

## **City of Muscatine – Department Accomplishments September 2011 - September 2012**

### **Community Development**

- Completed the Environmental Review and Preliminary Engineering for the Mississippi Drive Corridor Project. Conducted a public meeting with the City Council to review options. Completed and submitted 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 pre-annexation agreement with the owners of Ripley's Mobile Home Court and initiated discussions with affected property owners for easements necessary to construct a sanitary sewer to serve approximately 1,200 acres of real estate in the future. (Five-Year Long-Term Goal)
- Continue to work with MP&W with joint staff meetings, as well as meetings with Muscatine Community Schools and MP&W staff through the Site Plan Review Committee and the Traffic Committee. (Five-Year Long-Term Goal and Departmental Objective)
- The Comprehensive Plan Update is on schedule for completion in early 2013. (Top Priority)
- The Mad Creek Levee Project is nearing an expected completion date by early October. (Top Priority and Departmental Objective)
- The EPA funded Area-Wide Assessment Program has been completed and closed out. (Departmental Objective)
- Continue to implement the department reorganization created by recent retirements. (City Council High Priority)
- Assisted in the development of a communitywide Urban Renewal Plan.
- Completed the sale and transfer of the former National Guard Armory property on Park Avenue.
- Completed the Airport Lighting Project, T-Hangar and Municipal Hangar Roof Repair Projects.

### **Community Development (City Planner)**

- Completed three separate voluntary annexations that added 66 acres and 68 residents to the City of Muscatine. (City Council Long-Term Goal)
- Prepared a conceptual land use plan for the Mad Creek Sewer Extension Benefit District to aid in analysis of future development and future voluntary annexation options. (City Council Long-Term Goal)
- Held a town hall meeting in each of the seven planning districts and held a bilingual town hall meeting to facilitate participation of the Spanish speaking population. At least 196 community members attended these meetings. (City Council Policy Agenda and Management Agenda Top Priority)
- Created an online mechanism for members of the public unable to attend the Comprehensive Plan town hall meetings to utilize the City's webpage and Facebook page to offer input and review all Comprehensive Plan related material. (City Council Policy Agenda and Management Agenda Top Priority)

- Substantial completion of the background of the statistical and background information portion of the draft Comprehensive Plan. The entire initial draft will be completed when the Community Member Advisory Group process adds the goals, objectives, and implementation strategies to the plan by the end of October. (City Council Policy Agenda and Management Agenda Top Priority)
- Compiled and submitted the 98 page Blue Zones Project application (Departmental Objective)

### **Muscatine Water Pollution Control Plant**

- Took over dredging operations and cleared the harbor of silt deposits. Filled eight bags with dredged material from the harbor and riverfront.
- Successfully converted operations from 24 hours/day to 12 hours/day as part of a continuing efficiency program.
- Converted the final boiler to free methane from purchased natural gas as part of a continuing efficiency program.
- Implemented a Lead Operator position to streamline cooperation between plant operations, pretreatment, maintenance and other City departments.
- Began update process for City Code as it pertains to the WPCP, stormwater and the FOG (Fats, Oils and Greases) control program.
- Hired and began design work with engineers for the Laboratory and Operations Center Renovation and Expansion Project.
- Updated all industrial discharge permits to better align business and City interests while maintaining environmental integrity.
- Moved the large storage building from the abandoned Army Reserve site to the plant, avoiding the purchase of a new structure.
- Plant chemist Patti Fuller-Bloechl won this year's Laboratory Analysis Excellence Award from the Water Environment Federation (WEF) and the Iowa Water Environment Association (IAWEA).
- Plant staff won the IAWEA statewide award for exemplary biosolids management for a large operating project.
- Negotiated extended contract with landowner for biosolids application allowing for the sale of unused equipment.
- Took advantage of extremely low river levels to remove non-functioning gate at the levee. Replacement will be scheduled upon delivery of the new gate if river levels remain low.
- Substantial completion of the \$16 million plant upgrade. Only effluent pump installations remain.
- Continued to fine tune new equipment from the recent renovation to optimize upgraded efficiencies.

### **Muscatine Police Department**

- Bullet Proof Vest Grant
- JAG/Byrne Grant
- Over 97% 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's 75% Funding from the School District
- Successful joint open house with the Fire Department for Public Safety
- Successful Mock Accreditation with recommendation for Re-Accreditation in early fall
- Successful hiring of four new officers, three which have completed training and are out on their own and the other beginning his training.
- Street Crimes Unit returned to full operation

