	1,956	2,000	2,100	2,100	
45XXX	PENSION & RETIREMENT	61,652	61,757	67,700	14,921	51,622	66,543	66,500	71,200	71,200	
46XXX	INSURANCE	72,570	74,522	74,300	27,680	68,670	96,350	96,400	101,200	101,200	
SUBTOTAL		\$499,072	\$502,493	\$537,700	\$131,076	\$422,351	\$553,427	\$553,400	\$588,900	\$588,900	\$0
								due to insurance coverage			
COMMODITIES											
15,700											
51XXX	OFFICE SUPPLIES	\$299	\$0	\$400	\$18	\$382	\$400	\$400	\$400	\$400	\$0
52XXX	OPERATING SUPPLIES	45,089	48,376	48,400	5,655	43,245	48,900	48,900	48,900	48,900	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	10,964	13,009	17,300	3,746	18,554	22,300	22,300	17,300	17,300	0
SUBTOTAL		\$56,352	\$61,385	\$66,100	\$9,419	\$62,181	\$71,600	\$71,600	\$66,600	\$66,600	\$0
CONTRACTUAL SERVICES											
61XXX	PROFESSIONAL FEES	\$3,508	\$3,184	\$10,400	\$280	\$15,320	\$15,600	\$15,600	\$15,400	\$15,400	\$0
62XXX	TECHNICAL SERVICES	11,130	11,430	17,300	1,723	15,577	17,300	17,300	17,300	17,300	0
63XXX	RENTALS	0	0	1,000	0	1,000	1,000	1,000	1,000	1,000	0
64XXX	TRAVEL AND EDUCATION	3,288	315	9,800	150	9,650	9,800	9,800	9,800	9,800	0
65XXX	COMMUNICATIONS & UTILITIES	30,198	30,709	40,300	3,242	37,058	40,300	40,300	40,300	40,300	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	110,580	116,342	116,700	18,381	123,319	141,700	141,700	116,700	116,700	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	256	505	700	116	584	700	700	700	700	0
SUBTOTAL		\$158,960	\$162,485	\$196,200	\$23,892	\$202,508	\$226,400	\$226,400	\$201,200	\$201,200	\$0
CAPITAL OUTLAY											
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
72XXX	BUILDINGS	0	0	0	0	0	\$0	0	63,373	0	
73XXX	IMPROVEMENTS	0	4,900	9,000	0	9,000	\$9,000	9,000	2,005,266	0	
74XXX	EQUIPMENT	10,065	1,476	1,500	0	1,500	\$1,500	1,500	560,951	1,500	
SUBTOTAL		\$10,065	\$6,376	\$10,500	\$0	\$10,500	\$10,500	\$10,500	\$2,629,590	\$1,500	\$0
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES		\$724,449	\$732,739	\$810,500	\$164,387	\$697,540	\$861,927	\$861,900	\$3,486,290	\$858,200	\$0

