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CITY ADMINISTRATOR

MEMORANDUM

Date: October 20, 2011  
To: Mayor O'Brien and Muscatine City Council  
From: Gregg Mandsager, City Administrator  
Re: City/Department Achievements

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Please see the attached bullet points that attempt to provide you with a brief summary of City/Departmental accomplishments over the past year.

In addition to the attached, I would like to point out the following items:

**Grants:**

Forthcoming

**Reductions:**

2011/12 Budget

Several structural changes implemented in 2010/2011 assisted in the City reaching this balanced budget. These include

- A reduction of one full-time position in the Park Maintenance budget; seasonal staff was increased to partially offset this reduction for a net savings of \$49,300,
- Elimination of one full-time custodian position with contract cleaning services partially offsetting the cost savings for a net savings of \$7,400,
- Funding economic development administrative costs and the Chamber economic development allocation with TIF funds (a total of \$137,500),
- Not filling the budgeted ¾ Red Light Camera Technician net of the cost of creating an additional sergeant position for this function (\$30,000 savings), and
- Transferring the dredge operation to the Water Pollution Control fund (\$42,000 General Fund savings). These items total to a \$266,200 positive impact on the General Fund.

**Additional Items of Note:**

- Website: Completed and use continues to rise. Great communication tool.
- FY 2010/11 Budget Status: Please refer to In-Depth power point.
- Recycling Program: Completed and successful.
- Land Fill: Action plan has LF/TS moving in right direction.
- Economic Development Strategic Plan (Chamber): Completed and moving to next phase - Economic Gardening.
- CIP: Significant project completion and advancement

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

## **Department Accomplishments 2011**

### **Water Pollution Control:**

- Start up of all the components of the plant renovation including new primary clarifiers, changing the aeration system, new digesters, and starting UV disinfection. Substantial Completion 9/30/2011.
- Reduced the working hours for operators from 24/7 to 12 hours 5 days a week and 10 hours each on Saturday and Sunday.
- Prepared for the flood with sandbags at Papoose Lift Station.
- Trained employees on the operation of all new systems.
- Major upgrade to the SCADA system to be able to reduce hours on site.
- Dump site for septic haulers changed as well as City Council adopted new fees.
- First time dredging the riverfront and the harbor.
- Updated our Industrial Permit Applications
- Continued work with Stanley Consultants and Public Works for future sewer separation projects

### **Parks and Recreation:**

- Expanded youth recreation programs
- Renovated of sand volleyball courts
- Transition of dredge operations
- Expanded Adopt-A-Park Program
- Renovated portions of Rose Garden
- Rebuilt Weed Park Bridge
- Completed Weed Park Trail
- Completed Musser Park Trail
- Increased cemetery columbarium sales
- Completed 4th Street Park Security Light Project
- Conducted Golf Course Citizen Survey
- Replaced deck at Riverview Center
- Completed several Eagle Scout projects
- Renovated Native American statue on Riverfront
- Worked cooperatively with other departments
- Worked cooperatively with citizen groups
- Completed Musser Mausoleum Project
- Upgraded utility services on house boat docks
- Fixed drainage issues on trail at Kent Stein Park
- Worked with community groups in conducting over 25 community special events
- Contracted a new concessionaire resulting in increased sales
- Increased Kent Stein softball and baseball tournaments
- Increased off season usage of Kent Stein Park
- Prepared Whispering Pines Project for formal discussion
- Administered Kent Stein land donation from Hinman Family
- Worked on forestation of Weed and Fuller Parks

- Coordinated Employee Wellness Programs
- Initiated Golf Course Simulator Program
- Re-organization of department to include Cemetery and Park Maintenance
- Organized a Street Tree Review Committee
- Completed Pearl City Station repairs
- Initiated Phase 3 Soccer Development Planning
- Transitioned city webpage
- Operated within approved budgets
- Increased department revenues

