

CITY OF OSKALOOSA

FISCAL YEAR 2011 ANNUAL REPORT

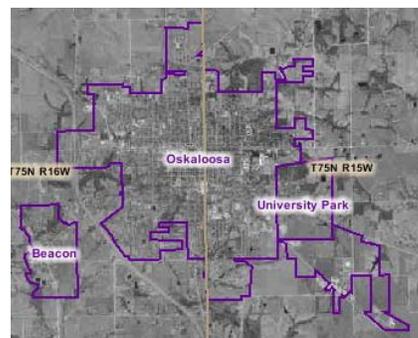
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The City of Oskaloosa is the county seat of Mahaska County, Iowa, United States of America. Oskaloosa derives its name from Ouscaloosa who according to town lore was a Creek princess who married Seminole chief Osceola. It means "last of the beautiful." According to the 2010 census the city's population increased to 11,436, a 500 person increase since 2000 and one of the rural communities in Iowa to see an increase in population. The City of Oskaloosa has a Mayor-City Council-City Manager form of government under a Home Rule Charter. The Mayor and City Council are elected. The City Council is composed of seven members who have the responsibility of making policy decisions regarding rules and regulations pertaining to Oskaloosa.

The Mayor is elected for a two-year term and Council Members are elected to serve for four years. The City Manager, City Attorney and City Clerk/Finance Director are appointed by the City Council.



CITY OFFICIALS CONTACT LIST - CITY COUNCIL

January 2010

<u>Name</u>	<u>Position</u>	<u>Term Ends</u>	<u>Home Address</u>	<u>Telephone</u>		<u>Email</u>
David Krutzfeldt	Mayor	Dec. 2011	2415 McMullin Dr.	673-7909(H)	673-5000(W)	dkrutz@interpower.com
Aaron Ver Steeg	1st Ward	Dec. 2013	412 North C Street	672-2132(H)		aaronstoys@mchsi.com
Tom Jimenez	2nd Ward	Dec. 2011	1903 Edmundson Dr.	676-1753(H)	673-4151(W)	oskrent@hotmail.com
Doug Yates	3rd Ward	Dec. 2013	2015 South 5th	676-3214(H)	673-2905(W)	doug.yates@musco.com
Pamela J. Blomgren*	4th Ward	Dec. 2011	305 North 10th Street	673-3802(H)	673-7533(W)	blomgren@mahaska.org
Scottie Moore	At Large	Dec. 2013	1902 North Park	673-6150(H)		moores@oskaloosa.k12.ia.us
Lori Smith	At Large	Dec. 2011	1406 15 th Avenue West	673-9906(H)	673-3100(W)	jlsmith1@mahaska.org
Tom Walling	At Large	Dec. 2013	1604 Carbonado Rd.	673-4966(H)	673-8479(W)	TWCW@mahaska.org

City Council Committees

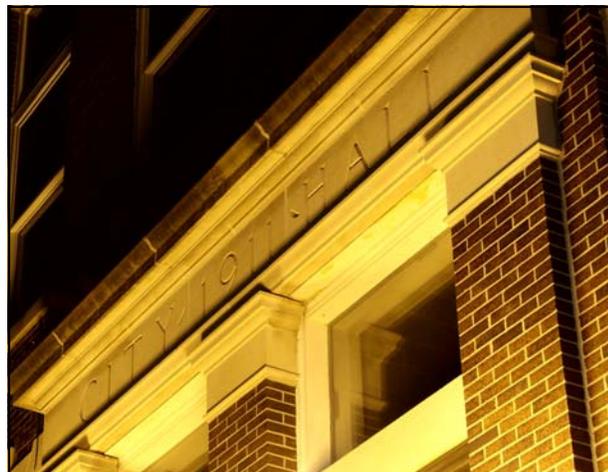
Finance: Blomgren (Chairperson), Ver Steeg, Jimenez

Public Safety: Smith (Chairperson), Walling, Moore

Planning: Yates (Chairperson), Moore, Blomgren

Public Projects: Jimenez (Chairperson), Walling, Yates

* Mayor Pro Tem



CITY OFFICIALS CONTACT LIST - CITY STAFF

Michael Schrock	City Manager	673-9431(W)	michael.schrock@oskaloosaiowa.org
Amy Miller	City Clerk	673-9431(W)	amy.miller@oskaloosaiowa.org
David Dixon	City Attorney	673-9481(W)	ddixon@heslingalaw.com
Akhilesh Pal	City Engineer	673-7472(W)	akhilesh.pal@oskaloosaiowa.org
Laura Russell	Interim CD Director	673-8361(W)	laura.russell@oskaloosaiowa.org
Mark Neff	Fire Chief	673-3541(W)	mark.neff@oskaloosaiowa.org
John McGee	Police Chief	672-2559(W)	jake.mcgee@oskaloosaiowa.org
Wanda Gardner	Library Director	673-0441(W)	wgardner@oskaloosalibrary.org
David Neubert	Wastewater Director	673-5433(W)	david.neubert@oskaloosaiowa.org

INFRASTRUCTURE DEVELOPMENT & MAINTENANCE		ITEM DESCRIPTION/STATUS
a.	Pavement Preservation Program	ISU contract should be sent to staff in May. Work would be completed and forwarded to the City in January/February 2011.
b.	Green Street Improvements	\$100K contract with Garden to design and manage construction. Working to resolve recreation trail alignment with design. +\$1 million in FY2011 budget for construction.
c.	Mable Street Project	Council consensus to remove street improvements and focus on drainage only. City Manager to follow up on funding source.
d.	Public Works - Street Shop Improvements	Grant awarded to the city, will begin to make improvements to the shop in July 2010.
COMMUNITY PLANNING & REDEVELOPMENT		ITEM DESCRIPTION/STATUS
a.	Annexation of Lacey Complex Area	Council directed City Manager to initiate the annexation process. Staff is meeting on 04/22 to discuss next steps and assignments.
b.	Skate & Bike Park	Public Projects Committee recommended MCRF seek public input. Input meeting scheduled for May 4th @ 6:30 - Smokey Row.
c.	Comprehensive Plan Update	Staff to report on implementation plan. Council requested to review the Comp Plan during work sessions and see if the Plan is still workable - readopt sections as necessary.
d.	3rd Avenue East & Early Childhood Learning Center	Council adopted resolution of support to plan 3rd Avenue East. City Manager to contact University Park.
e.	Sanitation Service Providers	Study options for sanitation services in Oskaloosa. Will require a lot of work and contact with the public. Get to this if possible.
f.	Highway 63 Bypass Coalition	Phase I DRAFT completed, application submitted for federal earmark. NEPA study = \$400K. Trip scheduled for May 4th - 5th.
ECONOMIC DEVELOPMENT		ITEM STATUS/DESCRIPTION
a.	Economic Development Policies & Strategies	Develop a more comprehensive policy agenda to sit down and review with the Chamber, and Development Groups (MCDG, ODD).
b.	Mall Redevelopment Plan	To be discussed at a future Planning Committee meeting. Date to be determined.
INTERGOVERNMENTAL RELATIONSHIPS <small>(CITY/COUNTY/SCHOOL DISTRICT)</small>		ITEM STATUS/DESCRIPTION
a.	Inventory ALL 28E Agreements	Staff is currently reviewing existing files. Will report back to Council by end of Fiscal Year 2010.
b.	Leverage Local, State and Federal Representatives	Set legislative agenda in advance of next year's Legislative Session.
c.	Identify and Examine Areas to Share Resources	Includes: Information Technology, Public Works, Equipment, Office Space - use 3rd party consultant to perform review (ICMA).
PUBLIC SAFETY & AWARENESS		ITEM STATUS/DESCRIPTION
a.	Residential Rental Inspection Program	Model program to maintain the public's safety and to enhance the level of residential rental properties within Oskaloosa.
FINANCE & HUMAN RESOURCE MANAGEMENT		ITEM STATUS/DESCRIPTION
a.	Franchise Fee Review – Gas & Electric	Current rate is .2%. Law allows an increase up to 5%. \$850,000 of unrealized revenue could be achieved. What would public think?
b.	Local Option Sales Tax Review & Discussion	Meeting held with parties, reports to be created & distributed. Payoff in 2013.
c.	Information Technology Plan	Work underway by staff. Quick steps for change due on the 15th, but this is just the beginning of the review citywide. Use volunteer committee for input
d.	Develop Capital Improvement Plan	Determine priority projects, needs and funding sources.
e.	Financial Management System Update	Consultants pushed "go live" date back to September. Currently the install is beginning to take place.
f.	Revised Budget Book	Create an easy to use budget document. Information not readily accessible in current financial management system.
g.	Procurement Policy	More than just the simple 3-4 levels of authority - more specificity.
h.	Sucession Planning	Review existing staffing and projected retirements across the organization. Identify where cross training can occur. DEVELOP A PLAN.
i.	Compensation and Salary Plan	Not funded in FY2011, but this needs to be done within the next 1-3 years.

CITY CLERK/FINANCE DEPARTMENT

The City Clerk-Finance Department is located in the Oskaloosa City Hall. The Department is responsible for maintaining the official records and finance records of the City under the direction of the City Clerk-Finance Director. The Deputy City Clerk, is responsible for General Ledger, Accounts Payable and Accounts Receivable. The Payroll/HR Clerk is responsible for Payroll and Human Resource support and services for the city.

The department maintains the central accounting system for the City. Payments and receipts for all departments, projects and grants are processed through this department. This includes the Library and Airport which have their own boards. Payroll for all departments is also prepared along with human resource functions.

In addition, the department is responsible for preserving the public record, such as ordinances, resolutions, contracts, deeds and easements. They coordinate and update the City Code, issue license and permits, maintain insurance files and publish notices. Maintaining accurate records is a vital function of this office.



Oskaloosa City Hall

<u>CITY CLERK/FINANCE DEPARTMENT - FULL TIME STAFF</u>		
<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Amy Miller	City Clerk/Finance Director	09/09/1992
Pamela Nimitz	Deputy City Clerk	01/25/2010
Kim Weiss	Payroll/HR Clerk	05/04/2009

As all employees in the City Clerk/Finance Department have been in their current positions for two years or less, training remains a vital factor. During FY 2011 the following training was completed by the department:

Amy Miller: Courses through the Iowa Municipal Professionals Institute: Iowa City Budgeting System, Capital Planning and Budgeting, Public Funds Investing, Bonding Administration, Accounting, Auditing and Other Fiscal Responsibilities and General Ledger Accounting.