Form 11

FY 2026/2027 Budget

Five Year Capital Outlay Projections -Building & Grounds Department/Division

Fiscal Year 2026/2027	Capital Outlay Classification (Check One)				Estimated Cost
	Vehicles	Equip-ment	Improve-ments	Other	
1. Library Intellipak roof-top unit		x			285,560
2. S. Fire heat pump & evaporator		x			12,098
3. S. Fire siding & windows replacement			x		51,209
4. S. Fire paint pre-cast			x		6,522
5. Old State Garage radiant heat		x			16,200
6. PW New Wash Bay radiant heat		x			23,175
7. PW New Wash Bay epoxy entrance/exit			x		7,800
8. Old State Garage new steel door			x		5,700
9. Fire Dept. Training Building exterior remodel			x		193,106
10. Old State Garage automatic gate			x		19,270
11. Building & Grounds Truck	x				75,000
12. City Hall building study				x	50,000
13. Replace City Hall windows			x		192,945
14. S. Fire riding mower		x			10,547
15. Carpet administration offices			x		8,642
16. Brine building over-head door			x		12,154
17. Old State Garage over-head doors		x			57,121
18. PW wash bay overhead doors			x		38,287
19. Old PD Garage walk-in door			x		6,696
20. PW wash bay walk-in doors			x		16,222
21. Brine building walk-in doors			x		13,056
22. Library Elevation epoxy addition floor			x		31,240
23. Police Station epoxy floor			x		12,000
24. PW riding mower		x			22,000
25. City Hall shed				x	7,275
26. Library shed				x	6,098
27. City Hall window a/c		x			1,500
28. PW men's restroom sink			x		14,700
29. Kubota tractor & attachments		x			57,750
30. Key card swipe- remaining buildings			x		1,117,371
31. PW stucco block repair			x		7,150
32. PW storage garage epoxy floor			x		138,621
33. PW repaint buildings			x		67,777
34. PD remodel conference room			x		11,140
35. PD remodel records room			x		33,658
Fiscal Year Total					2,629,590
Fiscal Year 2027/2028					
1. City Hall air conditioner		x			902,320
2. Old State Garage generator		x			75,000
3. City Hall replace plumbing			x		550,000
4. City Hall replace electrical			x		550,000
5. Library RTU		x			100,000
6. Single man lift		x			75,000
7. PW exhaust fans		x			35,000
8. Old State Garage garage doors			x		110,000
Fiscal Year Total					2,397,320
Fiscal Year 2028/2029					
1. New van	x				45,000
2. Elevator upgrades			x		1,000,000
3. Hotsy pressure washer		x			10,000
4. Snow blowers		x			7,500
5. PW Walk-in doors			x		25,000
6. Library Garage			x		75,000
7. City hall replace back steps			x		15,000
8. All buildings tuckpoint and seal			x		177,000
Fiscal Year Total					1,354,500
Fiscal Year 2029/2030					
1. PSB walk-in doors			x		25,000
2. PSB plumbing replacement			x		550,000
3. PW concrete sidewalks			x		70,000
4. City Hall concrete sidewalks			x		80,000
5. Old State Garage air handling unit replacement		x			800,000
6. Old State Garage heater replacements			x		150,000
7. New truck	x				50,000
8. Bucket truck	x				130,000
Fiscal Year Total					1,855,000
Fiscal Year 2030/2031					
1. PSB restroom partitions			x		45,000
2. PW restroom partitions			x		45,000
3. Old State Garage new lighting			x		50,000
4. Old State Garage roof			x		150,000
5. Old State Garage furnaces			x		150,000
6. Old State Garage walk-in doors			x		50,000
7. Library generator		x			125,000
8. Art Center generator		x			125,000
Fiscal Year Total					740,000
Grand Total					8,976,410

Form 12

FY 2026/2027 Budget

Department-Prioritized Budget Reductions if Necessary

		Reductions Needed Based on Form 2 Department Budget Request for 2026/2027		
		If 1%	If 3%	If 5%
Amount of Reduction Needed Based on Form 2 Amounts (Personal Services + Commodities + Contractual) x %		<u>\$ 8,567</u>	<u>\$ 25,701</u>	<u>\$ 42,835</u>
Detail of Potential Reductions:				
<u>Account</u>	<u>Description</u>			
Personal Services Accounts:				
Commodities Accounts:				
51300	Printing Supplies	300	300	300
52100	Agricultural Supplies	2,000	2,000	2,000
Contractual Services Accounts:				
62120	Tree Removal	1,500	1,500	1,500
62150	Other Nursery Services	3,800	3,800	3,800
62250	Pest Control Services		1,000	1,000
64120	Actual Travel Expense		1,950	1,950
64200	Registrations	613	1,750	1,750
64400	Meals		750	750
67200	Building Repair Maint. Service		2,000	2,000
67330	Building Equipment and Repair (Contracts)		9,089	25,515
62370	Misc. Printing Services		500	500
Total Department-Prioritized Budget Reductions		<u>\$ 8,213</u>	<u>\$ 24,639</u>	<u>\$ 41,065</u>
Difference Over (Under) Targeted Amount		<u>\$ (354)</u>	<u>\$ (1,062)</u>	<u>\$ (1,770)</u>

CITY OF MUSCATINE
2026/2027 BUDGET

GOALS & OBJECTIVES
For 2025/2026

DEPARTMENT:

Public Works

ACTIVITY:

Building & Grounds

OBJECTIVES TO BE ACCOMPLISHED IN 2025/2026:

- To complete the scheduled deferred maintenance projects. **(Strategic Plan – Reliable Public Infrastructure)**
- To maintain current staff certifications and continue finding training opportunities for staff. **(Strategic Plan – Excellent Customer Service)**
- To continue working on landscaping and beautifying City buildings. **(Strategic Plan – Reliable Public Infrastructure)**
- To complete the Facility Condition Assessment with the new Asset Management software vendor. **(Strategic Plan – Excellent Customer Service)**
- To fully implement the new Asset Management software **(Strategic Plan – Excellent Customer Service)**

STATUS REPORT ON 2025/2026 OBJECTIVES:

