

## **2013 City-Wide Accomplishments October 24, 2013**

### **Community Development**

- On January 3, 2013, the voluntary annexation of the Ripley's Mobile Home Park and surrounding undeveloped land was completed. This represents the continuation of a trend of significant growth to the City of Muscatine through voluntary annexations. Since the 2010 Census was conducted in April of 2010, the City of Muscatine has grown through 6 voluntary annexations. Together these annexations have added approximately 528 acres and 933 people to the City of Muscatine. Over 90% of the added population resides in the Ripley's Mobile Home Park. The population added by these annexations represents a 4.1% growth in population since the 2010 Census. The estimated 2013 population of Muscatine, 23,819, represents an all-time high for the City of Muscatine, surpassing by 352 the previous all-time high that was recorded in the 1980 Census. RUTFs increased by approximately \$83,000 with these voluntary annexations.
- On September 19, 2013, the new Comprehensive Plan was adopted. The comprehensive plan's vision of the future for Muscatine is contained within 82 goals, which are spread across 8 chapters. In order for goals to be achieved, there must be strategies to implement them. Each goal contained in the plan is accompanied by specific implementation strategies necessary to make that goal a reality. In total the comprehensive plan contains 501 specific implementation strategies. The plan is based on extensive public input, including 8 town hall meetings, 26 community advisory group meetings, and at least 3 Latino/bi-lingual meetings. (Top Priority)
- In late September staff began the process of drafting a new zoning ordinance. This new ordinance will replace the current zoning ordinance which was adopted in 1974. The new zoning ordinance will be based on the vision contained within the newly adopted comprehensive plan, will a major tool in implementing the goals contained within the plan, and will contain modern planning concepts and tools.
- Completed the Environmental Review and preliminary engineering for the Mississippi Drive Corridor Project. Targeted for completion this winter is submission of the 4f Statement necessary as the final step in the environmental and cultural review/approval process. (Five-Year Long-Term Goal and Departmental Objective)
- Completed the annexation of Ripley's Mobile Home Court, but specifically completed the Coordination with Ripley's for the construction of the new North Crescent Sanitary Sewer and adjacent sewer district. (Five-Year Long-Term Goal)

- Continue to work with MPW with joint staff meetings, as well as meetings with the Muscatine Community Schools and MPW staff through the Site Plan Review Committee, Traffic Committee, and other forums such as annexation and water extensions meetings. (Five-Year Long-Term Goal and Departmental Objective)
- Continued to implement the department reorganization created by recent retirements. (City Council High Priority)
- Completed the Urban Revitalization Program (tax abatement) intended to address new infill opportunities and recognize investment in existing residential buildings in the Urban Revitalization Area with additional emphasis on historic structures. (City Council Top Priority)
- Completed the Obstruction Removal Project and the project management for the installation of the new AWOS at the Muscatine Municipal Airport.
- Completed the application for the Downtown Revitalization CDBG project that was awarded in the amount of \$500,000.00.
- Enterprise zone renewed, urban renewal plan updated, and warehouse TIF agreement were completed this past year.

### **Finance Department**

- The City received GFOA's Distinguished Budget Presentation Award for the 2013/2014 Budget. This was the 29<sup>th</sup> consecutive year the City received this award.
- The City was awarded its 22nd consecutive Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2012. The CAFR for the year ended June 30, 2013 will also be submitted for consideration for this award.
- The City implemented Governmental Accounting Standards Board Statements 63 and 65 in the comprehensive annual financial report for the year ended June 30, 2013. With the adoption of these statements, the new classifications of deferred inflows of resources, deferred outflows of resources, and net position will be reflected on the City's year-end financial statements.
- Landfill Deficit Reduction: Staff continues to monitor the long-term plan to eliminate the accumulated deficit in the Landfill fund. In the summer of 2010 the City staff participated in and prepared financial information (Finance Director) for the Chamber Committee appointed to study and evaluate the landfill deficit of over \$2.5 million as of the end of the 2009/2010 fiscal year. Recommendations of the Committee were implemented in October of 2010 which were projected to assist in substantially decreasing this deficit over the upcoming years.

In 2010/2011 the deficit was reduced by \$412,000 to \$2,100,612. The deficit reduction for 2011/2012 was \$582,320 to \$1,518,292. The deficit was further reduced in 2012/2013 by \$435,957 to \$1,082,335. The deficit reduction budgeted for 2013/2014 is projected to reduce the accumulated deficit by an additional \$338,122 to \$744,213.

While the deficit reductions to date and projected for the upcoming year are significant and ahead of the original Committee plan, it is important for the City and its industrial customers to "stay the course" so that the deficit can be eliminated in upcoming years. Committee members are currently working with companies that have industrial waste contracts to extend those contracts through June 30, 2015. Four industries have agreed to the extensions to date with the remaining three to be contacted by Committee members. The Committee has targeted the summer of 2014 to resume meetings in preparation for the next phases at the landfill. (City Council Policy Agenda Top Priority)

- General Fund Balance Policy Update: One of the Council's Top Priorities for 2013-2014 is to update the City's Financial Policies to reflect a new minimum General Fund balance in excess of the present 10% of General Fund expenditures threshold. This policy update will also address conditions for use of reserves, authority over reserves, and replenishment of reserves.

The General Fund balance was 13.6% of General Fund expenditures as of June 30, 2011 and the balance increased to 20.4% as of June 30, 2012. With the increased fund balance, City Council chose to fund a number of capital purchases from the General Fund in 2012/2013 (the most significant were the new fire engine and financial software) and the percentage was projected to decrease to 16.7% at the end of 2012/2013. The actual balance, however, at the end of 2012/2013 was higher than estimated at 17.9%. The 2012/2013 budget basis financial results were reviewed with Council at the October 10, 2013, In-Depth meeting. At that time, a draft of the proposed new General Fund targeted fund balance policy was also discussed with City Council. The update to this policy will also assist in positioning the City to address potential revenue shortfalls due to state and federal mandates, which was another City Council goal. This policy update will be included on the November 7, 2013, meeting for formal adoption. (City Council Policy Agenda Top Priorities)

- Capital Projects Financing Plans: The Finance Director continues to monitor and update the financing plans for the City's capital projects. Cost estimates and financing for each of the City's projects were reviewed as part of the 2013/2014 Budget. The financing plans for individual projects are being updated as bids for the projects are received. The major projects in the upcoming year are Phase II of the West Hill Sewer Separation project, the Colorado Street reconstruction project, and the Cedar Street reconstruction project.

West Hill Sewer Phase II: In November of 2012 the City was notified that the E.P.A. approved the 4-year extension (to 2028) for completion of sewer

separation projects identified in the E.P.A Consent Order. In the spring of 2013 bids were received for the 2<sup>nd</sup> phase of the West Hill Sewer Separation project. Due to the favorable bids, the updated financing plan shows local option sales tax funds will be sufficient to fund construction of this phase of the project. Work on this project is expected to continue through fiscal year 2014/2015. (City Council High Priority)

Colorado Street and Cedar Street Projects: Bids were received late in September for the Colorado Street project and Cedar Street is expected to be bid in January. The funding sources originally identified for these projects included IDOT grants, prior year bond proceeds, and future year (2014) bond proceeds. At the time the 2013/2014 budget was prepared it was determined that sources other than bond proceeds would be needed to complete the financing for these projects if the City Council wanted to avoid an increase in the debt service tax levy rate. These other sources would include Road Use Taxes and a portion of the Pavement Management portion of the Local Option Sales Tax. The financing plan for Colorado is currently being updated and the Cedar Street plan will be updated when the bids for the project are received in 2014. (City Council High Priority)