#### **Community Development:**

- Secured funding, acquisition and easements for Phase II of the Mad Creek Levee Improvement Project. (App. \$3,000,000.00 – 65% Federal & 35% Local)
- Completed the Hangar Access Road at the Muscatine Airport. (\$138,500.00 – 85% State & 15% Local)
- Secured funding and initiated construction of the Airport lighting Improvement Project for the primary runway and parallel taxiway.(\$365,000.00 – 95% Federal & 5%Local)
- Secured funding and awarded the contract to renovate the municipal hangar and t-hangar roofs at the airport. (\$62,000.00 – 85% State & 15% Local)
- Negotiated a five-year agreement for the Fixed Base Operator (FBO) and maintenance at the Muscatine Airport.
- Concluded the voluntary annexation of 62 acres to the city.
- Distributed an evaluation of 2900 separate annexation options to City Council for their consideration.
- Completed the three-year Brownfields Program of area-wide assessments. (\$400,000.00 – 100% federal)
- Continued to administer the Mississippi Drive Corridor contract for environmental clearance and preliminary design. (\$1,200,000.00 – 80% Federal & 20 % Local)

#### **Buildings and Grounds:**

- Grant work for City Hall boiler and Art Center boiler
- Library renovation work including removal of abandoned air handling unit and painting, electrical work, lights in outlets, and removal and replacement of office equipment.
- Art Center work for pergola restoration, waterproofing Laura Musser Museum basement wall, repairing walkway and parking lights, and replacing entrance doors.
- City Hall deck restoration
- Public Works overhead wash bay doors replaced and replacing entrance doors
- New portable pressure washer to be used by Building & Grounds, Parks, and Transit
- Art Center storage garage room roof replaced (B&G staff)
- Police Department firing range restoration (groundwater damage)
- Library custodian position eliminated (contract cleaning by Servicemaster)
- Installed shelving in two rooms at Police Department (old cell and photo finger print area)
- Assisted Art Center in show removal and storage (Springs & Sprockets)
- Two more airport hangers(HNI & Bandag Maintenance)
- Purchased washer and dryer at Public Works for new uniforms
- Police Department Records Room renovated with window access and security lock
- City Hall painting and woodwork restoration

- Public Safety Building floor tile replacement in washer/dryer area
- Installed new sink, counter, etc., at City Hall Administration office
- New City General Contractor – BMW Builders II
- Public Works light fixture replacements in wash bay
- Carharfts received and sent to appropriate divisions
- Another employee short (Maintenance Worker II)
- Three house demolition projects completed by general contractor and homeowner

### **Engineering:**

- Cedar Street Reconstruction as follows:
  - a. Planning – Developed concept and cost estimates and presented power points several times to public and City Council for input and direction.
  - b. Design – Utilized survey, planimetric and aerial information using design software to produce a 3 dimensional base model of the completed project according to state and federal requirements.
  - c. Property Acquisition - Direct surveyors and city staff to obtain easements according to federal guidelines as necessary to provide access for building and maintaining the improvements.
  - d. Culvert Extensions – Prepare construction plans, cost estimate, bid project, administer contract and oversee construction of box culvert, retaining wall, storm sewer and grading work between Parham and Stonebrook.
  - e. Utility Relocations – Prepare cost estimates and work with MPW to determine the most cost effective and agreeable solution for utility improvements along the corridor. Plan for next contract of water main and storm sewer improvements in summer 2012.
  - f. Paving – Continue to work toward producing plans to be bid through IDOT for paving in 2013 and 2014.
- Weed Park to Wildcat Den Trail – Prepared cost estimate, construction plans, obtained easements, bid project through IDOT, administered contracts and oversaw construction.
- Musser Park to Wiggins Road Trail – Prepared cost estimate, developed maps, and submitted concept statement for proposed trail connecting Soccer Complex area to Fruitland thus securing earmarked federal trail funds.
- Harrison Street – Developed vision of additional connecting route from Park Avenue to Bandag Drive along the south side of the Muscatine Mall. Prepared concept plan and cost estimate. Administered survey for property acquisition. This project allows traffic flow from Park Avenue to University when the west half of Colorado is under construction in 2013 and allows Colorado School access from the north side versus Colorado Street.
- Heatherlynn Sewer – Prepared plans, cost estimate, bid project, administered contracts and inspected sanitary sewer construction to Parkview Condominiums. This construction satisfied the City's obligations of a pre-annexation agreement which allowed Parkview Condominiums and Irish Ivy into the City of Muscatine.
- Hershey Avene Reconstruction – Administered contracts and oversaw reconstruction of Hershey Avenue from Newcomb Blvd. to Clinton. Provided guidance to maintain documentation as necessary for a federally funded project.