- Deferred maintenance projects completed
 - Art Center – Electrical for heat tape on downspouts
 - Art Center – Soffit and fascia repaired
 - Fire Dept. – Carpet and epoxy flooring in offices and hallways
 - Police Dept. – Epoxy flooring in squad room
 - City Hall – Carpet, floor tile, refinish terrazzo floor, and stair treads in Finance, the copy room, meter room, break room, side entrance hallway and all Parks Dept. areas
- Current staff-maintained certifications, and working towards certifications for new staff
- Landscaping
 - Numerous volunteer tree removal
 - Public Works
 - State Garage
 - Library
 - Art Center
 - Maintained planter beds at numerous buildings
- The Facilities Condition Assessment is a work-in-progress. The basic and larger items were added by the Asset Management Software Vendor.
- We are still working towards full implementation of our new Asset Management software, Brightly.

NARRATIVE ON RECENT DEPARTMENT/ACTIVITY ACCOMPLISHMENTS:

It was another busy and challenging year in the Building & Grounds Department. We have had several staff members with medical concerns, surgeries, retiring or leaving for other jobs. We have hired and are in the process of training new staff. We are hopeful for a healthier and fully trained staff for this next year.

We have kept the City Departments supplied with all operating supplies from cleaning products to trash liners. Building & Grounds staff also tests backflows for the Parks Department, Transfer Station, and Building & Grounds facilities, which total over 50 backflows per year. Staff has taken care of cleaning, mowing, weed eating, spraying, and snow/ice removal at all of our City buildings and Transit shelters.

Here is a summary of the Facility Maintenance and Improvements completed in-house this year:

Art Center

- Replaced circulation pump, VFD fan, furnace blower and igniter, AHU-4 A-coil, remote transmitter, weatherstripping, and handicap door sweep.
- Removed a large rotted tree near the Cedar Street entrance.
- Repaired downspouts.
- Hired one staff member.

Library

- Replaced condenser fan and blade, Maker Space floor outlet and box, multiple actuators on reheat units, and several ballasts and light fixtures.
- Repaired RTU fan and fuses, downspouts, and multiple in-wall tank toilets.
- Cleaned up flood water, resealed sidewalks, shampooed carpets, and removed volunteer trees from planters.
- Hired one staff member.

Airport

- Repaired or replaced multiple lights and building water hydrants.
- Performed multiple repairs to sprinkler irrigation system (damaged by construction).
- Installed new drinking fountain with bottle filler.
- Patched drywall holes and replaced furnace inducer motor.

Public Works

- Replaced two circulation pumps and motors, plus the hanging heater in the parts room.
- Installed wall-pack lighting on the Quonset hut.
- Repaired electric lock and performed numerous automatic gate repairs.
- Painted Conference Room projector wall with non-reflective dry-erase paint.

Old Kum & Go (New Workout Building)

- Installed security lights, electronic lever lock, benches, coat hooks, fan cover, mirrors, TV, and treadmills.
- Constructed new bathroom (walls, drywall, electrical, and plumbing).
- Repainted entire interior.

Old State Garage

- Repaired two garage doors and replaced thermostats.
- Collaborated with Collection & Drainage department and local contractors to restore proper sewer system function for dog storage.

City Hall

- Replaced boiler gas valve, inducer motor, wiring harness, and control board.
- Removed old carpet and installed new carpet in Parks offices, breakroom, meter room, copy room, all Finance offices, and open areas; oversaw painting in several of these spaces.
- Relocated offices for Housing and Building & Zoning departments, including removal of old furniture and assembly of new desks.
- Repaired IT room A/C unit, Council Chamber podium and electrical, multiple security door latches, and parking lot lights across from City Hall.
- Stripped and refinished terrazzo flooring from side/alley entrance through Parks offices.

South Fire Station

- Replaced triangle tube heater and thermostats.
- Repaired two garage doors, painted all garage doors, and fixed garage door at old armory.
- Replaced A/C condenser fan, contactor, and coil.
- Repaired mower.

Central Fire Station

- Replaced washing machine, sleeping quarters reheat coil actuator, thermostat, air handler bearings, room sensors, and door operators with photo eyes.

Public Safety Building

- Repaired leaks in old workout room and multi-stack room.
- Completed door lock repairs.
- Replaced indirect water heater heat exchanger, squad room window, pump and bearing assembly, multi-stack loop valve (between modules 2 and 3), and all restroom floor drains.

Additionally, Building & Grounds staff changed from using corded vacuums to using Dyson brand cordless vacuums, cutting the amount of time spent on vacuuming in half. A new City General Contractor was hired and we have been working with them to get several of the City facilities roofs repaired with approximately \$2.1 million in insurance claims. We have also helped to get the new wash bay close-out items taken care of and the proper repairs completed before close out.