- The department coordinated the refunding of the final three years of the June 1, 2006 general obligation bond issue in March of 2013. The total savings from this refunding was \$48,465, with \$13,173 to be realized in 2013/2014, \$18,467 in 2014/2015, and \$16,825 in 2015/2016.
- Financial Software Conversion: In December, 2012, the City Council approved the agreement with Springbrook Software for a new financial software system for the City. In May of 2013 the Business Process Study for the software conversion took place which included an on-site review of current processes and how these processes and others would be accomplished in the new system. During the summer months staff worked with Springbrook staff to finalize a new chart of accounts structure and to set up all general ledger, revenue, and expenditures account numbers in the new software. The payroll master files and Accounts Payable vendor master files were also set up for conversion into the new software. These master file conversion tasks were all completed and finalized in early September. During the week of October 15-18, Springbrook staff was again on site to set up and configure the Finance, Payroll, and Accounts Receivable portions of the software. The week of November 12-15 is scheduled for parallel runs for each of those systems, and the week of December 3-6 will be the "Go Live" conversion to the new system. This will complete the installation of the basic systems of the software. (Management Agenda High Priority)
- Lean Processes: In the spring of 2014 the remaining portions of the software will be fully implemented including human resources, the "work-flow" portions of the payroll and purchase orders, and fixed assets, thus allowing departments to access financial information from the system. As these features of the software are implemented, all processes will be reviewed for "Lean" improvements to

assist both Finance staff and department staff in operating more efficiently.  
(Management Agenda High Priority)

## **Police Department**

- Maintained Bullet Proof Vest Grant funding - The department was able to reimburse officers and the city \$1250.00 during the fiscal year for body armor purchases through the vest grant.
- JAG/Byrne Grant 2012 JAG \$17,109.00. 20% was provided to the drug task force for operations expenses and \$6,843.20 was provided to the Sheriff's Office. The department retained \$6,843.20 from this grant. The department utilized the funding for the purchase of software related to the training of new officers as well as the purchase of tablet computers for the squad cars.
- 97% Seatbelt Usage in the City of Muscatine as determined by intersection surveys conducted by officers.
- Governor's Traffic Safety Bureau Grant received for traffic enforcement overtime and training.
- Joint Terrorist Task Force Grant retained with regional cooperation.
- SRO's (2) retained 75% Funding from the School District. (Second SRO retained after successful COPS grant application).
- Successful Joint Open house with the Fire Department for Public Safety. Displays included a static display of department vehicles, Taser demonstrations, SRT equipment, personnel presentations, Police Explorer and School Resource Officer displays.
- Successful Re-Accreditation through CALEA.
- Maintenance of COPS Grant (One SRO. One SCU).
- Successful maintenance of the Street Crimes Unit through COPS Grant. Maintained lower violent crime rate by proactive Patrol and use of SCU Officers. During this time frame the SCU arrested 162 offenders with 60 of those to have known, documented gang ties.
- Increased successful investigation and prosecution of sex crimes (14% increase).
- Successful hiring of four (4) new officers, one which is on solo patrol with the other three in field training. They are due for solo patrol late 2013.
- Updated Police Department policies and procedures, making changes where necessary

- Continued emphasis toward Community Policing and Problem Oriented Policing through the development and exploration of new programs, i.e. working with apartment complex owners, reading with kids at the library and coffee with cops program.
- Successful Corporal promotion
- Successful implementation of Police Chaplain program. The Chaplain Corp is an organization that may be able to assist the citizens we encounter or department personnel during times of crisis. Examples of these included deaths, domestic problems, counseling for victims/witnesses, meeting with victims/family members or injured or seriously sick people as well as meeting with officers and other employees of the department during times of crisis.
- Awarded Muscatine Health Support Foundation grant for the purchase of Squad Medical Kits
- Awarded Muscatine Health Support Foundation grant for the purchase of CPR training equipment

## **Fire Department**

- Implemented cardiac enzyme blood testing (indicates signs of a heart attack) in the field for cardiac patients. Muscatine is currently the first and only ambulance service in Iowa to do this type of blood testing in the field. The goal of the test is to get the patient to a cardiac catheterization lab for treatment.
- Holding the 2<sup>nd</sup> Annual Citizens Fire Academy. This is a seven week program that shows citizens the internal operations of what fire fighters and paramedics do on a daily basis performing their job duties. This year's class consists of nine community members, and numerous CFA events are being recorded for later broadcast by cable Channel 9.
- Hosted our 3<sup>rd</sup> Annual EMS Conference in January at Discovery Park. Attendees included MFD personnel and EMS and Fire personnel from services across Eastern Iowa.
- Joint Training and Partnerships - Hosted County-wide Fire Department Training House Burns on E 9<sup>th</sup> St. MFD members also participated in joint training with area fire departments utilizing the Louisa-Muscatine fire training trailer, house burns on Saulsbury Road, and Water Rescue Training with Sheriff's Department and Muscatine Search and Rescue Unit . The department also conducted joint training with the Muscatine Police Department SWAT team. Also participated in a large scale hazardous materials drill with Monsanto, including integration with their command staff and response teams.

- Upgraded 23 outdoor warning sirens with state and federal grants in excess of \$50,000 saving an \$13,200 in annual costs. Completed the grant closeout on the project.
- Hosted our 15th Annual Muscatine County EMS Day at Farm & Fleet.
- Awarded grant in the amount of \$2600 for telemetry upgrades (Lifepacks/cardiac monitors) from Muscatine Health Support Foundation.
- Hosted a State Fire Inspector Certification class. Seventeen staff members attended the 40 hour class and are newly certified Fire Inspectors.
- Supported training for 4 members to attend a federal hazardous materials training program in Anniston, AL. This was completely funded through federal funds with no local match.
- Supported training for 5 members to attend the National Fire Academy in Emmitsburg, MD. Airfare, tuition, and lodging are funded through federal funds with no local match.
- Organized and held our 6<sup>th</sup> Annual Public Safety Building Open House in coordination with the Police Department. Held sprinkler training, the smoke house was available and presented a grease fire demonstration along with several other activities.
- Awarded the 2012 EMS Provider of the Year from the Iowa EMS Association. We were also awarded this prestigious honor in 2002.
- Provided free CPR, First Aid, and AED training to city staff members.
- Participated in 5 Year review of the Muscatine County Multi-Jurisdictional Hazard Mitigation Plan
- Participated in the Levee Breach Study with Public Works and the Army Corps of Engineers.
- For energy efficiency, the old Army Reserve facility at 2122 Stewart Road was changed to a cold storage facility, which eliminated the monthly utilities for this structure and reduced insurance. (Management – High Priority)
- Management staff completed Blue Zones Leadership training (Council Goal – Top Priority)
- Participated in EMS training with EMT and Paramedic students from various colleges.
- Hosted a G2 intern from MHS.

- During the school year, the department continued to host an MHS student as part of their work experience program.
- Community Stand-by Events: Provided EMS and Medical stand-by for special events in Muscatine, which included high school football games, Youth Sports Foundation events, bike races, on-site standby during boxing events hosted by the boxing club, special community events, and various road races.
- Provided on site water rescue and EMS standby for bridge lighting work performed by MUSCO and DOT bridge repair.
- Assisted Parks and Recreation with city-wide deer deprivation program by checking in and recording deer harvested in the city.
- One staff member participated in Leadership Muscatine.
- Explored and implemented lean initiatives with improvements in technology. (Management – High Priority)
- Assisted Parks and Recreation staff with flood cleanup on the riverfront following three flood events.
- Researched, designed, and purchased a new fire engine for Station 2. After necessary and required training occurred, it was placed into service on August 25<sup>th</sup>, 2013.
- Implemented improvements and efficiencies in the Fire Marshal activities; including complete site plan review, plan reviews, and code enforcement. This has allowed for an improved working relationship with the Building and Zoning Department, various construction companies and building owners.
- Developed improved procedures for code enforcement and citations (i.e. a civil infraction process), including illegal burning activities and non-payment of fire inspection invoices.
- Rearranged departmental administrative offices to better accommodate the public's need for access to office personnel.