Certifications received: Designated as Iowa Certified Municipal Clerk (September 2010)

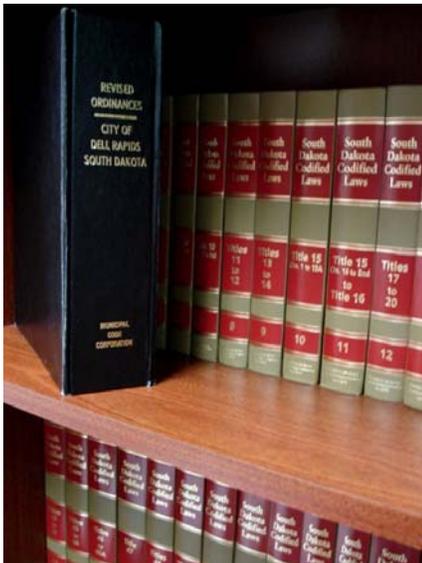
Iowa Certified Municipal Finance Director (February 2011)

Pamela Nimitz: Courses through the Iowa Municipal Professionals Institute: Elements of a City Financial System, Working with Public Officials and Working with Citizens.

Kim Weiss: Courses through the Iowa Municipal Professionals Institute: Risk Management, Administrative Law and Procedures, Negotiating Strategies, and Basics of a City Personnel System.

Courses through Indian Hills Community College: Essentials of Human Resource Management (Developed by SHRM)

CITY CLERK/FINANCE DEPARTMENT - RECORD KEEPING



Minutes, resolutions, ordinances, agreements and other legal documents are maintained in the City Clerk's office. There were 24 regular City Council meetings, two special City Council Meetings, eight Council Work Sessions, seven Finance Committee meetings, one Public Project Meetings, and two Enterprise Zone Committee meetings last fiscal year. The City Council adopted 19 ordinances and 91 resolutions.

The City Clerk/Finance Department is also responsible for publication of City Council minutes, ordinances, required financial reporting and public hearings in the Oskaloosa Herald. In FY 2011 the City Clerk/Finance Department submitted 19 ordinances and 30 public hearing notices for publications. The department also submitted budgeting and fiscal year end reporting to the Oskaloosa Herald for publication. Records of these publications are maintained in the department.

This fiscal year the City Clerk/Finance Department continued to scan agendas, minutes and resolutions for secure storage via Imagetek on the Radix Portal. Radix is a web-based service that allows content storage and versioning as well as secure and audited retrieval. The City Council minutes and resolutions can be publically accessed via the City's website (www.oskaloosaiowa.org) back to the year 1947; council agendas are available for 2009, 2010 and 2011. Council agendas are posted the Friday before the Monday City Council meeting and can be accessed for five years on-line. Current minutes and resolutions are scanned and uploaded following receipt after each Council meeting and various committee meetings. Newly adopted ordinances are also scanned to the website and maintained there until the supplemental pages are published for the City's Municipal Code.

The department also began using Radix to store forms for employees' use. City employees are able to access federal and state forms, as well as the employee handbook. A training session was held by Pamela Nimitz, which instructed City employees on the use of the Radix system on the web. Future uses for Radix include tracking Capital Improvement projects through the City Clerk/Finance Department and the Engineering Department.

The City's Municipal Code is also located on the City's website for public access via the Municode.com web service. The on-line City Code is updated three times a year following adoption of ordinances by the City Council.



CITY CLERK/FINANCE DEPARTMENT - PUBLIC RECORDS REQUEST

In June 2010 the City Council passed Resolution 10-06-34 to adopt a Public Records Request policy. The City Clerk/Finance Department processed 17 Public Record Requests this fiscal year. The policy and request form can be found on the City's website at www.oskaloosaiowa.org.

CITY CLERK/FINANCE DEPARTMENT - EMPLOYEE NEWSLETTER



On January 7, 2011 the first City of Oskaloosa Employee newsletter was distributed to all employees with their paychecks. The quarterly newsletter is a tool used to communicate regularly with employees. As our departments are spread throughout the city, this helps all departments understand how we all work together. Each newsletter includes quarterly anniversaries for all full and part-time employees, a department spotlight feature and highlights various city activities. Some activities included in the newsletter this year were Bike to Work Week, the Annual Toy Drive through the Police Department and the up-coming Library Garden project.

CITY CLERK/FINANCE DEPARTMENT - TECHNOLOGY

Beginning in September 2010, the City Clerk/Finance Department upgraded their computer equipment to begin use of new financial software. Tyler Technology VX is a windows-based program that offers better reporting capabilities, project management programs and more flexible access to account and financial information. After converting prior fiscal year information and training on the new software, the City Clerk/Finance Department has begun to utilize the new features of this program. Working through several growing pains, the department has learned much about this new software and hopes to make the most of all features of VX.

The goal for FY 2012 is to utilize the on-line Purchasing program in VX throughout all departments in the city. This will entail a new purchasing program and training of departments. This new process should streamline the purchasing process and help departments track expenses more closely.



CITY CLERK/FINANCE DEPARTMENT - PARK SHELTER RESERVATIONS



The City Clerk/Finance Department assumed responsibility for Park Shelter reservations in the Spring of 2011. From January 1, 2011 through June 30, 2011 118 shelter reservations were made through the department. Total park shelter rentals for FY 2011 were \$4,235. The office also follows up on reservation payments and prepares the information for posting in the shelters. The City Clerk/Finance Department is reviewing options for using a computerized reservation program, as well as reducing the amount of paperwork required to complete a reservation.

CITY CLERK/FINANCE DEPARTMENT - LICENSING

During the fiscal year 12 transient merchant licenses, five solicitor’s permits, seven solid waste hauler's licenses, 43 beer and liquor licenses and 20 cigarette permits were issued. The chart below shows the revenue from these licenses/permits for the past five fiscal years.

License/Permit Types	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Transient Merchant/Solicitors/Peddler's Licenses	\$857	\$599	\$925	\$482	\$321
Solid Waste Licenses	\$900	\$950	\$800	\$1,300	\$400
Alcohol Permits	\$14,280	\$15,258	\$11,155	\$18,553	\$1,433
Cigarette Permits	\$1,350	\$1,500	\$1,500	\$2,175	\$1,669

CITY CLERK/FINANCE DEPARTMENT - TAX ABATEMENT

City Council approved nine applications for residential tax abatements. No applications were filed for industrial tax abatement. Due to tax value and rollback information not yet available, the City Clerk/Finance Department currently does not know the total dollar amount of tax abatements for FY 2011. The chart below shows the total tax abatements for the past four years.

Tax Abatements	FY 2007	FY 2008	FY 2009	FY 2010
Total Urban Revitalization Amount	\$ 7,735,710	\$ 8,583,450	\$ 8,143,300	\$ 8,058,430
Rollback	44.08%	45.59%	46.91%	48.53%
Gross Taxable Value Abated	\$ 3,409,901	\$ 3,913,195	\$ 3,820,022	\$ 3,910,675
City Tax Rate (per \$1,000 of Value)	\$15.03522	\$14.35817	\$14.35519	14.97533
Taxes Abated	\$ 51,269	\$56,186	\$ 54,837	\$ 58,564

CITY CLERK/FINANCE DEPARTMENT - AUDIT

The financial records of the City are audited annually with a Financial and Compliance Report given to the City Council. If federal grants exceeding \$500,000 are received during the fiscal year, a more comprehensive audit is required. Federal Grants did not exceed \$500,000 this fiscal year. Office staff gathers and compiles financial information before the arrival of the auditors. After closing the end of the fiscal year, the financial reports are e-mailed to the auditors enabling them to run tests and generate their reports.

Two auditors from Martens & Company, CPA, LLC will be in the office the week of August 22, 2010 to perform the audit for FY2011.



CITY CLERK/FINANCE DEPARTMENT - PAYROLL & PERSONNEL

The City of Oskaloosa values employees who deliver high quality and innovative services to the community. Our employees will be accountable to the public and will be recognized for their integrity and dedication as public servants.

During FY 2011 the City employed 58 full-time, 23 part-time, 59 seasonal and 67 city band members for a total of 207 employees in the summer months. There were five full-time and two part-time employees who terminated this year with five full-time, three reserves and three part-time employees hired. The city has a low turn over of full-time employees which is illustrated by the following chart:

Department	Full Time Employees	Average Years of Service
Police Department	18	12
Fire Department	8	13
Library	8	16
Parks	1	29
Wastewater	7	22
Housing	3	18
Streets	7	10
City Manager	1	2
City Clerk-Finance	3	17
Engineering	1	2
Building Inspector	1	0

The following employees were recognized for their years of service at the January 3, 2011 City Council meeting:

Tim Nance (Fire Department) - 30 years Steve Watts (Streets Department)- 30 years Troy Boston (Police Department) - 25 years
 Laura Russell (Housing Department) - 25 years Marilyn Johannes (City Manager’s Office) - 25 years

Payroll is issued bi-weekly with most employees taking advantage of automatic deposit, which is required of new employees. The gross payroll for the fiscal year was \$ 3,016,330. Employee benefit costs totaling \$ 1,540,756 are shown below, along with two past fiscal years for comparison.

Employee Costs	FY 2011	FY 2010	FY 2009
FICA	\$141,374	\$149,285	\$149,399
Health Insurance	\$870,823	\$720,925	\$882,339
Police and Fire Retirement	\$234,058	\$189,292	\$203,506
IPERS & ICMA	\$151,509	\$148,112	\$143,886
Medicare	\$47,952	\$48,829	\$48,202
Worker’s Compensation	\$41,939	\$39,816	\$48,203
Clothing Allowances/Cell Phones	\$18,754	\$24,057	\$20,494
Injury Insurance (Police & Fire not covered by Worker’s Compensation)	\$11,449	\$11,040	\$11,500
Injuries (Police & Fire active and disabled member’s medical expenses)	\$7,310	\$5,092	\$12,060
Unemployment Insurance	\$13,255	\$1,766	\$5,904
Life Insurance	\$1,173	\$1,198	\$1,530
Employee Asst. Program	\$1,159	\$1,178	\$1,159
Totals	\$1,540,756	\$1,340,588	\$1,528,182

The Employee Health Insurance Fund had a balance of \$620,333.95 at the end of the fiscal year which is an increase of \$71,833.88. The premiums for fiscal year 2011 increased \$63 for single and \$152 for family. Single premiums were \$483/month and family premiums were \$1,162/month. Below is a five-year comparison of the Employee Health Insurance Fund:

Fiscal Year	Single Premiums	Increase/Decrease from Previous Year	Family Premiums	Increase/Decrease from Previous Year	End of the Year Fund Balance	Increase/Decrease from Previous Year
FY 2011	\$483	\$63	\$1,162	\$152	\$620,334	\$71,834
FY 2010	\$420	-\$103	\$1,010	-\$253	\$548,500	-\$64,638
FY 2009	\$523	\$48	\$1,263	\$115	\$613,138	\$182,586
FY 2008	\$475	\$43	\$1,148	\$105	\$430,551	-\$6,429
FY 2007	\$432	\$39	\$1,043	\$94	\$436,980	NA

CITY CLERK/FINANCE DEPARTMENT - SICK LEAVE

As noted below, the employees on the city’s payroll used nearly one week of sick leave on average during fiscal year 2011. The Police Department employees utilized the most sick leave of any department, over 1,100 hours for an average of more than 61 hours per employee.