## **Parks and Recreation Department**

### **Parks and Recreation Administration**

- Administered citywide deer deprivation program, 47 deer harvested.
- Transitioned new Office Coordinator
- Administered 25 community special events
- Administered 560 acre park and recreation system that involved: 23 park and/or recreation areas, 12 playgrounds, 10 tennis courts, 126 miles of street trees, 16 park shelters, 2 riverfront buildings, 12 miles of trails, 2 sand volleyball courts, Aquatic Center, Cemetery, boat harbor, marina, Soccer Complex, Kent Stein Park, splash pad, special horticulture gardens, 8 horseshoe courts, 18 hole disc golf course, 18 hole golf course, community recreation programs, employee wellness programs, 10 basketball courts, and a skate park.
- Started Phase III Soccer Development Project
- Held 8 Recreation Advisory Commission meetings
- Developed a master maintenance plan for Mark Twain Overlook
- Administered Boat Harbor (52 long dock rentals/17 house boat dock rentals).
- Administered marina gas dock providing gasoline and diesel fuel
- Administered Soccer Complex usage schedule
- Administered Kent Stein Park usage schedule
- Worked with Leadership Muscatine groups.
- Administered Adopt-A-Park program with 12 sites being adopted
- Transitioned a new concessionaire for Kent Stein, Soccer, and Aquatic Center.
- Worked with Muscatine Community School District and Muscatine Community College with Bruner Field maintenance program.
- Collaborated and worked with Community Y, school district, community college, girls softball, baseball academy, youth baseball, cardinals, soccer club, bike club, running club, zoo garden committee, ISU extension, 4H, and master gardeners.
- Explored lean initiatives and incorporated technological improvements when possible.

## **Park Maintenance and Cemetery Divisions**

- Reconfigured electric utility on Gas Dock.
- Options were developed to reconfigure long dock.
- Supported Deer Management Program.
- Supported other divisions with projects.
- Initiated a Street Tree layer on MAGIC with support from MAGIC staff.
- Progress was made clearing stumps in the interior of Weed Park.
- Replaced basketball court at Lucas Park.
- The fairways at disk golf were widened and additional directional posts, benches, and trash cans were added.
- Started repainting street signs at Cemetery.
- Continued with stone leveling.
- Day of caring projects: supervised seven projects at four sites.
- Supported over twenty five events held in our community.
- Repaired two bridges at Fuller Park.
- Replaced footbridge at Fuller Park.
- Placed erosion stone in two areas at Fuller Park along trail.
- Supported the Public Works division by mowing areas for ditch improvements and pistol range addition.
- Cleaned and sealed Riverfront restroom floors, repainted walls.
- Replaced Houseboat slip finger.
- Re-glazed and painted windows in Pearl City Station.
- Added plant beds around anchor and Riverfront Park sign.
- Moved memorial bench from park to the front of Riverview Center.
- Set up and maintained an ice rink for the first time.
- Repainted Park signs.
- Maintained Art Center Grounds
- Maintained Park equipment
- Maintained trails
- Maintained Park and Street Trees
- Repaired bridge at Eversmeyer Park.
- Replaced roof on Entrance Shelter
- Installed floor drain in entryway at Aquatic Center.
- Replaced ten railings and twelve deck sections as part of warranty on playgrounds.
- Completed playground rubber shrinkage patching.
- Removed the old Lagoon Shelter from Weed Park and prepared new pad for new shelter.
- Power washed shelters prior to usages.
- Maintained Japanese Garden at Art Center.
- Re-graded road to old shop and hay barn and added surface material.
- Repaired 93 vandalism incidents.

## **Kent Stein Park**

- Repaired the remaining fences at Kent Stein Park.
- Upgraded more fields at Kent Stein Park with the Musco Control Link System.
- Strived for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- Improved the quality and safety of the restroom facilities by replacing the countertops in each restroom.
- Improved the safety of the dugouts by replacing damaged team benches.
- Maintained high quality and safe fields while maximizing usage
- Continued to support and assist other departments and city divisions as requested.
- 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.
- Explored and implemented a (lean) initiative
- Worked with the Hinman family property donation to develop a multi-use open green space
- Continued to recognize the economic impact opportunities to our community
- Transitioned new concessionaire with positive results

## **Soccer Complex**

- Started Phase III Soccer Development Plan
- Re-established a safe and high quality turf on all eight soccer fields.
- Continued to strive for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- Replaced the concrete on the south side of the Maintenance Building to create a safer surface.
- Continued efforts to maximize revenues and overall efficiency of division operations.
- Continued to support and assist other departments and city divisions as requested.
- 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.
- Transitioned concessionaire with positive results
- Improved the drainage around the perimeter of Phase II

## **Recreation**

- Conducted Community Recreation Programs and special events
- Implemented nonresident fees for programs that increased revenue in some programs.
- Utilized social media more effectively to market recreation programs.

- Continued to make programs cost effective so that all direct costs are covered by user fees.

### **Aquatics**

- Trained Program Supervisor as a Lifeguard Instructor.
- Maximized Aquatic Center usage by moving all swim lessons to Aquatic Center.
- Initiated new swim lesson program
- Increased season pass holders and overall attendance at Aquatic Center for 2012 season.
- Aquatic Center attendance is over 43,000 for the season, up from the 2011 season.
- Transitioned a new concessionaire at the Aquatic Center with positive results.
- Discontinued use of Carver Swim Center.