## **Human Resources**

- The employee handbook has been updated and distributed to employees for 2013.
- A new Art Center Director was hired and she has been on board since November 2012, as well as a new planner following a retirement in Community Development. A total of 14 new employees (FT) were hired over the past year.

- The Human Resources Department is actively participating on the Business Healthy Muscatine committee as part of the Blue Zones activity.
- The City is also actively engaged in the process of becoming a Blue Zones certified employer.
- Police testing was conducted jointly with the City of Davenport twice. This joint venture and cost savings measure will continue to be pursued.
- Changes have been made, as needed, to ensure compliance with Affordable Care Act (ACA). Other changes to benefit plans and staffing continue to be reviewed and adjusted to ensure continued compliance. Examples include shifting employee hours to 29 or less where they were previously in excess of the new 30-hour full-time standard while we await a potential change in the law.
- LEAN training is in progress for all employees. An update was provided to the City Council in October 2013.
- The Human Resource Department has been actively converting old records to the computer. A special needs student from the high school has been scanning and electronically storing the personnel records of seasonal employees. Human Resources staff has been converting other records as time allows.
- Most personnel forms are now available to departments in electronic form.
- In addition to LEAN training, other training initiatives are underway including customer service training, dealing with boards and commissions training, and required safety training.

## **Public Works**

### **Administration**

- City Web Site - Construction projects are updated as provided by the project manager (per project). Request Tracker is used to print complaints and requests from the public and are then distributed to division supervisors for action. Items are then returned to office staff for response back to the public. Division updates are ongoing including various maps, minutes/agendas for meetings, auction updates, etc. Request for bids are placed on the web site for vendors to review/print. Examples of PW web site use include:
  - Posting of weekly updates and photos of capital projects
  - Training for use of bike rack on Muscabus (video included)
  - Leaf Map Posted
  - Snow Emergency Notification
  - Notification of Bid Lettings
  - Flooding Updates
  - Levee Breach Study

- Transit Advisory Quarterly Agenda and Minutes
  - Public Surplus Notification
- West Hill Storm & Sanitary Sewer Improvement Project: Phase I to be completed in November; Phase II under construction (to be completed August 2014); Phase III to be bid in December 2014/January 2015. EPA has agreed to extending the consent order to 2028.
- City staff has met with MPW staff and will continue to do so. The Traffic Committee has two representatives from the School District and one from MPW. The committee meets every other week. The City participates in the quarterly Utility Group Meetings and every agency shares upcoming projects with each other.
- The Landfill Deficit Reduction Plan is working as proposed. The intent is to "stay the course". (See Finance section for details)
- The Highway 38/61 Connector Study has been completed. The concept plan was presented by Snyder & Associates in January 2013. No further action has been taken at this time. Build out should occur as development occurs and grant funding is identified.
- The NE Quadrant Long-Term Plan is a work in progress. The sanitary sewer has been extended to the Mobile Home Park and discussions are underway with MPW's representatives about extending water to this area. The concept plan for connecting 38/61 highways has been completed and can be used as a guideline for development in the future.
- Bid Letting Schedules:
  - Mad Creek Sewer Extension – Completed
  - West Hill Storm and Sanitary Separation Sewer Project
    - Phase I to be completed in November 2013
    - Phase II let to Langman Construction and scheduled for completion in August 2014
    - Phase III under design by Stanley Consultants and scheduled for Letting in January 2015
  - Cedar Street Reconstruction scheduled for IDOT bid letting January 2014
  - Colorado Street Reconstruction let in September 2013 and scheduled for substantial completion in 2014
- The public presentation for the Mississippi River Levee Breach Scenario and Modeling was given to the Army Corps of Engineers in May 2013. Valuable study and excellent information.

## Engineering

- Cedar Street Reconstruction
  - a. Property Acquisition - Surveyors and city staff obtained easements according to federal guidelines as necessary to provide access for construction and maintenance.
  - b. Logan Culvert Extensions – Prepared Construction plans and bid for the extensions of a concrete box culvert on Logan between the Muscatine Y and Cedar Street as required for the Cedar Street project and roundabout installation.
  - c. Paving – Developed paving plans with subsequent revisions to incorporate a roundabout at the intersection of Cedar Street and Logan. Project to be let through IDOT with paving in 2014.
- Colorado Street – Coordinated with consultant and reviewed construction plans for reconstruction of Colorado Street from Park Avenue to University Avenue. Coordinated with utility companies for relocation of conflicting underground utilities.
- Musser Park to Wiggins Road Trail – Met with landowners to form easement agreements toward securing an alignment. Accepted award of a \$250,000 State Recreational Trails Grant submitted by the engineering department and public works staff. This project is targeted for a March 2015 bid letting depending on final funding.
- Air Release Valve Replacement Project – Prepared construction plans, bid and administered contract for replacement of 8 air release valves on the South End Force Main System. This is phase 1 of a 3 phase project to repair deterioration on the existing system.
- Harbor Force Main – Prepared construction plans, bid and administered contracts for installation of 1100 feet of dredge pipe and connection points in Riverside Park to facilitate annual dredging operations.
- Dawson Street Reconstruction – Designed, hosted City letting, administered contracts, performed inspection and administration for replacement of Dawson Street from Dolliver to Houser. The project was open to traffic on October 14<sup>th</sup>, 2013.
- Levee Certification – Administered contract for and reviewed the certification documents necessary to maintain accreditation of the Mad Creek Levee. Final documents waiting on completion of improvements adjacent to Heinz. Performed annual levee inspection & directed necessary maintenance.
- Sidewalk program – Developed a concept, planned, and implemented a pilot project to inspect and administer sidewalks for the City of Muscatine. Utilized the technical skills of MAGIC department to develop software designed to

accomplish the task in a paperless, efficient manner using existing digital information. Implemented a similar system to identify and track the condition of sidewalk ramps throughout the City. All cities are required to maintain a transition plan towards compliance with ADA regulations for ramps. This tool allows for efficient investigation, planning, funding and construction to meet regulations. The engineering intern inventoried approximately 70% of the City's ramps.

- Mad Creek Sewer Extension – This project involves construction of approximately 2 miles of new sanitary sewer along Mad Creek from Park Avenue West to Clearview Mobile Home Court on Hwy 61. Engineering department solicited for bids, administered contracts, performed construction inspection and administration. The engineering staff was able to identify and implement potential changes during construction that resulted in the project closing out \$41,875.78 below the contract amount.
- Sidewalk Ramps at Iowa and Cedar Street Rail Crossings – Prepared and submitted construction plans to IDOT for installation of new sidewalk ramps between the Riverfront and Mississippi Drive.

### **Collection and Drainage**

- All Collection and Drainage employees completed their required CEU's for bi-annual renewal of our Collection System Operator Certifications. We currently have one grade 4, one grade 3, two grade 2's, and one grade 1 operators.
- Completed approximately 75% (15 miles) of this year's routine sewer maintenance program to date.
- To date Collection and Drainage has responded to 61 requests for service, made 15 sewer line repairs, and replaced or repaired 41 system structures.
- Since the routine sewer maintenance program has begun we have reduced the annual sewer backup average from 12 to 5. To date in 2013 we stand at 2.
- We continue to provide ongoing investigative assistance and technical support on the West Hill Sewer Separation Project.
- Televised the 5 ft. diameter corrugated metal discharge pipe from the storm water lift station into the Mississippi River. Even at the low summer river levels the flow line was 4 ft. below the surface of the water.

### **Transit**

- Provided 175,548 rides for MuscaBus passengers.
- Provided over 4,000 free Route rides to students in grades K-12 during summer months when school is not in session.