Department	Hours Used	# of FTE in the Dept.	Average Number of Hour Used per Employee
Police	1,104	18	61.33
Fire	287.5	8	35.94
Library	185.5	8	23.19
Parks	16	1	16
Building Official	3	1	3
Waste Water	147	7	21
Housing	124	3	41.33
Streets	344.75	7	49.25
City Manager	17.5	1.75	10
City Clerk	80	3	26.67
Engineer	9	1	9
Totals	2,318.25	58.75	39.46

CITY CLERK/FINANCE DEPARTMENT - ADMINISTRATIVE UPDATES

In FY 2011, the City Clerk/Finance Department focused on updating forms and processes. Administrative forms updated were the Employee Evaluation Form and the Employment Application form. The department also developed an Exit Interview Process that will be effective July 1, 2011.



CITY CLERK/FINANCE DEPARTMENT - CITY FUNDS

The accounts of the City are organized on the basis of funds which are considered to be separate accounting entities. The list of funds for the City of Oskaloosa include:

<p><u>GENERAL FUNDS</u> General Fund Insurance Fund Capital Equipment Fund Library Copier Fund Band Fund LOST Fund</p>	<p><u>SPECIAL REVENUE PROGRAM</u> Road Use Tax Fund Employee Benefit Fund I-Jobs Fund Emergency Fund Local Option Sales Tax Fund Hotel/Motel Tax Fund Tax Increment Financing Funds Housing Trust Funds Library Memorial Funds Miscellaneous Gift Funds Drug Control Safety Program Fund Wooden Playground Maintenance Fund Police Forfeiture Fund Library Maintenance Fund Fire Department FEMA Grant Fund Miscellaneous Grants Fund Disaster Relief Grant Fund Preserve America Grant Fund Low Rent Housing & TBRA Funds</p>	<p><u>DEBT SERVICE FUNDS</u> Debt Service Fund</p> <hr/> <p><u>CAPITAL PROJECT FUND</u> Park Shelter Fund City Hall Improvement Fund Child Care Center Fund High Avenue West Revitalization Fund Energy Efficiency Grant Fund Highway 63 Underpass Funds 2008 Bond-Green Street Fund Downtown Streetscape Fund Pavement Management Fund Sidewalk Improvement Project Fund North I & M Ave W Project Fund US 63 NEPA Road Study Fund 2008 GO Bond Fund</p>	<p><u>ENTERPRISE FUNDS</u> Airport Fund Edmundson Golf Funds Sanitary Sewer Funds Sanitary Sewer Project Funds Storm Sewer Fund Water Fund RACI Main Street Loan Fund</p> <hr/> <p><u>INTERNAL SERVICE FUNDS</u> Copier/FAX Revolving Fund Employee Health Self Insurance Fund</p>
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CITY CLERK/FINANCE DEPARTMENT - YEAR END BUDGET INFORMATION

During the fiscal year total revenues for all funds were \$19,226,690 and \$18,622,621 was expended. Year end balance for the General Fund was \$2,053,265 with \$8,273 reserved for insurance, \$267,914 for capital equipment, \$1,713 for library copier, and \$51,458 for LOST reimbursement. The remaining balance for the General Fund is \$1,723,876.95 which increased \$343,740.34 this fiscal year. Road Use Tax year end balance was \$654,563 which increased \$176,284 and Sanitary Sewer Revenue Fund balance was \$ 932,572 which increased \$ 116,5689..

Local Option Sales & Service Tax revenue was \$941,551 which was paid to the Oskaloosa School District. A change in the 28E Agreement with the Oskaloosa Community School District resulted in \$51,482 returned to the City. Hotel/Motel Tax in the amount of \$86,769 was paid to the Mahaska Community Recreation Foundation.

Total investments on earnings were \$83,097. A breakdown of the interest earnings is:

General Fund	\$10,731	Employee Benefit Funds	\$732
TIF Funds	\$686	Housing Funds	\$1,838
Library Memorial Funds	\$471	Misc. Special Revenue Funds	\$316
Library Maintenance Fund	\$47,582	Project Funds	\$148
Debt Service Funds	\$8,351	Airport Funds	\$2,222
Sanitary Sewer Funds	\$5,259	Storm Water Utility Funds	\$1,952
Internal Service Funds	\$2,491	RACI Main Street Loan Fund	\$50
		I Jobs Fund	\$268

CITY CLERK/FINANCE DEPARTMENT - BOND ISSUANCE AND OTHER DEBT

The debt schedule for the past five fiscal years is:

	Balance Beginning of FY	Amount Issued	Amount Redeemed	Balance End of FY	Interest Paid
<i>GO Bonds</i>					
FY 2011	\$ 1,585,000	\$ -	\$ 170,000	\$ 1,415,000	\$ 59,746
FY 2010	\$ 3,385,000	\$ -	\$ 1,800,000	\$ 1,585,000	\$ 123,174
FY 2009	\$ 3,790,000	\$ -	\$ 405,000	\$ 3,385,000	\$ 137,807
FY 2008	\$ 5,760,000	\$ -	\$ 1,970,000	\$ 3,790,000	\$ 231,432
FY 2007	\$ 4,640,000	\$ 1,955,000	\$ 835,000	\$ 5,760,000	\$ 229,031
<i>GO Notes</i>					
FY 2011	\$ 5,015,000	\$ -	\$ 755,000	\$ 4,260,000	\$ 155,937
FY 2010	\$ 4,105,000	\$ 1,405,000	\$ 495,000	\$ 5,015,000	\$ 145,710
FY 2009	\$ 4,775,000	\$ -	\$ 670,000	\$ 4,105,000	\$ 182,574
FY 2008	\$ 1,095,000	\$ 4,065,000	\$ 385,000	\$ 4,775,000	\$ 41,318
FY 2007	\$ 1,455,000	\$ -	\$ 360,000	\$ 1,095,000	\$ 53,681
<i>Revenue Bonds/Notes</i>					
FY 2011	\$ 4,804,000	\$ -	\$ 554,000	\$ 4,250,000	\$ 148,335
FY 2010	\$ 5,342,000	\$ -	\$ 538,000	\$ 4,804,000	\$ 166,225
FY 2009	\$ 5,824,000	\$ -	\$ 482,000	\$ 5,342,000	\$ 181,939
FY 2008	\$ 6,773,000	\$ -	\$ 949,000	\$ 5,824,000	\$ 210,509
FY 2007	\$ 6,767,727	\$ 527,273	\$ 527,000	\$ 6,773,000	\$ 213,123
<i>Capital Leases</i>					
FY 2011	\$ 43,426	\$ -	\$ 42,097	\$ 1,329	\$ 505
FY 2010	\$ 76,059	\$ -	\$ 32,243	\$ 43,816	\$ 3,451
FY 2009	\$ 89,866	\$ 16,689	\$ 30,496	\$ 76,059	\$ 4,932
FY 2008	\$ 114,019	\$ -	\$ 24,153	\$ 89,866	\$ 6,331
FY 2007	\$ 177,864	\$ -	\$ 63,845	\$ 114,019	\$ 8,639
<i>Other Finance Sources</i>					
FY 2008	\$ 140,088	\$ -	\$ 140,088	\$ -	\$ 1,515
FY 2007	\$ 69,640	\$ 172,047	\$ 101,599	\$ 140,088	\$ 4,068
TOTAL					
FY 2011	\$ 11,447,426	\$ -	\$ 1,521,097	\$ 9,926,329	\$ 364,523
FY 2010	\$ 12,908,059	\$ 1,405,000	\$ 2,865,243	\$ 11,447,816	\$ 438,560
FY 2009	\$ 14,478,866	\$ 16,689	\$ 1,587,496	\$ 12,908,059	\$ 507,252
FY 2008	\$ 13,882,107	\$ 4,065,000	\$ 3,468,241	\$ 14,478,866	\$ 491,105
FY 2007	\$ 13,110,231	\$ 2,654,320	\$ 1,887,444	\$ 13,882,107	\$ 508,542

CITY CLERK/FINANCE DEPARTMENT - REPORTING

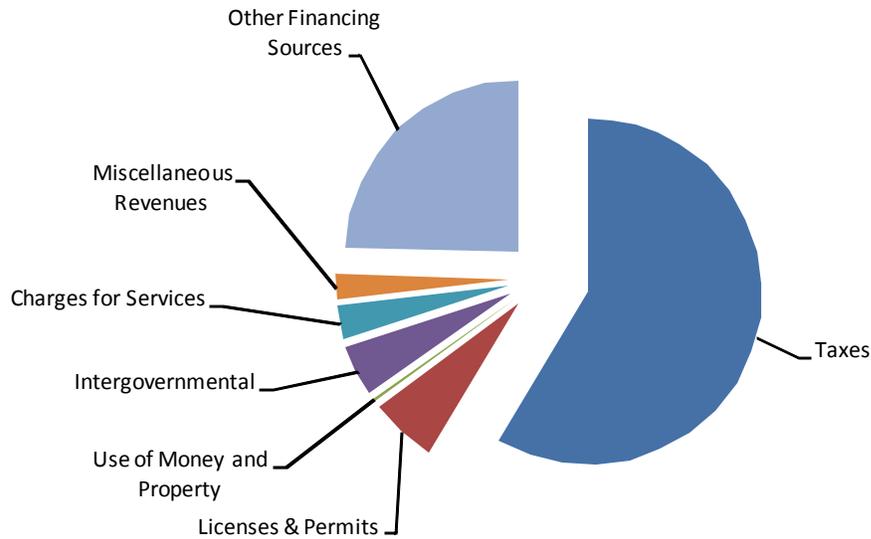
The following pages include reports run by the City Clerk /Finance Department and are used by the department directors, city manager and city council to manage day to day budget and expense activities. The chart below shows the ending fund balance each of the last five fiscal years.