The Building & Grounds Department successfully managed and completed a variety of capital improvement, deferred maintenance, and insurance reimbursement projects, including:

- Replacement of carpet and tile flooring in City Hall (Finance Department, meter room, copy room, break room, Parks offices, and main area).
- Installation of new stair treads and cove base at City Hall.
- Installation of carpet and epoxy flooring in Fire Department offices and hallways.
- Application of epoxy flooring in the Police Department squad room.
- Electrical upgrades and heat tape installation on downspouts at the Art Center.
- Repair of soffit and fascia at the Art Center.
- Installation of epoxy flooring and new fencing at the new workout building.
- Installation of windows in the garage doors at the new workout building.
- Repair of the sewer line at the new workout building.
- Installation of a new emergency exit door in the Art Center studio.
- Replacement of the wood box on the walking bridge over Mad Creek.
- Implementation of new Asset Management Software.
- Roof replacement on the Weed Park restroom.
- Roof replacement on the Eversmeyer Park shelter.
- Roof replacement on the State Garage salt/sand building.
- Roof replacement on the State Garage brine building.

These are a few of our accomplishments and projects for the last year. We are diligently working to bring our City buildings to the highest standards of appearance and mechanical integrity they have ever achieved. To ensure ongoing fiscal responsibility, we will apply our wide-ranging expertise and work closely with other departments to achieve maximum operational efficiency.

**CITY OF MUSCATINE
2026/2027 BUDGET
GOALS & OBJECTIVES**

GOAL STATEMENT:

(Only complete if different from 2025/2026)

OBJECTIVES TO BE ACCOMPLISHED IN 2026/2027:

- To complete the scheduled deferred maintenance projects. **(Strategic Plan – Reliable Public Infrastructure)**
- To maintain current staff certifications and continue finding training opportunities for staff. **(Strategic Plan – Excellent Customer Service)**
- To continue to work with other departments to maximize efficiencies and resources. **(Strategic Plan – Excellent Customer Service)**
- To continue working on landscaping and beautifying City buildings. **(Strategic Plan – Reliable Public Infrastructure)**
- To continue implementing the new Asset Management software. **(Strategic Plan – Excellent Customer Service)**

**CITY OF MUSCATINE
2026/2027 BUDGET
PERFORMANCE MEASURES**

PERFORMANCE MEASURES

	Actual 2022/2023	Actual 2023/2024	Actual 2024/2025	Estimated 2025/2026	Estimated 2026/2027
Buildings Maintained	8	8	8	8	8
Heating, Ventilation, and Air Conditioning (HVAV) and Other Service Contracts	8	8	8	8	8
Staff Custodians (Full Time and Part Time)	6	6	6	6	6
Grounds Maintained	5	5	5	5	5
Janitorial Supplies Purchased	\$22,096	\$21,316	\$26,915	\$25,000	\$25,000
Major Maintenance Projects (Above \$2,000) (1)	33	32	31	32	32

1. Major maintenance projects include those accounted for in the Deferred Maintenance Capital Project fund.

*Buildings maintained (8 facilities that include these buildings)

Public Works (main bldg., storage garage, white house, Quonset hut, sewer bldg., Morgan bldg., salt dome, and old Police Department garage.).

Art Center (mansion, linkage, gallery, carriage house, garage, and house next door)

Library

City Hall

South Fire Station and old Army Reserve Building

Airport (main terminal, old Hon hangar, old Bandag hangar, maintenance hangar, electrical vault bldg., new hangar with 3 units, and 3 large hangars with total of 20 units in them)

Public Safety Bldg. (main bldg., new workout bldg.)

Former DOT Bldg. (main bldg., salt dome, salt storage bldg., brine bldg., and storage bldg.)

Additionally, we test all backflow preventers at these buildings plus both buildings at Transfer Station, and all Parks Department buildings.

****Service Contracts**

- Heating Ventilation, air conditioning, security contract, generator
- TMI – PSB
- Schumacher elevators – City Hall, Library, PSB, Art Center
- Woodman Controls – City Hall, Art Center
- 3E Generator – PSB Generator and South Fire
- DRJ Group LLC – fire extinguishers
- State Chemical – PSB, City Hall, Art Center Boilers
- Midwest Alarms – alarm systems at Library, City Hall, PSB, S Fire, and Art Center
- Midwest Alarms – sprinkler systems at all B & G buildings
- Freeman Lock and Alarm – City Hall fire alarm monitoring

***Large amount of capital improvements and many City General Contractor jobs.