- Drove 282,898 accident free miles.
- Worked in conjunction with Community Development Director and Vehicle Maintenance Supervisor to apply for DERA Grant funding for two, replacement diesel buses and diesel emission reduction equipment for Street and Sanitation Department vehicles.
- Applied for and received 5309 contingency funds for replacement of Buses #238 and #239. The two replacement light duty buses will be gasoline powered.
- Co-facilitated LEAN I training sessions with City employees in July and August 2013.
- Extended ParaTransit and Route Service to Ripley's.
- Continuously reviewing routes and paratransit effectiveness on an ongoing basis based on ridership.

### **Equipment Services**

- We continue to use Public Surplus to dispose of city vehicles and equipment. Two auctions were held in 2012, one in February and one in September. Two more auctions were held in April 2013 and August 2013 to dispose of other equipment. Our auctions were held as follows:

First auction - June of 2009 netted \$10,431.84.

Second auction - May 2010 netted \$18,610.60.

Third auction - January 2011 to February 2011 netted \$12,842.51.

Fourth auction - May 2011 to June 2011 netted \$14,064.87.

Fifth auction - September 2012 netted \$2,739.52.

Sixth auction - April 2013 netted \$49,827.65.

Seventh auction - August 2013 netted \$396.00.

The total from these auctions was \$108,912.99.

- We continue to open up the auction venue to reach more bidders, improve the site, and continue to see an increase in revenue.
- We are in the process of installing diesel emission reduction equipment on seven vehicles in the Roadway Maintenance Department and Refuse Collection Department. This was through a DERA Grant through the DNR.

### **Building & Grounds**

- Art Center - Museum Boiler, asbestos removal from outer boiler jacket, Stanley Gallery, repair air conditioner Chiller.

- Police Department – Renovate Sgt. Chad Said’s office (move furniture, patch holes, painting). Floors resurfaced as part of police accreditations, bored underground at PSB alley by Geothermal lines to communications tower for fiber optic lines. B&G performed carpet cleaning and installed new counters and desks in the squad room.
- City Hall – sewer smell is ongoing problem, a temporary new sewer line hookup has been installed during further investigation. Conference room panels were installed.
- Installation of Museum and City Hall boiler replacement. New boilers and old lines –Performed radiator and fittings testing for new boilers and service lines. Held Art Center and City Hall state boiler inspections. Alliant Energy moved the Museum gas meter from building entrance to basement for new boiler system (safety shut off).
- 614 Mulberry - Heart of Hearts/Safe Streets Office had a new 200 amp service installed.
- Library – work area renovation, including, plaster/tile/paint (new furniture from Hon Co.), removed shelving, sink, stove, refrigerator unit and replace new lockers, assembled and installed.
- Winterized hangars and sprinkler systems at Airport.
- Art Center – Springs and Sprockets Holiday show was unloaded from trucks and set up with help from Street Dept. Tore down Art Center Springs & Sprockets holiday show and move to Public Works for temporary storage. Air Conditioner was leaking freon and staff conducted an emergency repair and installed new piping.
- Participated in the joint purchasing program with Bi-State for supplies.
- Army Reserve Building turned into cold storage.
- Remove bushes at corner of vehicle maintenance area (safety issue).
- Fire Department – a new dishwasher (warranty) was replaced at no cost and the Fire Chief’s office received new tile.
- Mayor’s office: Coordinated removal of existing furniture prior to replacement by Hon.
- Art Center – new carpet in Stanley Gallery, participated in new HVAC review. Coordinated repairs due to power outage caused by MPW.
- Rest rooms were renovated at the Library, Public Works, and Fire Department.

- City Hall - picked up and assemble new chairs for lower level onference room from Hon Co.
- Coordinated Art Center tornado damage repairs and clean up with other City Departments.

### **Roadway Maintenance**

- Ongoing meetings with Randy Hill on work assignments, accomplishments, and future goals are taking place bi-weekly.
- Scrap metal that accumulates in the Lower Lot is taken and sold for scrap. This typically takes place two to three times each year.
- Piles of material as they are crushed are moved to their permanent place in the Lower Lot. Reclaim piles will be moved when we start milling again in 2014.
- Brush and weeds have been cut and removed from the Lower Lot. Construction of an earth berm has gotten underway which would allow for a trail connection to be placed.
- Musser Park Trail has been completed and trail gates have been made and installed at Taylor Park and the Weed Park Trail.
- Concrete pads completed at the Pistol Range, including where the targets are placed, as well as a pad from the targets back to and including the 25 yard line, and also at the 50 yard line.
- Staff is keeping track of street painting electronically. They are kept in files for the network access. This makes it easy for updating. Work assignments are kept track of by staff and these can now be accessed from the network as well.
- Staff has generated worksheets that are used on job sites when we clean out and inspect culverts every spring. Culvert maintenance is then recorded on a culvert map generated on ArcGIS by staff.

### **Traffic Control**

- A plan has been written by the Roadway Maintenance staff on how we plan to check and evaluate the retro-reflectivity of street signs and the replacement of these signs. We are currently checking signs and have compiled a list of signs for replacement. Signs have been ordered and are being replaced.
- New forms were developed by staff to record inspections and replacement of signs. Replacement records are then recorded on the ArcGIS layer for us to keep track of. Staff can also generate mapping for planning and future inspections.

- Staff has been working all year on the replacement of the stop signs that did not meet the retro-reflectivity requirement set forth by the federal government. Eighty percent (80%) of the stop signs have been replaced that did not meet current MUTCD standards.
- Staff has finished updating the school and pedestrian crossing signs that needed to be updated this year.
- The Sign Department is working jointly with other divisions toward the replacement of street name signs within the City. This is an ongoing annual replacement.
- The filing system has been updated in the sign room to help streamline locating past and present records. Cards are numbered with sign info and recorded on computer for easy reference.
- Staff is now using a laptop in the sign shop to access the GIS database when locating signs and maintenance work that needs to be addressed. The data that's kept helps when relocating signs that are taken out by accidents or stolen.
- Staff is in the process of learning how to use the mobile tablet in the field as a tool to gather information and recording information to be transferred to the GIS database.

### **Snow and Ice Control**

- Sandblasting and painting of city equipment for both the Street Department and MuscaBus are 80% completed. The remaining 20% will be completed this winter.
- The new city ordinance regarding public disposal of snow into city streets is getting better. We need to continue to make progress. Last winter we stopped and visited with many residents who were blowing snow into the streets. By the end of winter, that number was cut in half. Crew members have met with Iowa City Public Works personnel and discussed odd/even street parking. We believe that we have chosen the best policy for Muscatine residents. By the end of the winter, we felt the citizens of Muscatine had a good understanding of what we are trying to accomplish.

### **STREET CLEANING**

- We rented two mechanical sweepers this April to clean the streets of sand, cinders, and debris that was left after winter. We were able to sweep every street within the city limits during the period of April 8<sup>th</sup> thru 19<sup>th</sup>. The Street Department pays for one of them and Collection and Drainage pays for the other.

- Staff works together to keep track of what streets have been swept, to record what has been done electronically and generate routes so that are sweeper operators can follow specific routes making operations more efficient.
- Leaf removal routes were set up similar to the sanitation routes. This helps us when it comes to spring cleanup. The operators then become familiar with the routes, making them more efficient (not having to learn new routes for different operations. Staff then records the loads on her computer for further use in planning and budgeting.

### **Solid Waste Division**

- The Solid Waste Division of Public Works (for over 14 years, maintained a record of non-reportable accident or injuries. However, in April 2013 a refuse collection worker had a reportable injury in working with dumpsters. Since this has happened, management and staff have worked to conduct training, achieve best practices for operations and to prevent future accidents.
- Public Education/Outreach: During the past year, the Solid Waste Division of Public Works has participated in or coordinated the following activities: Community Block Party, Halloween at the Y, Sunday with Santa at the Muscatine Art Center, Recycle the Dress Event (and recent state-wide award), Earth Day Celebration, Keep Muscatine Beautiful Earth Day Events, and The Great Mississippi River Clean Up. Each one of the events represent different audiences to get our message out about reduce, reuse, and recycle. Our staff takes pride in participating and planning events for our community to provide information on wide topics of solid waste and recycling issues.