Fund Name	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
General Fund	\$2,053,265	\$1,709,525	\$1,564,680	\$1,513,638	\$1,633,122
Road Use Tax Fund	\$654,563	\$478,278	\$456,574	\$795,528	\$822,824
Employee Benefit Fund	\$18,944	\$106,375	\$98,326	\$84,293	\$29,582
Jobs	\$0	\$283	\$0	\$0	\$0
PCM Parking Lot Improvement Fund	\$0	\$0	\$0	\$0	-\$566
Tax Increment Financing Funds	\$4,696	\$39,904	\$20,312	\$15,239	\$117,511
Housing Trust Funds	\$317,842	\$356,287	\$322,231	\$169,050	\$98,337
Library Memorial Funds	\$517,659	\$475,483	\$400,088	\$422,486	\$420,409
Gift Funds	\$38,213	\$54,705	\$48,636	\$39,599	\$35,940
Drug Control Safety Program Fund	\$56	\$788	\$759	\$664	\$493
Wooden Playground Maintenance Fund	\$5,721	\$784	\$1,846	\$2,377	\$3,362
Police Forfeiture Fund	\$4,062	\$5,708	\$10,766	\$834	\$5,923
Library Maintenance Fund	\$1,150,094	\$1,198,345	\$1,230,248	\$1,210,424	\$1,197,358
Fire Dept FEMA Grant Fund	\$0	\$7,411	\$0	\$0	\$0
Miscellaneous Grants Fund	-\$5,954	\$10,863	\$6,255	\$9,645	\$15,632
2007 Disaster Relief	\$0	\$0	\$0	\$0	-\$117,161
2010 Disaster Relief-Floods	\$26,034	\$0	\$0	\$0	\$0
2008 Disaster Relief-Floods	\$0	\$0	\$0	-\$4,906	\$0
Low Rent Housing	\$99,639	\$96,128	\$123,206	\$136,425	\$113,156
Debt Service Fund	\$271,559	\$69,804	\$150,593	\$126,450	\$113,524
Park Shelter Fund	\$7,440	\$4,990	\$4,729	\$4,373	\$14,848
City Hall Improvement Fund	\$7,478	\$3,414	\$2,637	\$295	\$16,908
High Avenue West Revitalization	\$0	\$0	\$0	-\$7	\$0
Downtown Streetscape Fund	\$0	\$138,758	\$267,574	\$565,792	\$0
Industrial Park Street Project	\$0	\$0	\$0	\$138,611	\$0
Railroad Crossings Project	\$0	\$0	\$13,229	\$22,263	\$4,385
Sidewalk Improvement Project Fund	\$16,098	\$14,060	\$11,834	\$8,863	\$5,802
2006 GO Bond	\$0	\$0	\$0	\$0	\$1,667,526
2008 GO Bond Fund	\$1,364,750	\$1,397,985	\$2,411,493	\$2,968,688	\$0
2004 GO Bonds	\$0	\$0	\$0	\$0	\$128,683
Water Funds	\$1,769,498	\$1,653,803	\$1,193,880	\$1,153,980	\$1,287,090
Sanitary Sewer Funds	\$1,469,468	\$1,369,728	\$1,244,417	\$1,470,690	\$1,970,449
Airport Funds	\$104,327	\$134,093	\$53,834	\$19,966	\$11,779
Storm Sewer Utility Fund	\$368,060	\$335,821	\$168,104	\$52,716	-\$41,637
Edmundson Golf Course Funds	-\$63,125	-\$5,725	\$22,038	\$23,515	-\$10,110
RACI Main Street Loan Fund	\$16,167	\$16,116	\$16,061	\$15,351	\$12,833
Copier/Fax Revolving Fund	\$84	\$243	-\$1,363	\$324	-\$233
Employee Health Self Insurance	\$620,334	\$548,500	\$613,138	\$430,551	\$436,980
Employee Flex Plan Fund	\$2,570	\$4,027	\$3,447	\$0	\$0

CITY CLERK/FINANCE DEPARTMENT - REVENUE REPORT

General Fund	FY2011 Budget	FY2011 Actual	Variance
Taxes--Property Taxes	\$2,426,875	\$2,442,166	\$15,291
Licenses & Permits--Engineering/City General Licenses and Permits	\$226,700	\$258,480	\$31,780
Use of Money and Property--Interest/Rent	\$9,175	\$11,594	\$2,419
Intergovernmental--State Grants/County, Townships, and Cities Contributions	\$188,920	\$197,158	\$8,238
Charges for Services--Police, Fire, Pool and other service fees	\$144,440	\$129,745	-\$14,695
Miscellaneous Revenues--Merchandise Sales and Fines	\$545,027	\$101,540	-\$443,487
Other Financing Sources--Transfer Ins, Sale of Personal Property	\$1,025,202	\$1,017,346	-\$7,856
Total General Fund	\$4,566,339	\$4,158,031	-\$408,308

GENERAL FUND REVENUE BY SOURCE



Road Use Tax Fund	FY2011 Budget	FY2011 Actual	Variance
Intergovernmental-Road Use Taxes	\$985,998	\$1,015,778	\$29,780

Sanitary Sewer Fund	FY2011 Budget	FY2011 Actual	Variance
Use of Money & Property	\$5,500	\$5,259	-\$241
Charges for Services	\$1,600,674	\$1,593,700	-\$6,974
Special Assessments	\$3,796	\$8,733	\$4,937
Miscellaneous Revenues	\$857	\$857	\$0
Other Financing Sources	\$28,228	\$28,228	\$0
Total Sanitary Sewer Fund	\$1,639,055	\$1,636,776	-\$2,279

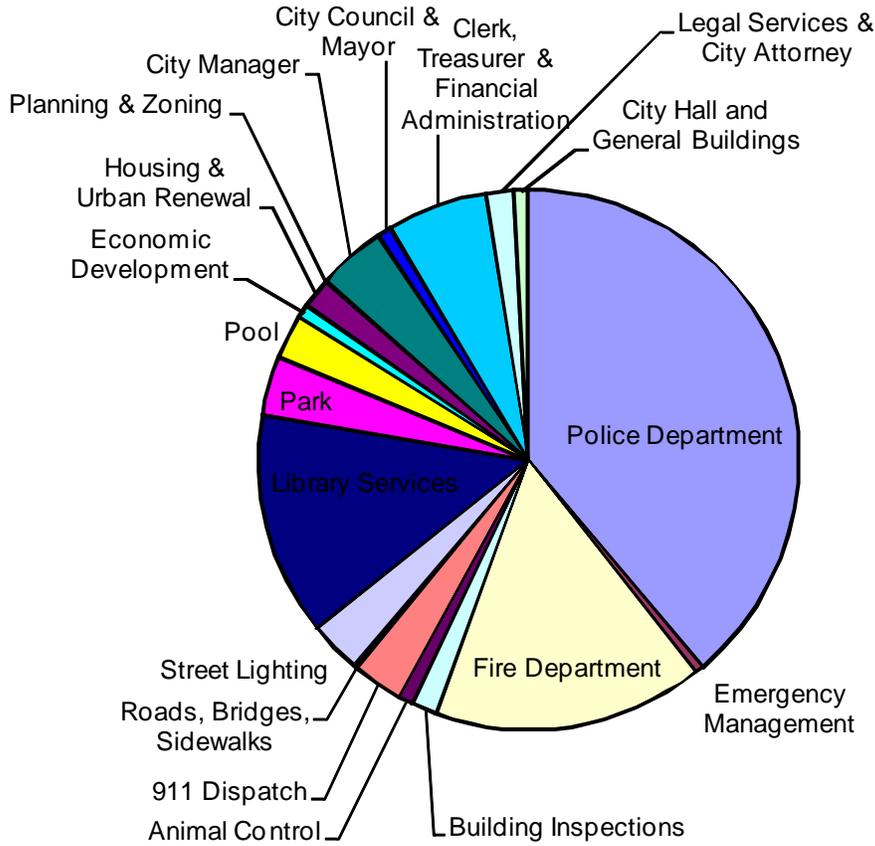
CITY CLERK/FINANCE DEPARTMENT - EXPENSE REPORT

General Fund	Budget	Actual	Variance
Police Department	\$1,531,448	\$1,498,470	\$32,978
Emergency Management	\$24,132	\$18,582	\$5,550
Fire Department	\$638,230	\$623,245	\$14,985
Building Inspections	\$66,701	\$57,314	\$9,387
Animal Control	\$35,000	\$35,000	\$0
911 Dispatch	\$117,355	\$117,355	\$0
Roads, Bridges, Sidewalks	\$489,000	\$8,030	\$480,970
Street Lighting	\$132,000	\$118,196	\$13,804
Library Services	\$520,212	\$514,419	\$5,793
Park	\$140,898	\$137,039	\$3,859
Pool	\$108,264	\$103,382	\$4,882
Economic Development	\$32,500	\$31,103	\$1,397
Housing & Urban Renewal	\$65,998	\$69,091	-\$3,093
Planning & Zoning	\$650	\$607	\$43
City Manger	\$182,024	\$157,763	\$24,261
City Council & Mayor	\$40,846	\$34,689	\$6,157
Clerk, Treasurer & Financial Administration	\$235,371	\$231,092	\$4,279
Legal Services & City Attorney	\$112,500	\$64,496	\$48,004
City Hall and General Buildings	\$40,793	\$32,586	\$8,207
Total General Fund	\$4,513,922	\$3,852,459	\$661,463

Road Use Tax Fund	Budget	Actual	Variance
Roads, Bridges, Sidewalks	\$859,490	\$724,156	\$135,334
Traffic Control & Safety	\$27,869	\$17,616	\$10,253
Snow Removal	\$89,360	\$69,649	\$19,711
Street Cleaning	\$33,974	\$28,073	\$5,901
Total Road Use Tax Fund	\$1,010,693	\$839,494	\$171,199

Sanitary Sewer Fund	Budget	Actual	Variance
Operation & Maintenance-Treatment	\$682,975	\$583,079	\$99,896
Operation & Maintenance-Collection	\$345,012	\$208,420	\$136,592
Storm Sewer	\$275,061	\$195,321	\$79,740
Debt Payment	\$711,117	\$711,117	\$0
Sanitary Sewer Improvements	\$20,000	\$0	\$20,000
Total Sanitary Sewer Fund	\$2,034,165	\$1,697,937	\$336,228