### **Wellness**

- Reviewed comprehensive wellness screening program
- Conducted employee Wellness Programs
- Increased communication of City Wellness Program to staff

### **Golf Course Clubhouse**

- Increased usage of the simulator and winter sales of food and beverage and merchandise.
- Merchandise sales increased 20% from previous year.
- Junior City tournament participation increased from 13 in 2011 to 50 in 2012.
- New junior golf program is more effective at keeping juniors active at the course.
- Worked with Muscatine Chamber of Commerce on Muscafuda golf event helping them raise funds for their programs.
- Provided a golf clinic for YPN members and guests, reaching about 40 non-golfers.
- Provided facility and coaching for MHS boys and girls golf teams.
- Have continued to implement lean processes.
- Increased overall facility usage to include golf play and special events.
- Actively recruited and trained positive public relation oriented staff
- Supervised and enforced golf course rules.

### **Golf Course Maintenance**

- The parking lot parking lines have been repainted.
- Greens were heavily aerified (deeper and bigger holes) last fall.
- The two existing wells were dug deeper as they went dry.
- The four tee boxes #3, #9, #10, and #12 were all renovated last fall.
- Planted four new trees last fall to replace some that have died.

- The pond finger under the bridge extending up towards 10 fairway has been dug out to allow fish to migrate in and out of this area more easily when the pond becomes low.
- Clubhouse interior walls were painted last winter.
- Number 10 bunker was moved from the left side of the fairway to the right side, which is what golfers asked for in past surveys.
- Started fairway irrigation project
- Painting clubhouse select areas
- Maintained golf course equipment and grounds

## **Finance Department**

- 2012 ending fund balance at 20.5% - highest fund balance since 1997-98 (21%), accomplished through budgeting, new revenues, departmental budget savings, personnel savings, etc.
- The City received GFOA's Distinguished Budget Presentation Award for the 2011/2012 Budget. This was the 27<sup>th</sup> consecutive year the City received this award. The 2012/2013 Budget has also been submitted for consideration of this award.
- The City was awarded its 21st consecutive Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011. The CAFR for the year ended June 30, 2012 will also be submitted for consideration for this award.
- Finance staff continues to monitor the long-term plan to eliminate the accumulated deficit in the Landfill fund. In the summer of 2010 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 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 preliminary deficit reduction for 2011/2012 is \$482,583 to \$1,617,495. This does not include the estimated additional \$98,760 in revenues from contaminated materials from the Mad Creek Levee Project disposed of at the Landfill in 2011/2012. The Corps of Engineers has not yet confirmed the City's estimate for the tonnage disposed of from this project and they will need to amend their construction contract to include this amount as well as amounts disposed of after July 1, 2012. With the estimated additional revenue, the deficit reduction for 2011/2012 is \$581,343 to \$1,518,725. The additional deficit reduction budgeted for 2012/2013 will reduce the accumulated deficit by an additional \$498,000. While the deficit reduction to date is significant, it is important for the City to "stay the course" with the approved plan so that the deficit can be eliminated in upcoming years. (City Council Long-Term Goal)
- 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 2012/2013 Budget. The estimates for individual projects have been updated as bids for the projects have been

received. The long-term financing plan for the West Hill Sewer project was recently updated to determine the schedule for bidding the next phase of this project. The letter to request a 4-year extension to the current 2024 E.P.A. Consent Order deadline was recently drafted by Stanley Consultants. The Finance Director reviewed and made revisions to the draft letter. It is currently pending the final review by the City Administrator prior to its submission. (City Council High Priority)

- The department coordinated the sale of \$4,715,000 in bonds to finance a number of projects completed since the last bond issue in 2010 as well as financing for projects planned for 2012 and 2013. This bond issue included the refunding of the final year of the 2003 bonds which resulted in a savings in interest costs of approximately \$4,800.
- Finance staff has continued to evaluate new financial software systems. A recommendation is anticipated to be presented to City Council in October.
- Lean Initiatives (Management Agenda High Priority). The Finance department implemented major improvements in the housing tenant accounts receivable processes since March when it was found that a former Finance department staff person had been manipulating housing receipts. Finance staff completed a detailed review of each tenant's account and made the appropriate correcting entries to those accounts. A detailed list of manipulated receipts was also compiled along with the related documentation to be used to pursue legal action against this former employee. Lean improvements in the housing tenant receivable processes include (1) fully utilizing the Housing Pro computer system for Clark House and Sunset Park tenants, (2) purchasing the tenant accounts receivable module for the Hershey Manor software system with this module to be implemented in the next month or two, and (3) eliminating the duplicate manual tenant ledgers, with Excel spreadsheet now used to compute the monthly general ledger entries. The position held by the former employee has not been filled. Finance staff will be evaluating staffing needs as part of a realignment of duties that will likely occur when the planned software conversion is implemented.
- Finance staff continued efforts to close out the remaining FEMA projects from the 2008 Flood. During the past year, all additional information and documentation requested by the State or FEMA was submitted. As of today's date, funding for all projects has been either received or is in process with the exception of the Riverfront Concrete/Slope project (revetment stone, etc.). The City received notification that FEMA funding would be approximately \$66,000 less than the amount requested by the City. An appeal of this decision was submitted by the Finance Director, with the assistance of the City Engineer, on July 17, 2012.