Participating with the Muscatine, West Liberty, and Louisa Muscatine School Districts allows for public education outreach to our youngest residents. Total presentations and tours from September 2012 through September 2013 total 58. This includes large groups of students in assembly settings and smaller groups of classrooms. Education is shared on all three departments of the solid waste division and hands on activities such as actual visits to the Muscatine County Landfill, Transfer Station, recycling craft making, reuse, and other information is a part of the public education outreach.

Adult programming is also part of our public education and outreach program. An electronic newsletter is published four times a year. During the past year, five public access programs have aired to keep our residents up to date on what is happening in our division. Programs have also been featured on Paula Sands Live and two local access programs about solid waste programs. The City of Muscatine's website and social media plays an important part in public education. Information is updated regularly and is available 24 hours a day for our residents.

### **Refuse Collection:**

- Curbside Recycling: City of Muscatine incorporated curbside recycling for residents in April 2011 and it continues to be successful. The program allows residents to recycle with little extra effort. A calendar was mailed out for the 2013 calendar year for residents to keep on schedule with pickup with the assistance of local business partners. This will continue in 2014 as well

### **Automated Refuse Collection:**

- Automated Collection of Waste: During the 2012-2013 year, staff continued to look at options to move the City of Muscatine into automated collection of waste. During the 2013/2014 budget, council approved the purchase of four cart tippers and containers. The containers will be placed at approximately 750 households as part of this automated collection pilot program. Automated collection of waste and unified containers is a goal included in the City of Muscatine's Comprehensive Plan update.
- Downtown Waste Management: The Solid Waste Manager and the Code Enforcement Officer continue to work on issues in the downtown area. In the fall of 2012, enforcement took place on several offenders placing waste on the street in the downtown area. The goal is for less waste on Second Street and proper placement in the back alley areas. This is a continued issue and joint efforts will continue to work on the issue.
- Recycling at Parks and Special Events: Efforts continue to provide recycling containers at larger park locations and special events. Staff works in joint effort with the Park and Recreation Department to provide containers. This is and will be an on-going effort to provide events with recycling containers.
- GIS in Routing for Refuse: The use of GIS for routing of refuse collection has just begun and as with several other departments within Public Works we have begun discussions on software and incorporating this valuable resource into our operations.

### **Transfer Station:**

- Green Building: During the City of Muscatine's Comprehensive Plan update, the discussion of green building (reuse of construction materials) was held. This concept appears to be gaining favor in the community and having opportunities for the sustainable reuse of materials for residents and businesses would be beneficial. A long-term implementation program has not been put into place yet, however there are numerous small efforts being made in the community. Solid waste staff has assisted in discussions with interested parties and as opportunities arise for more green building and outreach, staff will continue to be part of the discussion.

## **Landfill:**

- **Ground Water Remediation and Monitoring:** Over the past several years staff has been working with Iowa DNR on several monitoring wells that have tested high in VOC's. The ground water regulations in Iowa for landfills changed in 2007. Landfills with the new rules are to have drinking water standards or better coming from landfills. The older sections of the landfill have items that are no longer allowed in landfills. Thus, the materials of the past are causing problems today.

Staff is working with Iowa DNR to remediate the situation and put into place proper monitoring to detect any future issues. This will be an ongoing process.

- **Muscatine County Solid Waste Management Agency:** The Solid Waste Manager continues to provide support to the agency member communities by assisting with solid waste management needs. A good example of this is the flood clean up, in the spring of 2013 in West Liberty, Iowa. Agency members include the Cities of Atalissa, Conesville, Fruitland, Muscatine, Nichols, Stockton, West Liberty and Muscatine County. The agency members meet every other month or six times a year.
- **Solid Waste Compaction and Landfill Space Analysis:** 2012-2013 was the first year for Phase three and four landfill cells of our current design to receive a compaction analysis. This will continue each year now that we have enough waste in place to review how much space is left in the current cells. This analysis allows staff to know exactly how the contractor is doing on compaction and handling of the waste. It also allows staff to project the timing of the next landfill cell construction. The longer we are in the current cells, the more we can pay down the current deficit and save for future improvements or needs.

## **Water Pollution Control Plant**

- Closed out a \$16 million plant renovation project with the installation of the three final effluent pumps.
- Completed the five-year rate study and implemented the new rate structure.
- Completed the five-year application process for the EPA and DNR discharge permit.
- Began construction of the Riverfront Dredge Line Project to streamline the dredging process, improve riverfront aesthetics and remove the safety hazard of above-ground piping. Next phase is plans to take the dredge material and pipe it to the DPW site.
- Replaced the non-functioning gate at the levee to improve flood protection of the City.

- Brought Ripley Mobile Home Park on-line for sanitary sewer service.
- Worked with the Lean committee in city-wide training and lean principle implementation.
- Completed the aesthetic and functional upgrade of the Bond and Schley lift stations.
- Included upcoming stormwater design concepts and requirements in the comprehensive plan.
- Implemented the new FOG (Fats, Oils and Grease) program for City businesses and restaurants. These included new business friendly programs, features to streamline the application process and inform owners of cost saving measures.
- Opening discussions with Fruitland to connect to the City sewer system (Long-Term Goal of partnering with local governments).
- Seek out industries with high strength waste to bring tipping fees to the plant and generate Biogas for conversion to vehicle fuel (Top Priority helping to incorporate Iowa's Smart Planning Principles).
- Begin engineering of the new Waste Receiving Station to improve existing essential services (High Priority).
- Move the dredging spoils to the Public Works yard to better utilize riverfront property and beautify the City entrance at the bridge (High Priority to help promote a thriving business climate).

## **Parks and Recreation Department**

### **Administration Division:**

- Administered a 560 acre park and recreation system that involved 23 park and/or recreation areas, 12 playgrounds, 8 tennis courts, 140 miles of street trees, 16 park shelters, 2 riverfront rental buildings, 12 miles of trails, 2 sand volleyball courts, aquatic center, cemetery, boat harbor, marina, soccer complex, baseball/softball complex (18 lighted diamonds), splash pad, special horticulture gardens, 8 horseshoe courts, 18 hole disc golf course, 18 hole golf course, special events, community recreation programs, 10 basketball courts, a skate park, ice skating rink, and employee wellness program.
- Supported Phase III Development Project Committee.
- Conducted nine Recreation Advisory Commission Meetings.
- Continued work on the Maintenance Plan for Mark Twain Overlook.

- Worked with Leadership Muscatine to build the Weed Park Lagoon Shelter.
- Administered the Adopt-A-Park program with 12 sites being adopted.
- Administered concession contract for Kent Stein Park, Soccer Complex and Aquatic Center. Staff will review future options for the sites, including city-operated concessions after meeting with the current vendor to review the most recent year.
- Collaborated with Muscatine Community School District, Muscatine Community College, and Muscatine County for mutual usage of facilities.
- Partnered and/or collaborated with over 60 community groups involved with public programs and facilities.
- Explored lean initiatives and incorporated technological improvements when possible.
- Administered over 650 rentals of riverfront special buildings and park shelters.
- Administered city-wide deer deprivation program.
- Participated in Blue Zones initiatives – staff committee membership and advisory roles.
- Worked with citizens to develop trail destination and trail mile markers.
- Supported and attended meetings with the Convention and Visitors Bureau, Chamber, CIAT, Safe Streets, and Downtown Action Alliance.
- Assisted with the planning and development of the McFate Memorial trail head in Weed Park.
- Assisted the WW II Honor Flight group with developing a memorial marker.
- Administered the Golf Course Irrigation Project in the spring of 2013.
- Started the Weed Park Maintenance Building Project. Bids are due October 29<sup>rd</sup>.
- Conducted regular supervisory staff meetings focusing on positive public relations, safety, and efficient, effective facility and personnel management

### **Aquatics Division:**

- Conducted a large scale survey to swim lesson participants to evaluate our second year of our new swim lesson program and received positive feedback
- Swim Lessons class sizes grew for the second straight year. An 11% increase this past year.
- Painted the pool basin at the end of the 2013.
- Provided a Day of Caring opportunity that included repainting the Aquatic Center bathhouse.
- Served over 36,000 patrons during the 2013 season.
- Continued implementation of new vacuum system.
- Conducted regular staff training on positive public relations and proper life saving skills.