- Levee Certification – Solicited for qualified applicants, administered contract for and reviewed the certification documents necessary to maintain accreditation of the Muscatine Island Levee. Began the same process for the Mad Creek Levee.
- Digital Plan Archive – Developed and administered a system to allow all available city subdivision plats and public construction project plans to be available in PDF format from Public Works. The system allows projects to be searched by name. Documents are stored in PDF format and can be viewed and emailed.
- Hershey Park – Worked with former mayor Bob Bosch before his passing in October 2010 to achieve his desire of using Bosch Trust land along Hershey Ave to benefit the City of Muscatine. Further coordinated with Bosch Trust attorneys to continue this effort.
- Other accomplishments include providing technical and engineering support to other City departments for achieving citywide goals and objectives.

**Solid Waste Division:**

- Community outreach continues in schools, civic groups, tours of facilities, and community events. Over the past year, the solid waste staff has visited with over 8,000 residents at events.
- The Greener Side e-newsletter reaches thousands of people and has no cost of printing or use of paper. It is designed and sent via e-mail and is posted on the City's website. A spinoff from the newsletter is a public access program called the The Greener Side. The program features the main story from the newsletter and updates for the community.

**Landfill:**

- Implemented industrial waste contracts to assist with deficit.
- Completed the first lift of waste in landfill cells Phase 3 and 4 (will be finished by December 2011)
- Installed wells and monitoring to meet Iowa's water quality for landfill permit
- Implemented air quality permits

**Recycling Center and Transfer Station:**

- Reduced overtime cost with change in operational hours for staff and operations.
- Implemented a recycling drop off for residents who do not have the curbside recycling program and overflow of recycling from the City of Muscatine.
- Supported business recycling with City Carton.

**Refuse Collection:**

- Implemented single sort curbside recycling for residents in the City of Muscatine
- Implemented apartment and downtown recycling.
- Assisted Code Enforcement Officers on downtown garbage collection and recycling.
- Worked with local businesses to provide services for solid waste collection and recycling needs.

**Vehicle Maintenance:**

- Mechanic attended Chemical Safety Workshop
- Mechanic attended Braun Lift Training Seminar
- Supervisor took the 6H Part 17 3M certification for the paint booth
- Three auctions held on Public Surplus netting a total of \$27,532.88
- Established a spill kit for fuel spills at Public Works with appropriate telephone numbers and contact people per UST training.
- Mechanics attended training opportunities that became available
- Safety training done as information is sent out from Human Resources
- Holding separate group training with transit personnel
- Replaced fluid dispensing unit
- Checked and made repairs to all leaf machines, snow plows, and salt spreaders for the upcoming leaf pickup and snow season

**Transit:**

- Provided 172,580 rides. An increase of 275 rides over previous fiscal year
- 52% of our ridership is disabled or elderly
- Drove 273,041 revenue miles
- Zero accidents in 2010-2011
- \$900,651 operating costs, \$203,645 is local tax contribution. Remainder is federal and state assistance, passenger and contract revenue
- Applied for and received FTA, STA, ICAAP, JARC and New Freedom money. These requests were all for operating expenses and are applied for annually
- Applied for and received State Transit Assistance Infrastructure Grant to construct a new shelter
- Applied for and received ITS Research and Technology Project Grant to purchase new desktop computers to utilize ARC/GIS Dispatch Software
- Working with MAGIC staff to utilize Dispatch Software they are creating for our use
- Held in house Defensive Driving Training for all drivers in January 2011

**Collection and Drainage:**

- Completed a considerable amount of investigative work in the West Hill area including dye testing, televising, potholing, surveying, and researching to provide needed infrastructure information to Stanley Consultants to help insure a thorough and cost effective design for sewer separation in this area.
- Reached our annual goal for sewer cleaning by completing Zone 2 of our routine maintenance program.
- Began work integrating closed circuit televising of the sanitary and combination sewers into our routine maintenance program.
- Have had only three recorded sewer backups since June 15, 2010.