## **Musser Public Library**

### **Technology**

- Created a vibrant Facebook page and increased fans to 4,200
- Developed a dynamic, innovative and patron-centric web page that serves as an online equivalent of our brick and mortar library



- Migrated to the Polaris Integrated Library System which controls all of our public access catalog, circulation, holds, and cataloging functions
- Began using the new OCLC Connect software to catalog material. Additionally learned how to originally catalog items, vastly speeding up the time it takes to get materials on the shelves
- Greatly expanded patron participation in our *Mission Possible* digital literacy workshops on topics such as Facebook, Ipad, eReaders and other popular technologies

### **RiverShare Library System**

- Continued to work with the 18 other member libraries to develop and strengthen our system
- Switched holds delivery from the Illinois Library System to the Mid-American Library Alliance in January

### **Patron Services**

- Increased eBook availability by buying 357 eBooks for our patrons in addition to the consortium copies
- Allowed patrons to pay for fines and fees with credit cards
- Installed Iowa Workforce Development software on all of our public access computers and began supporting the information needs of the Iowa Workforce Development clients
- Inaugurated a weekly rhyme based preschool program, *Move with Mother Goose*, in addition to our existing children's programming

### **Funding**

- Received \$2,200 from Genealogical Society to replace historical microfilm
- Awarded two \$1,000 stipends from IPTV
- Accepted \$1,000 from the Community Foundation for our birth to three Lapsit program

### **LEAN**

- Held our first day-long event culminating in the restructuring of our technical services area

### **Friends**

- Forged an improved relationship with our Friends group resulting in better communication and improved funding

### **Housing Department**

#### **Clark House and Sunset Park**

- Review maintenance staffing patterns and purchasing standard operating procedures (SOP) (ongoing and continue)

- Update maintenance policy with focus on efficiencies and lean measures (ongoing and continue)
- Utilize Center for Active Seniors (CASI) senior employment program to assist with routine custodial duties. Wages are reimbursed by CASI (we now have three)
- Reduce one full-time custodian, a retired employee, to a part-time  $\frac{3}{4}$  position, 1/1/12 (started  $\frac{3}{4}$  position, 1/7/12)
- Require Sunset Park manager to perform custodial duties at SSP office and policing of grounds (started 10/1/2011)
- Reduce resident liaison/custodian Section 3 person from four to three hours per day (It turns out this is not feasible at this time.)
- Increase income by reducing unit turnaround time from date vacant to date rented (The vacancy rate was less than 2%.)
- Review collection process in order to maximize income with minimum of effort (ongoing and continue)

### **Section 8 Voucher Program**

- Maximize voucher unit months in order to maximize administrative fees (We are on track to utilize 100% of eligible unit months.)
- Review policies related to applicant preferences, intake process and management of waiting list (ongoing and continue)
- Review staffing pattern and workload, maximizing efficiencies (ongoing and continue)

## **HOUSING PROGRAMS**

### **Public Housing Agency Mission**

- To provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. The PHA is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.

### **Sunset Park & Clark House**

- In April of 2012 our Housing Authority received HUDs highest designation of HIGH PERFORMER for the fifth consecutive year. We scored 92 out of a maximum score of 100. In FY2012 our vacancy rate was under 2% and the rent collection rate was over 99%.

### **Section 8 Program**

- Our Section 8 program has received HUD's highest designation of HIGH PERFORMER for the fifth consecutive year. We scored 100 out of a maximum score of 100 for our agency. We expect to continue this string for FY2012.

Currently the Section 8 Program is on track to assist more families than it has in the last seven years.

### **Homeownership Program Mission**

- To educate and counsel potential homeowners on money management, credit awareness, loan acquisition and foreclosure issues and to help lower- to middle income-persons become successful homeowners.

### **Homeownership Program**

- In the fall of 2011 Muscatine Municipal Housing Agency was granted \$17,654 from the Local Housing Trust Fund to continue operating at 20 hours per week.
- In August of 2012 MMHA applied for \$20,000 in grants from the LHTF for calendar year 2012.
- In FY2012, 44 clients completed our eight-hour homeownership course and 33 graduates of the homeownership course successfully purchased housing. Also in FY2012 the housing counselor served 110 clients under 80% of the median income.
- In July of 2012 the Muscatine Housing Department made an application to HUD requesting certification as a stand-alone housing counseling agency.

### **Family Self Sufficiency Program Mission**

- The Family Self Sufficiency Program connects Housing Program participants with the community resources they need to achieve self-sufficiency. It accomplishes this by increasing their earned income and decreasing their need for housing assistance and cash welfare assistance using a research-supported combination of asset building and service coordination.