### **Golf Course Operations Division:**

- Fairway irrigation project: The system was designed by our consultant, approved by staff and installed by the irrigation contractor. We went from a single row hydraulically controlled system to a double row electrically controlled system. The results are significant; we now have a better stand of turf in the fairways and in the rough areas that are now watered.
- Radio band-width update: Our radio system that controls our irrigation system needed to be updated from wide band to narrow band by orders of the FCC. This has been completed.
- Driving Range and number 3 tee box pads: We installed a new concrete pad on the driving range for artificial mats to be used during wet or frosty conditions or when the grass area needs to be aerified and re-seeded. There was also a small concrete pad installed on number 3 tee box which can be utilized by adding one of the mats from the range to allow the tee box some recovery time as needed. There was additional concrete poured next to the driving range shed as well to accommodate golf car parking while using the driving range. All of this work was done in house with help from the Park Maintenance staff.
- Structure maintenance: All of the bridges and the overlook for number 12 tee box have been stained.
- Work on number 3 tee box: We continue to try and alter the soil makeup of number 3 tee box by aerifying frequently and removing the bad soils and

replacing them with sand. This is what we need to do in order to be able to maintain turf on this heavily used par 3 tee box.

- Clearing brush behind 2 green: We have been clearing out the woods behind number 2 green for several reasons; we hope to increase air flow in the areas around 2 green, 3 tee, and 6 tees. This should help reduce disease pressure and help dry things out quicker during wet conditions all making for better turf conditions.
- Tree nursery expansion: The area that once held a tree nursery is again filled with new trees. This area is located at the top of the driving range and currently has about 25 trees in it with more to be planted this fall.
- Cutting down dead trees: There have been several trees that have died over the last several years on the course. The reasons are as follows; old age, disease, water damaged and planted incorrectly. Trees will continue to be removed as they die with new trees being planted to replace the ones that are strategic or aesthetic to the layout of they course.
- Monthly safety training and maintenance training: We have implemented this monthly refresher for the benefit of our seasonal employees who are more often than not the faces of our facilities. This is beneficial to us by having them be more courteous to our participants and should help reduce accidents and machinery down time. Conducted regular staff training sessions focusing on safety and providing a quality golfing experience.

### **Golf Clubhouse Division:**

- Provided a golf clinic for YPN members and guests, reaching about 40 non-golfers.
- Partnered with the Muscatine Journal and other local businesses to promote the Muscatine City Tournament which saw a 25% increase in participants.
- Continue to increase participation by juniors by providing junior golf clinics that fit the needs of the participants and by offering reduced fee structure.
- Partnered with the Iowa PGA to host a Playing Ability Test for golf professionals entering the Professional Golf Management program.
- Increased participation and revenues during the winter months with programs that utilize the golf simulator and clubhouse, i.e. simulator league.
- Provided facility and mentoring for the MHS boys and girls golf teams.
- Have continued to implement lean processes by reviewing processes and staffing levels to better meet the needs of the usage groups.

- Conducted regular staff training focusing on positive public relations.

**Kent Stein Division:**

- Began preparation to repair the remaining fences at Kent Stein Park.
- Upgraded three more diamonds at Kent Stein Park with the Musco Control Link System.
- To strive for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- Maintained high quality and safe fields while maximizing usage.
- Continued to recruit and train quality seasonal and full time staff as needed.
- Continued to look for and to incorporate technological items for improved services and operational efficiencies. i.e. computerized scheduling and control link equipment.
- Continued to explore and implement the lean initiatives.
- Continued to recognize and track the economic impact that programming brings to our community.
- Successfully transitioned new concessionaire with positive results, i.e. increased hours, less lines, and better service.
- Began installation of rubber pads in front of baseball dugouts to provide a safer diamond.
- Continued to maintain Tom Bruner field with positive results. Update MCSD/MCC contracts.
- Utilized the diamonds for approximately 6800 hours
- Hosted tournaments on approximately 21 days
- Assisted with the landscaping of the lot on 8th and Cedar streets
- Performed weed control spraying at the airport
- Performed weed control spraying at the south end fire station
- Conducted regular staff meetings focusing on safety and providing a quality facility for providing a positive experience for our guests

### **Park Maintenance Division:**

- Assisted with storm cleanup and grounds maintenance at the Art Center.
- Continued cemetery stone leveling project.
- Planted 26 trees as part of the Downtown Street Tree Replacement Program.
- Support other departments and park and recreation divisions with maintenance projects involving concrete repair, tree clearing and grounds care.
- Over 150 stumps were removed from the interior of Weed Park.
- Replaced the roof at Eversmeyer Park Shelter.
- Replaced Riverside Park Shelter roof.
- Purchased brass lettering for signage at Riverview Center and Pearl City Station.
- Completed Weed Park Rose Garden Playground Surfacing Project.
- Repaired 40 vandalism incidents.
- Supervised and supplied materials for six Day of Caring projects.
- Conducted regular playground safety inspections.
- Supported over 30 special events held in the community.
- Removed over 60 trees in parks, trails, public property and right of way that were diseased or damaged.
- Upgraded irrigation layout in Rose Garden.
- Worked with Leadership Muscatine group to plan, install and landscape the new Lagoon Shelter in Weed Park.
- Installed 2 new fountains and adjusted aeration lines in Weed Park Lagoon to help with duck weed problem.
- Renovated old Weed Park Tennis Court by removing fencing and turning hard surface area in to picnic storage area.
- Conducted weed control spraying of harbor banks and river banks from Mad Creek to Pearl City Station.

- Rebuilt center jet pump at Mississippi Mist.
- Integrated additional public property mowing into mowing schedule as planned during the budget process.
- Performed routine maintenance on picnic tables used in the 16 park shelters.
- Reconfigured the long dock to gain uniformity of boat slips.
- Renovated riverfront restrooms by stripping floors and painting the walls.
- Set up and maintained riverfront Ice rink.
- Replaced windows and added sound suppression panels in Riverview Center.
- Supported over 650 rentals of special buildings like Pearl City Station, Riverview Center and park shelters.
- Supported Muscatine Branching Out tree planting project by replacing 12 trees on the riverfront
- Cleaned up riverfront after 3 separate flood events.
- Assisted with the planning and installation of the McFate Trailhead Shelter in Weed Park.
- Helped develop and install trail destination markers and trail mile markers.
- Performed maintenance on the Aquatic Center entry roof.
- Completed the painting of the Aquatic Center Pool Basin.
- Assisted with the landscaping of the lot on 8<sup>th</sup> and Cedar.
- Started the Weed Park Maintenance Building Project.
- Completed Taylor Park sign and landscape bed.
- Conducted regular staff meetings focusing on safety and efficient work attitudes.

### **Recreation Division:**

- Increased our marketing reach through use of social media and the City website.

- Saw an increase in participation of recreation programs, including a 34% increase in gymnastics participation.
- Continued to make programs cost effective and working to ensure all direct costs are covered by user fees.
- Recreation Extravaganza program developed and very successful (Mall Walking Club).
- Actively participated with the Convention and Visitors Bureau. The Recreation Department is allotted one representative on the board.
- Conducted Community Recreation Programs and Special Events with an emphasis on family friendly and free/low cost programming.