CITY CLERK/FINANCE DEPARTMENT - GENERAL FUND EXPENDITURES



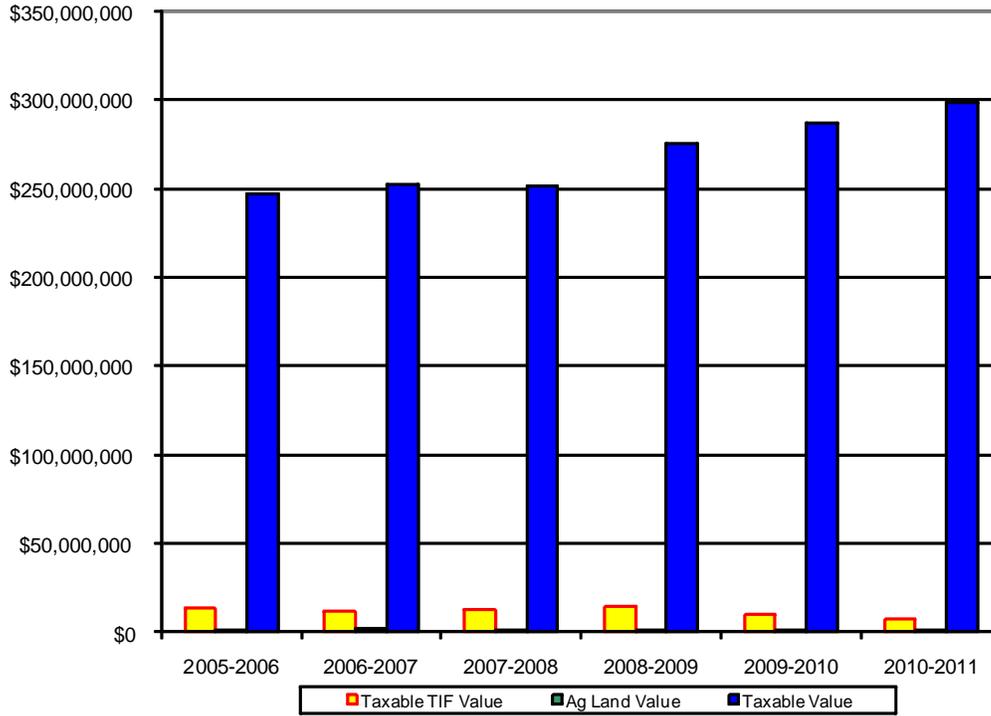
CITY CLERK/FINANCE DEPARTMENT - FIVE YEAR COMPARISON

	FY2007	FY2008	FY2009	FY2010	FY2011
Taxable Value	\$252,415,852	\$251,499,654	\$275,275,249	\$286,830,246	\$299,000,764
Taxable TIF Value	\$11,500,000	\$12,750,000	\$14,600,000	\$10,000,000	\$7,000,000
Ag Land Value	\$1,605,900	\$1,575,920	\$1,531,518	\$1,561,489	\$1,155,003
Tax Rate	\$15.94894	\$16.09303	\$15.25909	\$14.35817	\$14.35519
General	\$8.10000	\$8.10000	\$8.10000	\$8.10000	\$8.10000
Insurance	\$0.37350	\$0.28658	\$0.34868	\$0.29820	\$0.34596
Band	\$0.05724	\$0.06297	\$0.07896	\$0.07553	\$0.07245
Emergency	\$0.27000	\$0.01193	\$0.27000	\$0.27000	\$0.27000
Employee Benefits	\$3.34959	\$3.61626	\$3.16075	\$2.66643	\$2.69863
Debt Service	\$3.79861	\$4.01529	\$3.30070	\$2.94801	\$2.86815
Total Tax Rate	\$15.94894	\$16.09303	\$15.25909	\$14.35817	\$14.35519
Ag Land	\$3.03375	\$3.00375	\$3.00375	\$3.00375	\$3.00375
Total Asking	\$4,073,378	\$4,103,323	\$4,253,238	\$4,152,527	\$4,519,692
Tax Receipts	\$4,044,793	\$4,610,698	\$4,816,100	\$4,536,748	\$4,614,435
TIF Receipts	\$465,025	\$472,544	\$557,391	\$370,172	\$244,588

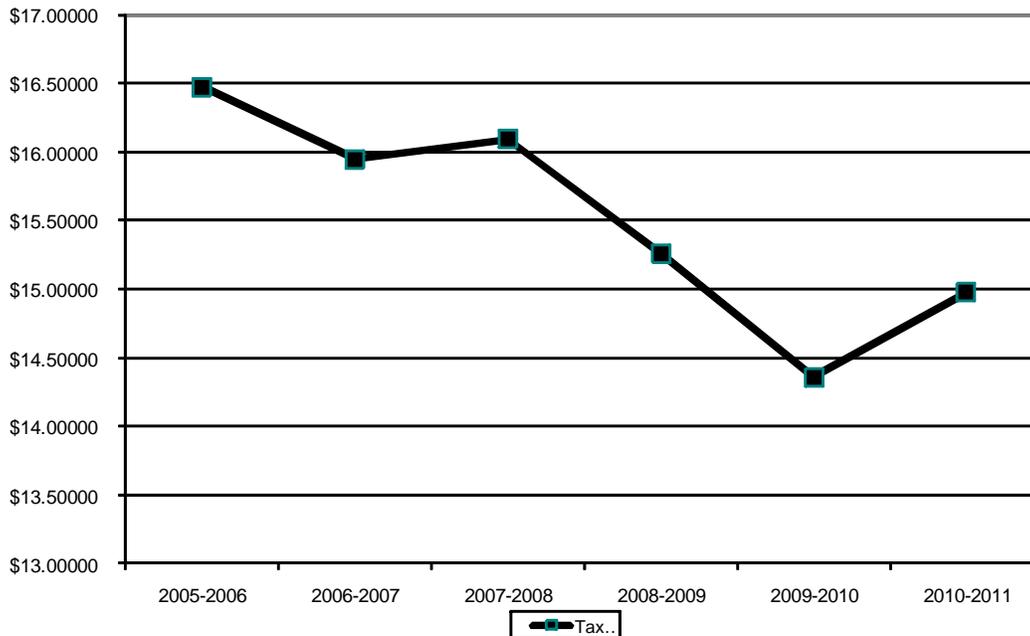


CITY CLERK/FINANCE DEPARTMENT - SIX YEAR COMPARISON

Property Values



Property Tax Rate



EDMUNDSON GOLF

Season Overview:

Last season was again another wet year. A total of 6 days the course was completely closed due to wet conditions. There were five tournaments that were postponed and had to be rescheduled. Heavy rains in August resulted in damages to the field tiles used for drainage. A claim through FEMA was submitted for \$7,412.63 which was approved. Revenues at the course dropped for the fifth season in succession. Overall in FY 2011, expenses exceeded revenues by \$58,948.22.

The following is a breakdown of revenues for FY 2011:

Green Fees: \$56,486 - Season Passes: \$60,927 (153 passes, a drop of 17 members from the previous FY) - Cart Rental: \$53,655
Shed Rental: \$7,209 - Trail Fees: \$7,148.

Below is a list of Edmundson Golf employees.

Employee	Position
Jeff Peterson*	PGA Pro
Mike Roozeboom	Greens Superintendent

*Contract Employee

GREENS MAINTENANCE

Greens maintenance is under the direction of Mike Roozeboom. In FY 2011 a total of 5 trees were removed, and with the assistance of Trees Forever, 4 new trees were planted. Due to the frequent rain events, only 1.615 million gallon of water was used for irrigation. A total of 6 seasonal employees were hired during the summer. The following is a breakdown of green maintenance for the year.

Equipment Maintenance: 507 hrs.

Cart Maintenance: 107 hrs.

Mowing: 2,250 hrs.

Spraying/Fertilizing: 410 hrs.

Snow Removal: 311 hrs.

Misc.: 1,381.70

Paid Time Off: 220 hrs.

Following directives from the City Council, the position of Greens Superintendent was eliminated in April and duties combined with the Parks Superintendent. One extra seasonal worker was hired and now have 7 seasonal employees on staff.

In May of 2011 the City started to explore the option of leasing out the full operations of Edmundson Golf. A number of "request for proposals" were sent to groups who lease operations of other courses. The city received one proposal from Harvest Point Golf Course that is currently being considered.



OSKALOOSA FIRE DEPARTMENT

The Oskaloosa Fire Department was established in 1871 as a paid fire department when city leaders determined that the need for fire protection for the citizens related directly to public safety and security. These early firefighters utilized horse drawn steam fired water pump wagons. In 1909 a new fire station was built. This station has been staffed 24-7 for the past 102 years and is still the primary fire station for the City of Oskaloosa.

In 1976 the State of Iowa realized that fire protection was needed for rural areas of the state as well as the incorporated areas and subsequently passed legislation that required townships to either provide fire protection by creating a fire department or contract with an entity that already had fire protection services available.

Currently, the Oskaloosa Fire Department provides fire protection for the City of Oskaloosa, Beacon, University Park, Keomah Village and all or parts of the following eight (8) townships, Adams, Garfield, Harrison, Jefferson, Lincoln, Madison, Spring Creek, and Scott. The total area protected by the Oskaloosa Fire Department is approximately one hundred forty six (146) square miles.

Day to day operations of the fire department are conducted by regular staff working a rotating schedule consisting of a Shift Officer and one (1) shift firefighter both working a twenty four (24) hour shift and two (2) dayshift firefighters working a nine (9) hour schedule from 7:30am until 4:30 pm Monday thru Friday. After 4:30 pm Monday thru Friday the station decreases staffing to the two shift employees. Holidays and weekends are staffed by two (2) employees as well.

Some of the daily duties of the fire department staff include responding to routine and emergency calls, cleaning and inspecting the department vehicles and equipment, completing any repairs needed to vehicles and equipment that is within the capability of the department members, cleaning and maintaining the fire station building, mowing and snow removal to the areas around the fire station and city hall, conducting fire code inspections, scheduling and conducting department training, completing incident reports, completing daily activity reports, conducting public safety education programs, and issuing of burn permits.



Oskaloosa Fire Station at City Hall

“The Oskaloosa Fire Department is dedicated to protect the lives, property, and quality of life of the citizens we serve .”

OSKALOOSA FIRE DEPARTMENT - FULL TIME STAFF

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Mark Neff	Chief	05/12/1998
David Christenson	Captain	10/04/1982
Timothy Nance	Captain	08/04/1980
Scott Howard	Firefighter	09/13/1982
Mark Tennison	Firefighter	10/20/2008
James Gillespie	Firefighter	10/21/2008
Shane Glandon	Firefighter	12/07/2009
Adam Haroldson	Firefighter	12/28/2009

OSKALOOSA FIRE DEPARTMENT - RESERVE FIREFIGHTER PROGRAM

The Oskaloosa Fire Department Reserve Program was organized in November of 1996. This program was implemented by the Oskaloosa City Council and city management in an attempt to reduce overall department costs while continuing to provide quality fire and emergency services to the citizens.