### **Family Self Sufficiency Program**

- MMHA's FSS Program served 32 households in 2012. Of these, 23 are families with children under the age of 18, for a total of 57 children and seven include a member with disabilities. Throughout this period, the FSS program helped to arrange internships for two program participants to assist them in completing their college coursework and developing workplace skills. Eight participants were enrolled in college coursework and one participant completed her Bachelor's degree and entered the workforce full-time. Eight participating households enrolled in GED classes, and at least one participant has enrolled in English as a second language class. Fourteen participants became employed in FY2012 and twelve families had a higher earned income than they did upon enrolling in FSS.

## **Sunset Afterschool Program Mission**

- In coordination with local schools, the Sunset Park Afterschool Program will create a supportive and healthy after-school environment aimed at enhancing the academic success of school-aged residents of Sunset Park.

## **Afterschool Program**

- The Sunset Park Afterschool Program began on March 21 and continued until June 3. The program operated every day school was in session. On Mondays, the students arrived at 2:40 p.m. and stayed until 6:00 pm. Tuesday through Friday, the students arrived at 3:45 p.m. and stayed until 6:00 p.m. The program ran a total of 172 days with 2,442 student hours. The students had a healthy snack every day.

The average attendance was 11 students per day. Six students had attendance of 75% or higher. The students finished their homework and worked on math and reading. The computers were used by the students to support math and reading skill practice. Reading was encouraged. The students read with and to the staff and volunteers and each other. Books were also read aloud to the students. The students read a total of 1,456 books, with each student reading an average of five books per week. We received books from Musser Public Library, Muscatine Connected and Jefferson School.

## **Public Works Department**

### **Transit**

- Provided 188,277 rides for MuscaBus passengers.
- Drove 282,527 accident free miles.
- Applied for and received grant funding for two JARC project and New Freedom. Submitted Consolidated Funding Application for STA and FTA funding.
- Worked with MAGIC to develop and implement dispatch software. Didn't go live with it due to cumbersome nature of driver manifests, unable to reduce to manageable paper document for drivers.
- Transit Supervisor participated in multiple Iowa Lean Consortium seminars and City's Value Stream Mapping exercise.
- Completed analysis of comparable size Iowa cities transit pay scale.
- Discussed possible change with Public Works Director and Human Resource Director.
- Continuously reviewing routes and effectiveness on an ongoing basis.

## **Building & Grounds Division Accomplishments**

- September 2011 - City Hall – porch deck resurface
- October 2011 - Public Works – wash bay doors (two overhead) and five entrance doors with hardware
- November 2011 - City Hall – new Mayor/Office Renovation
- December 2011 - new uniforms; change lab area to a laundry area – new washer and dryer and room renovation
- January 2012 - City Hall – began woodwork restoration; Library custodial maintenance area – reorganize for custodial and Service Master functions
- February 2012 - National Guard Armory – inspection for use
- March 2012 - City Hall Boiler Project; National Guard Armory – equipment salvage; Riverfront Graffiti (Park)
- April 2012 - electrical for new phone system at City Hall; new pneumatic controls (HVAC) air compressor – PSB
- May 2012 - South Fire – electrical power reels (5); City Hall – non-slip coating on deck; Police – firing range, return miscellaneous from storage unit (flood water)
- June 2012 - PSB – added additional water heater; (Fire) - cold showers
- July 2012 - Verizon Fiber Optic Line above geothermal lines (PSB) – “Coordinate”; Art Center – boiler project asbestos removal; Police – renovate office
- August 2012 - 614 Mulberry – electric service, new 200 amp; Library – work area restoration project

## **Public Works Administration**

- City’s Web Site – Connie Mann is the web administrator for the Public Works Department. Construction projects are updated as provided to her by the project managers. Request Tracker is used to print complaints and requests from the public and distribute to division supervisors for action. Items are then returned to Connie to respond back to the public complaints/requests. 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.
- West Hill Storm & Sanitary Improvement Project - Project Funding EPA Extension Request
- Staff Meetings with MP&W, Traffic Committee to include MP&W and School District representatives, Utility Group Meeting
- Landfill Deficit Reduction Plan
- Highways 38/61 Connector Study
- NE Quadrant Long-Term Plan (infrastructure construction and annexation)
- Bid Letting Schedules - Mad Creek Sewer Extension – 10/12; West Hill Storm & Sanitary Sewer Separation – Phase II – 1/13; Cedar Street Reconstruction – 2/13; Colorado Street Reconstruction – 6/13
- Mississippi River Levee Breach Scenarios and Modeling

## **Equipment Services**

- The main accomplishment for Equipment Services continues to be the use of Public Surplus for auction items. We held an auction in February 2012 and are in the process of getting items together for another auction in September 2012. Up until September 2009, we held a bi-annual auction of city equipment and vehicles that may have netted the City coffers around \$15,000.