- Worked with Engineering cutting trees and brush, smoking and filling rodent holes, and making general repairs to the Mad Creek and Mississippi River levees following the Corps of Engineers annual levee inspection.

#### **Roadway Maintenance Crews:**

- Musser Park Trail
- Cleanup and prep of old Hawkeye site
- Sandblasted all Roadway and MuscaBus wheels and primed and painted
- Replaced all pedestrian signs per MUTCD regulations
- Level and reclaim asphalt the parking area for the recycle trailers and dumpsters
- Grade and level the gravel parking lot (MPW) generating plant

#### **Roadway GIS Layer:**

- Culvert layer completed
- Railroad crossing layer completed
- Traffic count layer completed
- PCI layer completed
- Accident data layer completed

#### **Roadway Other:**

- Railroad crossings completed at Cedar Street/Mississippi Drive, Iowa Avenue/Mississippi Drive, Day Street/Grandview Avenue, E. 5<sup>th</sup> Street at bridge, and E. 9<sup>th</sup> Street/Washington Street
- 2011 asphalt overlay completed

#### **Fire Department:**

- Station #2 construction project materializing
- Received ISO rating of a PPC 3, which should result in reduced insurance premiums for residents and businesses.
- Worked with Human Resources and Health Systems International on medical and prescription fees for firefighters on disability to reduce our cost and have control over their health care related to their disability.
- 1<sup>st</sup> Annual PSB Open House with Fire and Police Department
- MFD partnered with the Iowa EMS Association and held our 2<sup>nd</sup> Annual EMS Saturday Conference at the Discovery Center. This is an EMS conference for medical personnel to attend and obtain continuing education hours for the EMS certification. Attendees were from several counties.
- MFD hosted and taught the 2<sup>nd</sup> Annual Extrication Day which was held at the Transfer Station. Attendees were from Iowa and Illinois departments.
- To improve working relationships with Trinity and local nursing homes MFD staff has been attending meetings with them quarterly. Very beneficial and opens lines of communications for continuous quality improvement.
- Labor Management Committee quarterly meetings have been productive and worthwhile. No grievances have been received since implementing this committee.
- Ambulance revenues higher than projected.
- Permit required confined space revenues higher than projected.

- Entered into a Haz Mat Agreement with Keokuk County. Haz Mat agreements revenue higher than projected.
- Fire inspection fees and permits budgeted revenue will be higher than projected.

**Grants:**

- Life Pak 15 – \$20,000 - Muscatine Health Support Foundation
- Telemetry / Fax for 12 Leads to Hospitals - \$7,737 – Muscatine Health Support Foundation

**Musser Public Library:**

- Participated in forming a new, regional library association, RiverShare; selecting a new ILS; withdrawing from the Illinois Library System, PALS and preparing to implement the new ILS in November 2011. The new ILS will provide a higher level of service while halving costs.
- Began making free, eBooks available for download to patrons. In September 2011, extended service to Kindle eReaders.
- Developed a new facebook page in June and went from 0 to 2,800 active friends.
- Created a new webpage which will premier in November.
- Designed an extensive program (Mission Possible) of free technology training aimed at the boomer and beyond generations. Classes include Facebook; twitter; skype; smart phones; Google Works; digital cameras; gaming; ecommerce, eBooks and eBook readers and TVs, blue-ray and streaming movies.
- Reconfigured circulation staffing by creating a holds position out of a vacant clerk position, moving from three daily shifts to two and eliminating a 20 hour a week position.
- Subscribed to “Ready-to-Read,” leased bestseller program
- Updated the 1<sup>st</sup> floor office area by purchasing new desks and chairs as well as carpeting and painting. The funds were primarily provided by the library’s trust.
- Eliminated the individual purchasing of serials by obtaining a new jobber thus saving staff time and money.
- Continued innovative children’s programming including hosting the museum exhibit “Toolville” and featuring the “History of Chocolate” as our winter program.
- Began a partnership with River’s Edge Gallery. The gallery hosts four Grossheim shows a year and prints our photo requests, thus freeing our local historian for larger projects.
- Implemented wireless printing for laptops.