Currently the Oskaloosa Fire Department has fourteen (14) reserve firefighters with full staffing being twenty (20). The role of these reserve firefighters is to supplement regular staff providing assistance with firefighting and other emergency's that may arise. These activities include but are not limited to; interior and exterior fire attacks, ventilation procedures, rescue operations, vehicle accidents, hazardous weather conditions, mutual aid requests, hazardous material incidents, working as replacement firefighters when regular staff are sick, injured, or on vacation, and for public safety education programs.

Recruitment: Successful reserve firefighters must complete and certify nationally to the Firefighter I and Hazardous Material Operation level. This training is a comprehensive eighty four (84) hour course for the Firefighter I and an additional sixteen (16) hours for the hazardous materials segment. This training must be completed during the first year of being a reserve member. This training is mandated by the State of Iowa and is essential for the safety of the new recruits. Finding quality individuals who are willing to sacrifice this initial time commitment in addition to the bi-monthly department training and emergency call in is becoming more difficult every year. Reserve membership is down but the department anticipates hiring five (5) or six (6) new members this fall.



Retention: Retention is not as difficult as the recruitment aspect; however lives change as do priorities. Job changes in addition to family matters are the most common reasons given when a reserve member resigns.



OSKALOOSA FIRE DEPARTMENT - RESERVE STAFF

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>
Van Der Pol, Jerry	01/03/1998	Brom, T.J.	12/11/2008
Brooks, Keith	01/15/1998	Gorman, Jerry	09/15/2009
Eklofe, Cheryl	08/11/1998	Brown, Quinten	10/06/2009
Grubb, Kurtis	10/04/1999	Hoy, Daniel	09/17/2009
Robinson, Jamey	06/02/2005	Bond, Carrie	10/27/2010
Martin, Robert	06/13/2005	Nance, Michael	11/03/2011
Nathaniel Stirgus	06/17/08	Besco, Mark	11/12/2010

OSKALOOSA FIRE DEPARTMENT - TRAINING

<u>Course Title</u>	<u>Course Hours</u>	<u>Members Attending</u>	<u>Total Hours</u>
1. EVDT	16	25	400
2. FF I	84	3	252
3. FF II	32	9	288
4. Haz-Mat	16	9	144
5. Inspector I	40	7	280
6. ICS – 100	4	3	12
7. ICS –200	4	3	12
8. NIMS	4	3	12
9. Water Rescue	24	15	360
10. Haz-Mat	8	22	176
11. Search and Rescue	8	18	144
12. Live Fire Skills	16	15	240
TOTAL HOURS:			2100



Oskaloosa Professional Firefighters are members of IAFF Local 636



OSKALOOSA FIRE DEPARTMENT - IN SERVICE TRAINING

<u>Course Title</u>	<u>Course Hours</u>	<u>Members Attending</u>	<u>Total Hours</u>
1. EMS	24	9	216
2. CPR/AED	2	20	40
3. Daily Shift Training	1.5	8	260
4. Monthly Reserve	72	12	864
TOTAL HOURS:			1380



Pictured at right (above): Actual Des Moines River rescue. Our training paying off.

Pictured at right (below): GSTC training fire.

OSKALOOSA FIRE DEPARTMENT - PUBLIC SERVICE

On May 22, 2011 Joplin, Missouri was hit by an EF5 multiple vortex tornado. Over the 2011 Memorial Day weekend Oskaloosa Fire Department members along with members of the New Sharon and Montezuma Fire Departments were tasked out to assist with search and rescue operations in Joplin. This team spent four days on a voluntary basis working 12 hour shifts with dog teams performing body recovery from across the United States. While Oskaloosa was not directly affected by this disaster the department felt compelled to assist. The experience and knowledge acquired by working in a disaster area cannot be duplicated in training drills. Since the Joplin trip, Oskaloosa Fire Department members again on a volunteer basis, have assisted the New Sharon Community who experienced an EF1 tornado in June and recently went to Benton County to help clear debris caused by straight line winds.

One thing that OFD members brought home from Joplin was the need for a curb marking system. Homes and business' were completely destroyed by the tornado and locating specific properties without the curb numbering system was nearly impossible and caused unnecessary delay in search and rescue operations. With some volunteer labor and donated materials, the Oskaloosa Fire Department has begun implementing a curb numbering system.

The Oskaloosa Fire Department is also taking part in the "100 years, 100 percent" Smoke Detector Project. As the 100 year anniversary of the Office of the State Fire Marshal approaches, it is the goal of the fire service to install at least two working smoke detectors in 100% of the homes in Pre-K and elementary student in the State of Iowa. Oskaloosa received the first 100 of nearly 300 requested and has begun installing them.

Left Photo: The start of the curb numbering system

Right Photo: Firefighter Haroldson installing a smoke detector



OSKALOOSA FIRE DEPARTMENT - GRANTS & DONATIONS

ASSISTANCE TO FIREFIGHTERS GRANT:

In April 2010 the Oskaloosa Fire Department received information that we had been awarded an Assistance to Firefighters Grant. This money will be used to purchase needed equipment for fire department operations and the fire station. This grant has a 5% local match.

Assistance to Firefighters Grant:		
<u>Total Requested</u>	<u>Amount Awarded</u>	<u>Local Match</u>
\$54,900	\$51,400	\$2,750
The department will be purchasing or has already acquired the following:		
Re-Hab equipment:	Purchased and in-service	
Vehicle Exhaust Extraction System:	Installed and operational	
Large Diameter Hose:	Purchased and in-service.	
SCBA face pieces:	Purchased and in-service.	
Washer/Extractor and Dryer:	Purchased and in-service.	

ASSISTANCE TO FIREFIGHTERS GRANT FOR FY2010:

The Oskaloosa Fire Department applied for a 2010 Assistance to Firefighters Grant in hopes of acquiring funding for a backup generator for the fire station, hand held radio replacement, pagers, and a gas powered high pressure air compressor. Unfortunately we were not awarded a grant for 2010, however the 2011 AFG application period will be opening soon and the fire department will again apply for funding.



DONATIONS

During the flooding in August 2010 MCEMA requisitioned a flat bottom boat with a 25hp engine for water rescue. FEMA allocated funding for this purchase. The boat is housed at the Oskaloosa Fire Department and responded to all water rescue calls in the surrounding area. Through donations from area business' and organizations we were able to purchase additional equipment in the form of life vests, ropes, helmets, lighting and a depth finder.



Water rescue prior to the boat.

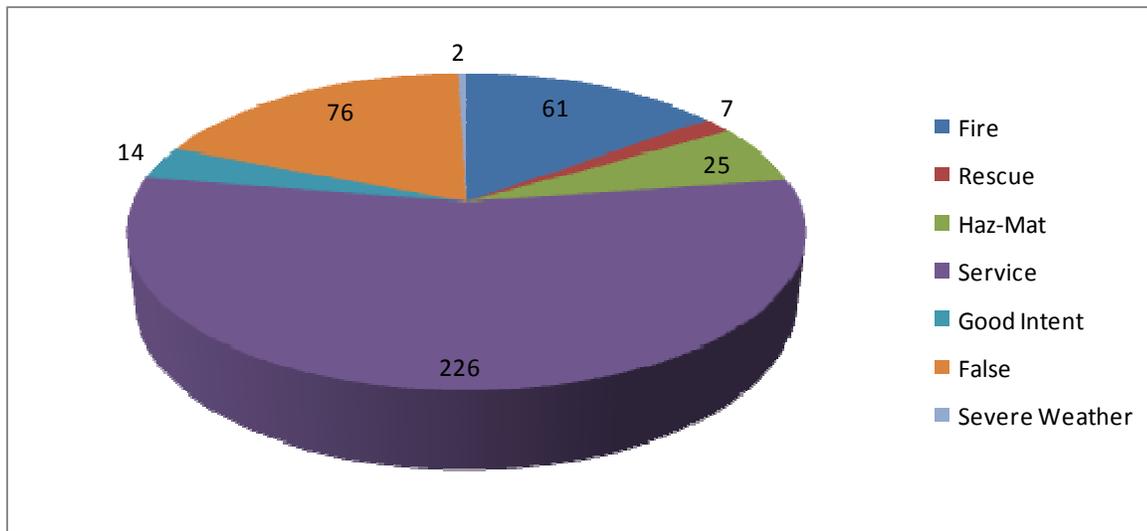


Same area 1 year later with the proper equipment

OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY TYPE

Incidents the staff responded to are summarized below. The Oskaloosa Fire Department responded to 411 alarm calls during FY2011. The total number of alarm incidents increased from the previous year, and is up from the five year historical average. The majority of calls the staff responded to were service calls. Service calls are classified as; burning complaints, unauthorized burning, motor vehicle accidents with property damage only, smoke odors, natural gas odors and/or leaks, carbon monoxide detectors activation, residential smoke detector activation . The second and third highest incidents are “false” and “fire” These include commercial fire alarm systems sounding, wildland fires, vehicle fires, and structure fires.

The 61 calls for “fire” is up from the previous year of 35 and is above average for a five year period.. All of these 61 calls were working fires where department apparatus and personnel were used to extinguish the fire. These fires resulted losses of 727,159 dollars. There were zero deaths from structure fires during FY2011 and only one structure was a total loss. Both of the preceding statistics can be credited to quick response, continued training, and dedication of the members of the Oskaloosa Fire Department.



<u>CALLS FOR SERVICE</u>			
Fire:	61 calls	14.8% of call volume	\$727,159 in total losses
Rescue:	7 calls	1.7% of call volume	\$300 revenue generated
Haz-Mat:	25 calls	6% of call volume	\$ revenue generated
Service:	226 calls	54.9% of call volume	
Good Intent:	14 calls	3.4% of call volume	
False:	76 calls	18.5% of call volume	
Severe Weather:	2 calls	.04% of call volume	

OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY HOUR

Alarm Incidents by Hour		
Alarm Hour	Count	Percent
00:00	10	2.43%
01:00	6	1.45%
02:00	6	1.45%
03:00	8	1.94%
04:00	9	2.18%
05:00	10	2.43%
06:00	9	2.18%
07:00	11	2.67%
08:00	13	3.16%
09:00	17	4.13%
10:00	25	6.08%
11:00	23	5.59%
12:00	31	7.54%
13:00	21	5.11%
14:00	17	4.13%
15:00	24	5.84%
16:00	32	7.79%
17:00	30	7.30%
18:00	30	7.30%
19:00	23	5.59%
20:00	25	6.08%
21:00	13	3.16%
22:00	8	1.94%
23:00	10	2.43%
TOTAL CALLS	411	100%
Calls between 08:00 and 17:00	203	49.75%
Calls between 17:00 and 08:00	208	50.25%

OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY SERVICE AREA

The Oskaloosa Fire Department currently provides fire protection to the cities of Oskaloosa, Beacon, University Park, and Keomah Village. In addition to these cities we provide fire protection to all or part of Adams, Garfield, Harrison, Jefferson, Lincoln, Madison, Scott and Spring Creek Townships.