At our first auction with Public Surplus in June 2009, we sold \$10,431.84. Our second auction in May 2010 netted \$18,610.60. The third auction that was held in January 2011 to February 2011 netted \$12,842.51. The fourth auction held May 2011 to June 2011 netted \$14,064.87. Our next auction held July 2011 to August 2011 netted \$619.24. The last auction was held February 8 to February 17, 2012. Total from these auctions was \$66,505.19.

This is an immense accomplishment. By using Public Surplus, we open up the auction venue to more people and bring in more money than we previously brought in.

- At this time, I am working with Steve Boka, Kristy Korpi and DNR to get an EPA grant for diesel reduction. We have contacted all vendors to determine if they have diesel reduction equipment for our fleet. The information has been submitted to DNR and we are waiting to hear back from them.

## **Solid Waste Division**

The following two items are a part of all departments of the Solid Waste Division of Public Works

- Safety of Employees: In August 2012, the Solid Waste Division reached the 14<sup>th</sup> year of a non-reportable accident. The staff has done an excellent job in their ability to perform their duties and be safe. Promoting safety is an important part of our operations.
- Public Education/Outreach: During the past year, the Solid Waste Division of Public Works has participated/coordinated a Community Block Party, Fruitland Days, Halloween at the Y, Reclaim Your Holidays with the ISU Extension Office, Sunday with Santa at the Muscatine Art Center, Recycle the Dress Event, Earth Day Celebration, Keep Muscatine Beautiful Earth Day Events, and The Great Mississippi River Clean Up. Our staff takes pride in participating and planning events for our community.

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 2011-September 2012 totaled 55. 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.

Adult programming is also part of our public education/outreach program. An electronic newsletter is published four times a year. During the past year, six 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:** The City of Muscatine incorporated curbside recycling for residents in April 2011. During the past year, staff has worked on public education and operational issues with the program. The program successfully received 1,281 tones of recycling during fiscal year 2011-2012. This includes residential from the City of Muscatine and Fruitland, City of Muscatine municipal buildings and grounds, and the Muscatine Community School District.
- **Automated Refuse Collection:** Staff provided several options for automated collection of refuse collection, including utilizing the current refuse collection trucks. The current trucks would not be considered automated collection trucks. This goal was put on hold until future discussions.
- **Downtown Waste Management:** The Solid Waste Manager and the Nuisance Officer have been working together with the Downtown Action Alliance and Landlord Association to promote waste and recycling to be placed in the alley. A flyer was distributed to businesses, tenants, and property owners. This is a continual effort to get waste off the front curb and in the alley of the downtown area.
- **Recycling at Parks and Special Events:** Staff has worked with the Parks and Recreation Department to enhance recycling at their facilities. Containers are available at Kent Stein Park, Soccer Complex, Golf Course, and the Aquatic Center. Containers are provided at special events such as Great River Days and on request by event coordinators. Staff continues to work with each facility on issues of contamination of garbage in recycling containers.

- GPS in Routing for Refuse: As of this moment, the Refuse Collection has not investigated GPS yet. It is in our goals for the 2012-2013 year. Staff will be reviewing options in the near future.

### **Transfer Station:**

- Green Building: This is a goal to pursue in the 2012-2013 budget for the Transfer Station. Currently, this has not been established but will be discussed with staff and the City Planner in the future. Once the comprehensive plan meetings and update are done, we will have better knowledge of how to implement this in the community.
- Solid Waste Hauling: A request for proposal was sent to potential bidders with a new hauler selected. The new hauler's per load price is the same as the recent hauler, \$87.00 per load of waste taken to the landfill.

### **Landfill:**

- Leachate hauling: A request for proposal was sent to potential bidders with a new hauler selected. The new hauler's per load price is the same as the recent hauler, \$125.00 per load of waste taken to the landfill.
- Ground Water Monitoring: Several times a year monitoring wells are tested for water quality standards at the Muscatine County Landfill. One monitoring well has still tested high in VOC's. This has caused staff to test the neighboring property for ground water contamination. The work was done in August 2012. When the results are complete, they will be sent to Iowa DNR, shared with management of the City, and the Muscatine County Solid Waste Management Agency. Iowa DNR regulates the action that will be needed after the test results. Staff will be working with Iowa DNR if further action is needed.
- Muscatine County Solid Waste Management Agency: As part of the goals and objectives for this current fiscal year, the Solid Waste Manager is going to give an update of the agency to all the members of the Agency. This includes Muscatine, Muscatine County, Atalissa, Conesville, Fruitland, Stockton, Nichols, and West Liberty. Currently the Solid Waste Manager has updated Muscatine, Muscatine County, Conesville, and West Liberty. She is scheduled to visit Fruitland and Stockton in September. Atalissa and Nichols have not yet been scheduled, but will be in the near future.

### **Engineering Accomplishments**

The following is a highlight of recent accomplishments mostly related to projects. Other accomplishments include providing technical and engineering support to other City departments for achieving citywide goals and objectives.