### **Soccer Complex Division:**

- Continued meetings with the Phase III Committee.
- Reestablished a safe and high quality turf on all eight soccer fields. Continually working to maintain field quality,, address disease, and drainage issues.
- Continued to strive for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- Continued efforts to maximize revenues and overall efficiency of division operations.
- Continued to recruit and train quality seasonal and full time staff as needed.
- Continued to look for and to incorporate technological items for improved services and operational efficiencies.
- Successfully transitioned new concessionaire with positive results.
- Completed the drainage around the perimeter of Phase II.
- Reinstalled the irrigation system on the bank.
- Utilized the fields for approximately 2800 hours.
- Hosted tournaments throughout the playing season.
- Developed a planting plan for Hershey Street bank area.

- Conducted regular staff meetings focusing on safety and providing a quality facility for providing a positive experience for our guests.

### **Wellness Division:**

- Conducted employee wellness programs.
- Met with the Wellness Committee to discuss current and future programming.
- Surveyed the employees to get new ideas for programs and incentives.
- Started the necessary steps to become a Blue Zone Certified Worksite. The committee is addressing policies related to breast feeding at the worksite and healthy vending standards.

### **Housing Accomplishments**

#### **Section 8 Voucher Rent Subsidy Program**

- In October of 2012 our Housing Authority received HUD's highest designation of HIGH PERFORMER for the sixth consecutive year. This designation is based on the Section 8 Management Assessment Program (SEMAP) in which 12 separate areas of the program are assessed identifying capabilities and deficiencies related to the Section 8 Program.
- Unit months assisted: 4,315
- Monthly average participants on the program: 360
- Housing assistance subsidy payments: \$1,636,939.
- Housing Quality Standards unit inspections: 397
- Housing Quality Standards failed unit inspections: 332
- New admissions to the program: 25

#### **Public Housing Residential Complexes Accomplishments**

##### **Clark House**

- Vacancy: 1%
- Rent collection rate: 98%
- Finished upgrading heating plant with green energy efficient boilers

### **Sunset Park**

- Vacancy: 1.25%
- Rent collection rate: 98%

### **Public Housing Residential Complexes Combined**

- Vacancy: 1.13%
- Rent collection rate: 98%
- Work orders completed: 898
- Average time elapsed from work order issued to completion: 2 days
- Apartment turnovers: 25
- Average days from vacancy to occupancy: 18 days
- HUD Operating Subsidy grant: \$134,367.
- HUD Capital Fund Program grant: \$156,062
- Rents collected: \$433,992

### **Hershey Manor Management**

- Since 1983, the City has provided management services for this facility at the request of the Hershey Board.
- Vacancy: 1%
- Rent collection rate: 99%
- Painted complete exterior wood siding

### **Homeownership Program**

- Educates and counsels potential homeowners on money management, credit awareness, loan acquisition and foreclosure issues. The program is staffed by a .62 FTE Certified Housing Counselor with supervision from the Housing Administrator.
- Individuals counseled: 154
- Clients completing the 8 hour education class: 60

- First time homebuyers purchases: 26
- Families receiving \$1,000.00 down payment assistance: 23
- Average property sales price: \$80,800
- Estimated gross sales families below 80% median income: \$1,859,870
- Local Housing Trust Fund Grant: \$16,965

### **Family Self-Sufficiency Program**

- The Family Self-Sufficiency Program connects Section 8 Housing Program participants with the community resources they need to achieve self-sufficiency. This program is staffed by a full time Housing Specialist with supervision provided by the Assistant Housing Administrator.
- Participants: 40
- Participants with escrow balances: 15
- Participants enrolled in education: 20
- Participants becoming employed: 9
- HUD grant \$53,309

### **Sunset Afterschool Program**

- In coordination with local schools, the Sunset Park Afterschool Program creates a supportive and healthy after-school environment aimed at enhancing the academic success of school-aged residents of Sunset Park.
- Days of operation: 172
- Number of students registered: 25
- Average daily participating students: 12
- Number of instructional hours: 3,026
- Books read by students: 2,075
- Average number of books read per student: 150
- United way grant for teacher: \$15,000

## **2013 Sunset Park Summer Youth Program**

- From June 10-August 2, 2013, The Sunset Park Learning Center hosted meals and activities for Muscatine youth, with the goals of improving young people's access to nutrition, encouraging physical activity, and developing a sense of community belonging.
- Partnered with Muscatine Community School District's summer lunch program to provide 983 nutritionally balanced lunches to youth and adults.
- Collaborated with the Park & Recreation Department to hire a summer activity director who planned and led activities to promote healthy physical, intellectual, and social development among Sunset Park youth.
- Utilized City services, including Muscabus transit, Musser Public Library, and the Muscatine Art Center; and other community resources, such as ISU Extension, Muscatine History & Industry Center, and the Discovery Center to encourage a sense of community pride and belonging.
- Promoted natural physical movement via water play, walking, sports, fishing, and dance.
- Built positive relationships with students and families, which led to increased interest and enrollment in the Sunset Park Afterschool Center in the 2013-2014 school year.

## **Muscatine Art Center**

- Muscatine Art Center Support Foundation - \$55,000 for 2013/2014 with over \$18,000 going towards staff salaries.
- Friends of the Muscatine Art Center - \$20,000 for 2013/2014 with the largest portion of funding covering half of Educator's salary (20 hour per week position).
- Department of Cultural Affairs (Cultural Leadership Partner Grant) - \$13,540 for 2013/2014 with much of the funding supporting part-time salaries (approximately 12 hours per week split among 4 different positions).
- Department of Cultural Affairs (Cultural Leadership Partner Grant - one time additional disbursement) - \$2,460 added to 2013/2014 City budget - funding part of the state's 2012/2013 fiscal year.
- Department of Cultural Affairs (Project Grant) - \$7,280 for 2013/2014 to cover costs for a contract studio artist to work with students as part of programming for "The Art of Living Well" exhibition.
- Community Foundation of Greater Muscatine Grant - \$4,000 in 2013/2014 for a project related to the Conner Glass Collection.

- Additional grant applications are pending.
- Regular Art Center volunteers contributed 1,045 hours of service to the Art Center between January 2013 and September 2013. These hours do **not** include all time contributed by members of the Friends of the Muscatine Art Center, the Board of Trustees and Day of Caring Volunteers.
- 2 University of Northern Iowa unpaid interns.
- University of Colorado unpaid intern – Blue Zone exhibition preparation
- Intern paid (by Friends of the Muscatine Art Center) – (summer/fall 2013) high resolution scan and photography of individual artworks
- University of Iowa unpaid intern – (summer 2013) studio photography of contemporary American Art Pottery
- University of Iowa intern unpaid – (fall/winter 2012) exhibition construction
- Muscatine High School Work Experience Program interns (academic year 2012 & 2013) – individual projects
- Muscatine Community College intern unpaid - (fall 2013) studio photography of framed artwork
- Bridgestone intern unpaid – (summer/fall 2013) Photoshop
- 16 Front Desk Volunteers – (2012-2013) various Muscatine Art Center tasks

### **Exhibits:**

- June – Sept. 2012 - Quilts by Clara Oleson.
- June – Sept., 2012 - Whistles by Connie Roberts.
- Sept. 9 – October 17, 2012 – Inspired by the Past
- October 21, 2012 – January 6, 2013 - Holiday Springs and Sprockets by Steve Gerberich (+opening reception)
- October 21, 2012 – January 27, 2013 - Artists Celebrate Christmas: Handmade Christmas Cards
- Oct. 2-28, 2012 – 4-H exhibit
- November 1, 2012- January 27, 2013, LMM decorated for Christmas
- December 20, 2012-January 20, 2013 Central Middle School G-2 Art Project (+opening reception)
- February 1 – June 15, 2013 - Prints and Drawings of Beth Van Hoesen
- March 10 – April 21, 2013 - The Other Side of the Earth by Chun Arthur Wang (+opening reception)
- April 29 – Sept. 17, 2013 – Chap Hanley Speedboat Trophies