**Funding:**

- We received a \$1000 grant from Community Foundation to help fund Aztec Dancers at the Story of Chocolate event, Jan. 2011
- Received a \$1,000 stipend from Iowa Public Television to facilitate a study of how families with young children use math concepts at home, August 2011.

**Finance Department:**

- The City received GFOA’s Distinguished Budget Presentation Award for the 2010/2011 Budget. This was the 26<sup>th</sup> consecutive year the City received this award. The 2011/2012 Budget has also been submitted for consideration of this award.



- The City was awarded its 20th consecutive Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2010. The CAFR for the year ended June 30, 2011 will also be submitted for consideration for this award.
- The department implemented Governmental Accounting Standards Board (GASB) Statement 54 on fund balance reporting and governmental fund type definitions which was effective for the City's fiscal year ending June 30, 2011.
- The Finance Director participated in and prepared financial information for the Chamber Committee appointed to study and evaluate the landfill deficit of over \$2.5 million as of the end for the 2009/2010 fiscal year. Recommendations of the Committee were implemented in October of 2010 which are projected to assist in substantially decreasing this deficit over the upcoming years. In September of 2011, Finance staff prepared and presented reports to the Committee and Council of actual progress in reducing this deficit as of the end of the 2010/2011 (\$412,000 deficit reduction).
- Established administrative procedures for the Automatic Traffic Enforcement system including selection of a collection agent for unpaid fines.
- Successfully completed the transition to a new financial consultant to assist the City with future capital project financing.

#### **Art Center:**

- Muscatine and the Civil War: A Sesquicentennial Exhibition and related programs received the official endorsement of the Iowa Civil War Sesquicentennial Committee
- MAC received a grant from the Roy J. Carver Charitable Trust for \$46,388 to present the Civil War exhibit, including nearly \$12,000 for conservation of Civil War items in the Art Center's collections and \$9200 for staff salary
- MAC received a grant from HNI Charitable Foundation for \$5000 for the publication of a catalogue for the Civil War exhibit
- MAC received a grant from the Community Foundation of Greater Muscatine for \$400 for Civil War programming
- MAC received \$14,400 in FY 2010 and \$13,540 in FY 2011 as a Cultural Leadership Partner with the Iowa Department of Cultural Affairs/Iowa Arts Council
- MAC received \$55,386 from the Muscatine Art Center Support Foundation for exhibitions, collections and conservation, including over \$17,000 for staff salary support to the City of Muscatine
- MAC received over \$20,000 from the Friends of the Muscatine Art Center, including nearly \$18,000 for staff salary support to the City of Muscatine
- New computers were installed at all Art Center workstations
- MAC staff completed training for MIMZY a collections management software program
- Phase III of the landscape work at 1402 Mulberry is scheduled to be completed this fall - the grounds should then be available for public use and private rental by Spring 2012
- The Art Center received gifts to the collections in excess of \$2,165,000 including 12 works of art by French Impressionists from Sarah Wilmer, niece of Laura Musser
- Muscatine Branching Out received a grant for \$2000 to plant 12 trees on the Art Center grounds

**Police Department:**

- DOJ Community Orientated Policing Cops Hiring Program Grant
- Bullet Proof Vest Grant
- JAG/Byrne Grant
- Over 90% Seatbelt Usage in the City of Muscatine and Fruitland
- Governor's Traffic Safety Bureau Grant
- Joint Terrorist Task Force Grant
- Violence Against Women Grant
- SRO 75% Funding from the School District
- Red Light/Speed camera implementation at five intersections
- Successful Promotions of 1 Captain, 1 Lieutenant, 2 Sergeants, and 2 Corporals
- Successful Joint Open house with the Fire Department for Public Safety