#### Cedar Street Reconstruction:

- Planning – Developed concept and cost estimates and presented information several times to City Council for input and direction.
- 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.
- Property Acquisition - Directed surveyors and city staff to obtain easements according to federal guidelines as necessary to provide access for building and maintaining the improvements.
- Culvert Extensions – Completed construction of box culvert, retaining wall, storm sewer and grading work between Parham and Stonebrook.
- Clearing – Prepared construction plans, bid, administered and inspected all remaining clearing necessary for the job by April 15, 2012.
- Utility Relocations – Prepared cost estimates and worked with MPW to determine the most cost effective and agreeable solution for utility improvements along the corridor. Prepared water main replacement and storm sewer improvement plans. Bid June 2012 construction started in August 2012.
- Paving – Developed paving plans to be bid midwinter through IDOT for paving in 2013 and 2014.

#### Weed Park to Wildcat Den Trail:

- Completed construction in Fall 2011 and administered final closeout documents through IDOT Office of Planning.

#### Musser Park to Wiggins Road Trail:

- Met with landowners to form easement agreements securing an alignment. Prepared and submitted \$250,000 grant application to IDOT. Met with Trails Group to outline remaining funding requirements.

#### Harrison Street:

- Administered construction plans for roadway and Colorado School drop off area. Bid, award, inspect and administer construction. Construction began in June 2012. The project was functional for parent drop off on first day of school, August 20, 2012.

#### Heatherlynn Sewer:

- Administered completion of construction in Fall 2011. 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 Ave Reconstruction:

- Administered contracts and construction of Hershey Avenue from Newcomb Boulevard to Clinton Street. Provided guidance to maintain documentation as necessary for a federally funded project.

#### 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 USACE 2 foot levee raise project. Performed annual levee inspection and directed necessary maintenance.

#### Digital Plan Archive:

- Continued development of 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.

#### Mad Creek Sewer Extension:

- This project involves construction of approximately two miles of new sanitary sewer along Mad Creek from Park Avenue West to Clearview Mobile Home Court on Hwy 61. Engineering department solicited for design firm, administered geotechnical investigation, and assisted design engineer with construction plans and easements.

#### Fridley Theatres Development:

- Reviewed Mulberry reconstruction and Palms Drive plans and cost estimates, assisted with cost and scope of TIFF improvements and inspected Palms Drive roadway construction.

## **Collection and Drainage**

- Two Collection and Drainage crew members received PACP certification from the National Association of Sewer Service Companies providing ability to accurately assess the condition of our sewer infrastructure via closed circuit televising using nationally standardized methods.
- Development of four specific routes to be used when cleaning trash and debris from storm drains following rainfall events ensuring all areas of town are covered and providing a definitive end to the operation (work order). Council management agenda, high priority, LEAN initiative.
- Completed approximately 30% of this year's routine sewer cleaning program.
- To date Collection and Drainage has answered 48 requests for service, made 19 sewer line repairs, and replaced or repaired 37 system structures.
- Recovered and returned a five carat diamond ring to its owner after being lost down their sewer service.
- Providing ongoing assistance and technical support to Langman Construction on Phase 1 of the West Hill Sewer Separation Project.

## **Street Department**

### **Roadway Maintenance**

Reorganization of the Lower Lot to include a trail connection

- Ongoing meetings on current accomplishments and future goals
- Scrap metal has been removed
- Piles of material (rock, reclaim, modified sub base) have been relocated
- Brush has been cut and removed

Other Accomplishments

- Construction of Musser Park trail and trail gates
- Construction of concrete pads at Pistol Range
- Street painting is recorded and electronically filed
- Work Assignments are electronically filed
- Culvert cleaning worksheets generated from ArcGIS Culvert map and distributed to crews to perform inspections.
- Culvert maintenance work recorded on ArcGIS Culvert map

### **Traffic Control Operations**

Plan for checking and maintaining retro-reflectivity of the City street signs

- Plan has been written

Continue to update signs as provided by new regulation in the Manual on Uniform Traffic Control Devices (MUTCD)

- New forms written to record inspection of all City street signs by the sign department
- 75% of the stop signs that did not meet MUTCD requirements have been replaced
- All school crossing and pedestrian crossing signs have been updated per MUTCD requirements
- Sign Department is in the planning and ordering process of updating the street name signs

#### Additional Accomplishments

- Filing system has been changed in the Sign Shop to streamline the process of locating history records
- Sign Department is now using a laptop in the Sign Shop to expedite recording process of maintenance work done
- New Mobile Tablet has been purchased and GIS personnel is in the process of configuring the tablet for the sign personnel to edit information in the field

#### **Snow and Ice Control**

- Street Department truck wheels and MuscaBus wheels, salt spreaders and snow plows sandblasted, primed and painted.
- Evaluated and recommended new city ordinance regarding public disposal of snow into city streets