- May 5 – June 9, 2013 - Jon Fasanelli-Cawelti: A Retrospective (+opening reception)
- April 29 – June 23, 2013 – Antique Children’s Books
- June 30 – October 27, 2013 - 75th Anniversary of the Great River Road
- June 23 – Sept. 17, 2013 – Elmer Ziegler Music Festival Trophies & Muscatine sheet music
- June 30 – August 25, 2013 - My Grandma’s Songs: Original Children’s Book Illust. by N. Purington
- September 2013 – Art Exchange with Ramallah - John Dabeet
- Sept. 24, 2013 – Highlights from the MAC Glass Collection
- Oct. 2013 – 4-H

### **Partial List of Programs/Events**

- Clara Oleson on Quilts
- November 3, 2012 – Festival of Wreaths
- December 2, 2012 - Sunday with Santa
- January 27 & 28, 2013 – Eagles & Ivories Ragtime
- June 30, 2013 - Annual Ice Cream Social
- July 1, 2013 - PatriArt Week activities: Chalk the Walk
- November 7–16, 2013 – Festival of Wreaths
- December 8, 2013 - Sunday with Santa
- January 26 & 27, 2013 – Eagles & Ivories Ragtime
- August 9, 2013 - New Teacher’s Orientation
- Behind-the-Scene Tours - Two tours given in June 2012, and two given in May 2013
- Art History Lectures by Carol Ehlers presented most months

### **Art Loans to Other Museums:**

- White Lotus by Georgia O’Keeffe – Honolulu Museum of Art (closes 1-12-2014)
- McKenney & Hall Indian Portraits - Loaned to UNI Multicultural Center
- U of I - Old Capitol - Civil War Loan

### **PUBLICATIONS / IMAGE Release & research:**

- IPTV Optomen Productions. Alexander Clark Documentary, 2012
- American Culture and the Texas Experience: The David B. Warren Symposium, Volume 3, by Jason Busch (Carnegie Museum of Art, Pittsburgh) for The Museum of Fine Arts, Houston.
- Muscatine Magazine - 2 issues 2012 and 2 issues 2013.
- Georgia O’Keeffe and Ansel Adams: The Hawaii Pictures by The Honolulu Museum of Art
- American Art Review-Aug 2013 & HI newspaper articles – Georgia O’Keeffe painting in relation to Honolulu Museum of Art exhibition.

- Civil War images for CW powerpoint created by Civil War Committee and used in the Muscatine Community School District public schools programming.
- NPR - University of Arkansas, Fayetteville radio and podcast. "Ozarks at Large" by Keith Scales.
- Academic textbook - North American Freshwater Mussels: Ecology, Natural History and Conservation. By Wendell R. Haag, Research Fishery Biologist
- (upcoming) Graphic novel by Sean Fitzgibbon, Fayetteville, ARKANSAS
- Hillstrom Museum of Art, Gustavas Aldolphys College, St. Peter MN. Instructional use of Grant Wood's Peter Funcke, by Professor Don Myers.
- Buffalo Bill Historic Center – Research for upcoming book (ref. LeGrand Morehouse)
- Chris Slocombe – Drake University CWar research – Dan'l Parvin letters
- UnityPoint Health -Trinity Hospital – images for use in the new Unity Point Health-Trinity Hospital historic, graphic arts project, to be created by Silver Oak

### **Musser Public Library**

- Held LEAN shelving event resulting in substantial reduction in time it takes to return items to the shelves. Wrote standardized work to reinforce changes. Held LEAN holds event resulting in a streamlined holds process and the development of standardized work.
- Restructured the Homebound Delivery program by utilizing volunteers and limiting delivery to one day of the month resulting in a 10 hour per week reduction in time spent on the program.
- Changed library hours by closing at 8 pm instead of 9 pm and reallocating those hours by adding 3 hours to Friday evenings and opening at noon instead of 1 pm on Sunday. Developed four series of programs to accompany the new Friday evening hours.
- Continued adding new electronic formats, *Zinio* (magazines) and *Freegal* (music), while continuing to support eBooks and our traditional formats (paper, CDs, DVD) all on a static budget.
- Youth Services held 460 programs, both in and out of the library, serving a total of 22,275 patrons.
- Distributed a monthly e newsletter to over 3,000 patrons.
- Upgraded the Library's computer system (file/database server hardware and operating system replaced, eight receipt printers replaced, ten complete workstations replaced, 26 workstations received operating system upgrades [Windows7], and 47 computers were upgraded to the most recent Office applications (Word, PPT, Excel).

- Developed an additional page to our web page to guide the public through the Affordable Care Act and trained all reference staff to be able to assist patrons with the selection process.
- Received a \$4,000 grant from the Muscatine Community Health Care Foundation for the development of a consumer health collection.
- We had 187,762 patrons enter the library. The computers or Wi-Fi were used by 44,737 patrons. E circ (databases, Eaudio, Ebook and E magazines totaled 58,346. Finally, total circulation for the year was 381,941.
- Summer Reading Program had a record 1100 children and teens who read 25,000 books, a new record high.
- Developed and offered a weekend Dutch Winter event for families. The \$4,000 cost was covered by the Friends of the Library and the event featured IPTV children's personality, Dan Wardell.
- Selected by IPTV to assist with research and development of a new public television show, UMIGO. Participation comes with a \$1,000 stipend.
- Received free for 3 months, the children's museum exhibit, *Playing Together: Games*. Normal rental is \$12,500.
- Developed a school-year reading incentive program for birth through teens.
- Continued to support job hunters by assisting with the Iowa Workforce Development software.
- Participated in strategic planning with the Board.
- Began copy cataloging in OCLC and learned RDA, new cataloging format.
- Originally cataloged over 300 local history items.
- Learned "Simply Reports," the program for managing statistics in our ILS, Polaris. ILS stands for Integrated Library Software which is a type of software that runs all aspects of the library from acquisitions through cataloging, circulation and interlibrary loan. Polaris is the name of the software that the library presently utilizes.
- Developed a new cardholder policy to limit the number of items that check out to new users and never return.
- Began the digitization of our yearbook collection.
- Mission Possible, our adult technology training series, doubled the number of classes, added new topics and saw a continued increase in attendance.

- Inventoried Non-Fiction, Young Adult and Biography.
- Weeded Fiction, specific areas of Non-Fiction and juvenile areas.
- Added two new leasing programs, DVD and Juvenile & Young Adult.
- Recataloged all the Large Type records in the database to meet standards.
- Added an additional AWE Learning Station with school age software to the children's department.
- Continued the "Police Story" storytime in cooperation with the Muscatine Police Department.
- Began a new homeschool series in coordination with the Homeschool Assistance Program of Muscatine Community School District.
- Designed and developed a new website for our consortium, Rivershare
- Continued our strong social media presence with our facebook page and the addition of Pinterest. Pinterest has been discontinued due to the lack of return on staff time.
- Replaced 50 rolls of *Muscatine Journal* microfilm with the financial help of the Muscatine County Genealogical Society.
- Offered 8 ongoing (October – April) programs for children and teens. Of the 8, four are weekly programs and four are monthly programs.
- Added Muscatine County Preservation Society Survey materials (Colver and Fair Oaks neighborhoods) to our website.
- Upgraded to Polaris version 4.1.
- Began checking out Nooks loaded with 30+ books.
- Added custom CD drawers to our music bins to handle the growth of the collection without taking up more floor space.
- Funded by Friends of the Library, Bobby attended Polaris user group for second year in a row.
- Rearranged new book area seating to discourage patrons remaining in the chairs for extended periods of time.
- Clarified the duties of the circulation and reference staff to improve productivity.

- Added two free-standing book displays and an information display board in the entry way as part of our continued emphasis on displays and up-to-the minute information.
- Added a second desensitizer to the front counter to improve workflow.