#### Additional Accomplishments

- Crews have attended meetings with management and also met with Iowa City Public Works personnel to discuss Odd/Even street parking for snow removal during snow emergencies

#### **Street Cleaning**

##### Rental street sweepers

- Two mechanical sweepers rented in April to clean streets of sand, cinders, debris with the aid of City sweeper
- Dates the streets are swept are electronically filed

##### Other Accomplishments

- Leaf removal records are electronically filed

## **Fire Department Accomplishments for 2012**

- Completed construction of the new South End Fire Station. (City Council High Priority)
- Awarded \$10,000 grant through Carver Trust for cardiac enzyme testing in the field for cardiac patients. Muscatine will currently be the first ambulance service in Iowa to do this type of blood testing in the field.
- Held two internal LEAN Value Stream Mapping events.
- Created an evacuation plan for the City of Muscatine for potential flooding events, levee topping, or a levee breach.
- Implemented a Chaplain program into the Fire Department Operations.
- Held 1<sup>st</sup> Annual Citizens Fire Academy. Seven week program started 9/12/12. We have 12 recruits in the academy.
- Obtained donation from the Youth Sports Foundation and the Kiwanis to purchase a trailer for the medical response Mule. (Capital Outlay of \$2,000 will not be spent since this was donated.)
- Developed and implemented a comprehensive medical helicopter EMS protocol.
- Developed and implemented a therapeutic hypothermia EMS protocol.
- Developed and implemented a stroke bypass EMS protocol.
- Hosted an EMS Saturday EMS Conference in January at Discovery Park.
- Hosted a countywide Fire Department Training House Burn at Mulberry/Bypass.
- Awarded \$50,597 grant to upgrade our outdoor warning sirens.
- Autoaid with Fruitland Fire Department was expanded to include the entire city limits coverage area and Fruitland's entire coverage area.
- Updated Fire Departments Rules and Regulations Manual and Standard Operating Procedures.
- Hosted Muscatine County EMS Day at Farm and Fleet.
- Awarded Grant for attending NFPA Remembering When training. Muscatine Fire has partnered with Senior Resources to provide Slip, Trip, and Fall prevention to the elderly in Muscatine.

## **Human Resources**

- Updated a number of policies including the social media policy, drug testing policy, and police training repayment policy. A review and update of the employee handbook is also underway
- In process of assisting the Art Center Board in the hiring of a new director
- Participating as City representative on the Healthy Business Muscatine committee (part of Blue zones)
- Coordinating joint police testing with the City of Davenport
- Evaluating use of an MSDS online program to improve compliance and record keeping
- Reviewing Affordable Health Care Act compliance issues
- Working on committee to create the LEAN orientation for City employees

- Storage of records is an ongoing process. A number of older records have been scanned and stored both on the computer and saved to CD's. This process will continue as time permits.
- Many forms have been converted to be available electronically including the performance evaluation forms, discipline form, and leave request, workers ' compensation form, and personnel action form. Forms will continue to be converted and made available to the departments.
- Job description updates - This is also an ongoing project. Several departments have been completed. Both the Library and the Art Center are currently working on updates.
- To create a safety and risk management policy handbook for ease of reference.
- Existing policies are being compiled for placement in one document. Additional policies, such as a hearing conservation policy, are being created.

### **Muscatine Art Center**

- Received \$13,540 as a Cultural Leadership Partner with the Iowa Department of Cultural Affairs
- Received a \$4000 matching grant for the Festival of Wreaths from the Community Foundation of Greater Muscatine
- Received \$55,385.65 for calendar year 2011 from the Muscatine Art Center Support Foundation (exhibitions, programs, collections, staffing)
- Received \$55,000 for calendar year 2012 from the Muscatine Art Center Support Foundation
- Received \$19,632 from the Friends of the Muscatine Art Center for staff salaries
- Featured in AAA Travel Guide
- Implementation partner for Leadership Muscatine. Hosted Cultural Family Night and Leadership Muscatine Graduation
- Lent 15 items from the permanent collection relating to Alexander Clark that were included in IPTV special on Clark
- Received the Loren Horton Community History Award from the Iowa Department of Cultural Affairs for "Muscatine and the Civil War: A Sesquicentennial Commemoration"
- Partnered with Relay for Life to use art studio for making luminaries
- Partnered with Musser Public Library to host series: Visions and Voices
- Hosted 3 students in Muscatine High School's Extended Learning Program
- Hosted New Teacher Orientation for Muscatine Community School District
- Hosted Rotary Guest Night
- Hosted Eagles and Ivories Concert with Muscatine County Arts Council
- Hosted fundraising event for Pearl City Opera
- Hosted college student intern (funded by Friends of the Muscatine Art Center)

- Work on amphitheater will be complete by October 2012
- Hosted 9 fine arts exhibitions
- 225 new objects were added to the permanent collection
- Approximately 30,000 visitors attended exhibitions, classes and events
- Partnered with the Diversity Center to provide art classes to minority seniors
- The Art Center has a presence on Facebook and Pinterest