Funding from these entities is as follows:

Townships:	\$90,356
Beacon:	\$9,609
Keomah Village:	\$5075
University Park:	\$13,641

INCIDENTS BY SERVICE AREA

<u>SERVICE AREA</u>	<u>COUNT</u>	<u>PERCENT</u>	<u>LOSS</u>
ADAMS	4	.028%	\$0
BEACON	1	.084%	\$0
EAST DES MOINES	4	.028%	\$0
GARFIELD	30	3.92%	\$9,500
HARRISON	9	.028%	\$0
JEFFERSON	1	.056%	\$0
KEOMAH VILLAGE	0	.028	\$0
LINCOLN	7	1.96%	\$0
MADISON	5	.056%	\$0
OSKALOOSA	312	83.75%	\$586,659
PRAIRIE	0	0	\$0
SPRING CREEK	26	4.48%	\$78,500
SCOTT	7	1.40%	\$45,000
UNIVERSITY PARK	3	.056%	\$7,500
WEST DES MOINES	1	.028%	\$0

PARKS DEPARTMENT TRANSITION

Due to a change in personnel, Mike Roozeboom became Parks Superintendent early in April. Mike's time is temporarily being split between Edmundson Golf and Parks. Glen Steiger and John Parker again returned as seasonal summer employees.



PARKS DEPARTMENT PROJECTS

Throughout the year the Parks Department helps with many community activities. Working closely with the Chamber of Commerce the Parks Superintendent helped organize the following events: Art on the Square, Sweet Corn Serenade, Friday after Five, Relay for Life, and the Lighted Christmas Parade. The department also worked closely with Musco Lighting on the new lighting in the city

square. Pella Tree Service was contracted to remove three trees and trim a number of others in the square.

The department is also responsible for maintaining 60 acres in Edmundson Park including 5 shelters as well as 10 acres in Vanderwilt Park. The grounds on three small neighborhood parks and the Oskaloosa Public Library are also

maintained. Winter months, the department is responsible for snow removal and repair/maintenance of all equipment. This time is also used for painting picnic tables, trash receptacles and signage.

SWIMMING POOL

The number of patrons at the pool in FY 2011 totaled 19,402; an increase of 2843 from the previous year. This was mainly due to an increase in the average temperature on operating days. The average temperature increased from 79 to 85. The day to day maintenance of the pool was performed by Kevin Bork from the Wastewater Department. Kevin received the necessary training and testing to become a state-certified pool operator.

Gladys Genskow was again hired to manage daily operations.



During FY 2011, expenses exceeded revenues by a total of \$18,451.

OSKALOOSA POLICE DEPARTMENT—MISSION & VALUES STATEMENTS

MISSION STATEMENT:

The Oskaloosa Police Department exists to provide safety and service to every citizen, recognizing of primary importance the protection of the constitutional rights of all.

The agency is committed to establishing excellence in delivering services through teamwork; participation of every employee; community policing; problem oriented approaches; planning; and creation of a vision for the future.

Employees are encouraged to be diversified, striving for individual development; continuous improvement; serving as an example of leadership and contributing to a high quality of life.

EMPLOYEE VALUES STATEMENT:

“The City of Oskaloosa values employees who deliver high quality and innovative services to the community. Our employees will be accountable to the public and will be recognized for their integrity and dedication as public servants.”



Oskaloosa Police Department Patch

OSKALOOSA POLICE DEPARTMENT - FULL TIME STAFF

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
John R. "Jake" McGee	Chief	11/06/1987
Troy Boston	Lieutenant	06/22/1985
Russ Van Renterghem	Lieutenant	03/23/1987
Craig Alexander	Lieutenant	10/24/1988
John Plumb	Lieutenant	01/03/1994
Gary McClun	Lieutenant	07/06/1999
Barb Saville	Sr. Officer	11/14/1988
Gary Kutcher	Sr. Officer	05/18/1989
Justin Rice	Sr. Officer	10/23/2008
Charlie Valentine	Officer	01/06/2003
Garrett Matson	Officer	09/15/2003
Brent DeRonde	Officer	04/02/2007
Matt Montavon	Officer	01/02/2008
Jacob Vanderpol	Officer	06/02/2008
Brian Rainey	Officer	06/02/2008
Ben Johnston	Officer	06/21/2010
Mary Barnard	Administrative Assistant	09/26/1994
Heather Blommers	Records	11/01/2010

OSKALOOSA POLICE DEPARTMENT - PATROL OPERATIONS

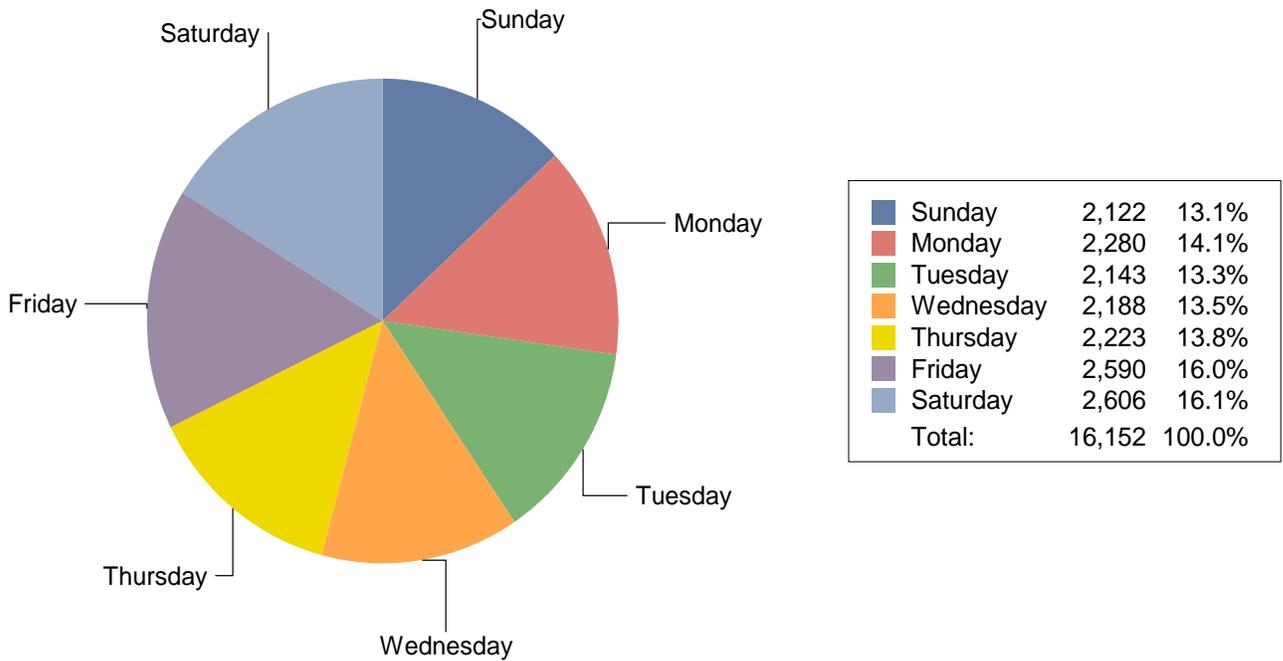
Patrol Operations consist of the Patrol and Investigations Divisions of the Oskaloosa Police Department. Patrol officers work four different shifts rotating every three months. Officers work a rotation that allows them to have different days off each week. Investigations officers work Monday through Friday during regular business hours, as well as being on call for any major event that might happen.

Twelve officers are assigned to patrol duties. Four officers are normally assigned to work as Investigators (2), Drug Task Force Officer (1), and a School Resource Officer (1). However, this past year we did not have a second officer assigned to Investigations due to manpower shortages.

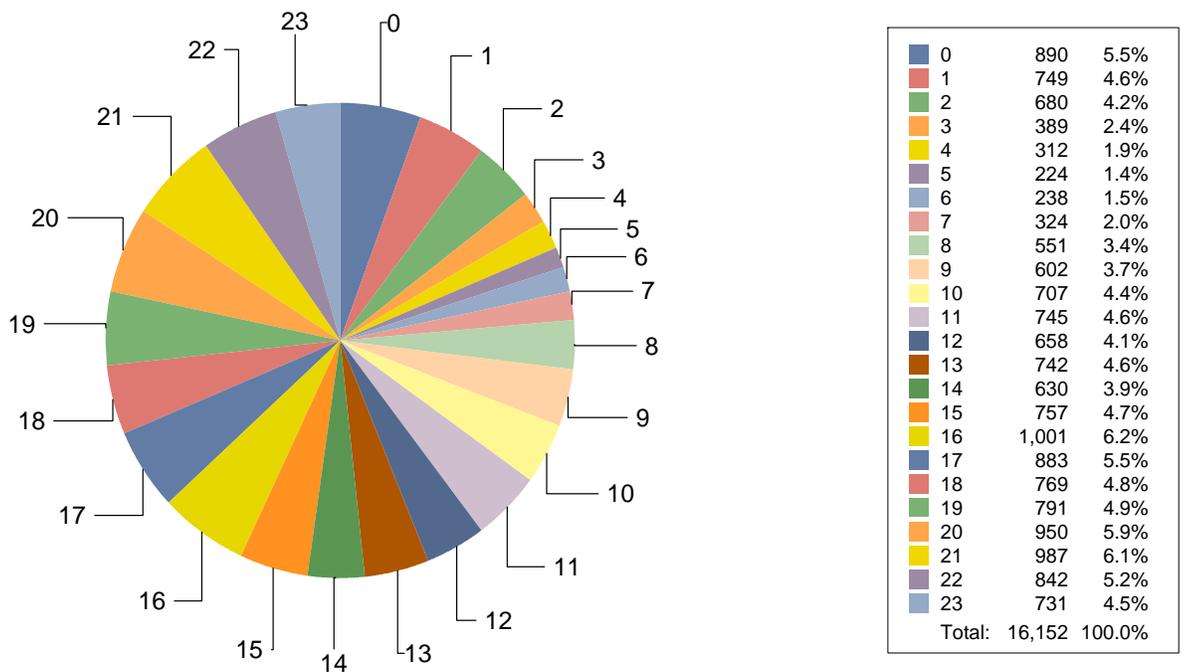
In FY2011 the Oskaloosa Police Department responded to 12,260 calls for service. Of those calls 1,442 originated as 911 calls. Officers also initiated traffic stops which accounted for an additional 3,892 calls. These numbers do not include phone calls that officers return, as well as walk-in traffic that does not require generating a Calls for Service.

OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE DAY/HOUR

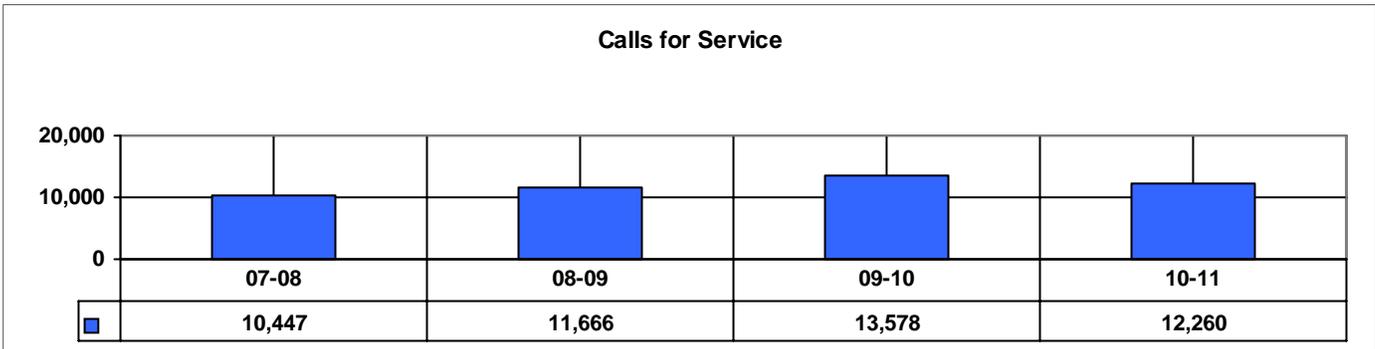
CFS by Day of Week



CFS by Hour of Day

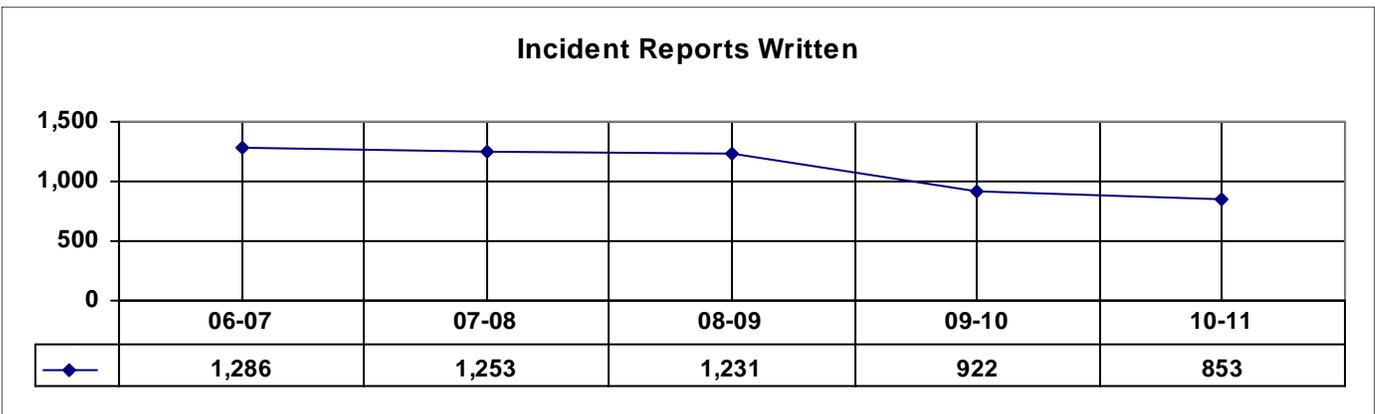


OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE

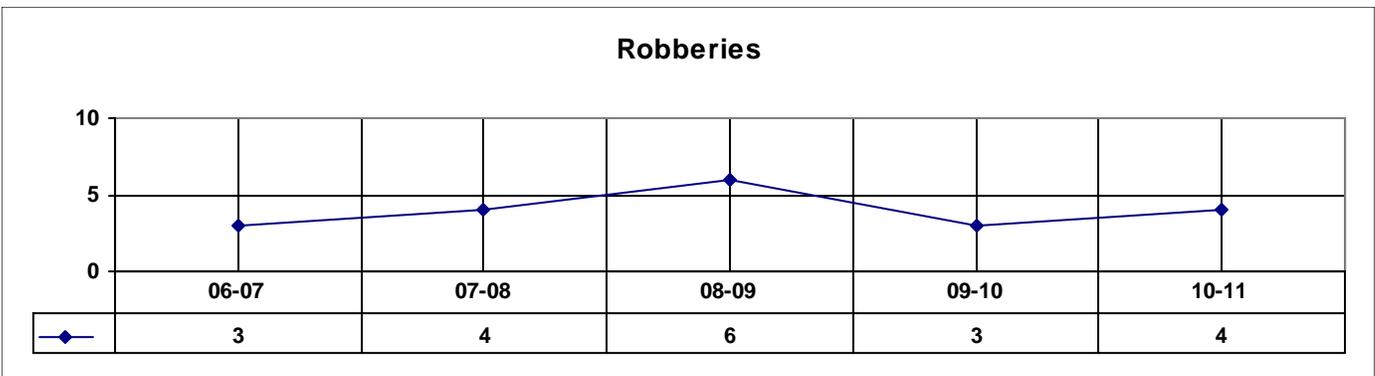


Calls for Service decreased 9% in FY2011 compared to the previous fiscal year.

While most calls to the E911 Center generate a call for service, not all calls require documentation. Any calls for service that involves some sort of alleged criminal conduct requiring investigation and/or documentation or accidents that were either hit and run or involved personal injury or damages estimated at over \$1,500.00 total require an incident report be filed. These numbers do not include arrest reports that are written by officers each day.



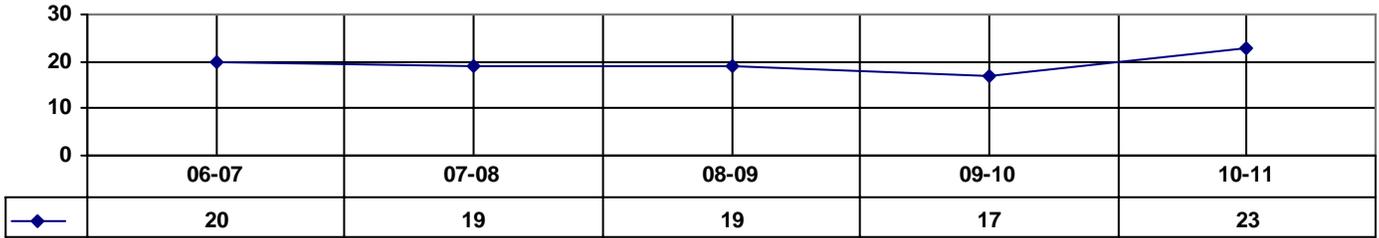
Incident reports decreased by 9% compared to FY2010.



Robberies increased by 25% compared to FY2010.

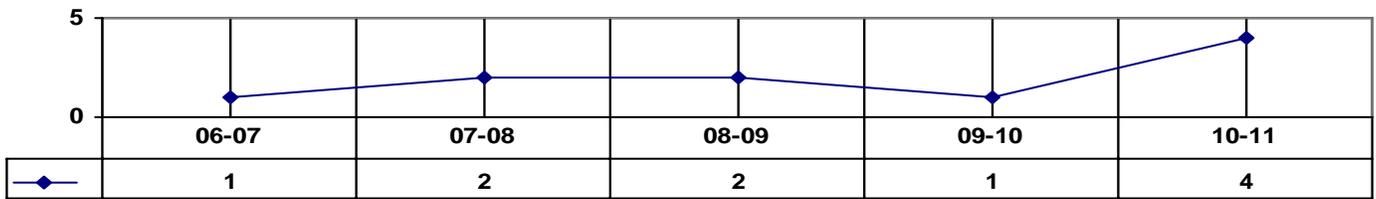
OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)

Sex Crimes



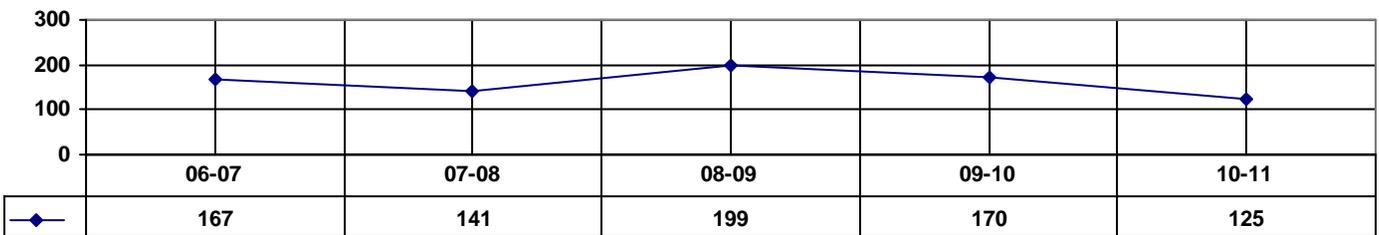
Sex Crimes increased by 26% compared to FY2010.

Arson



Arson increased by 400% compared to FY2010.

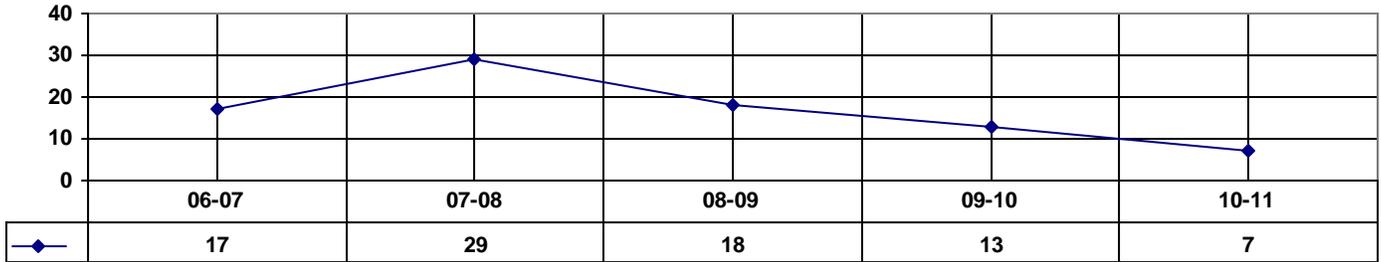
Assault



Assaults decreased by 27% compared to FY2010.

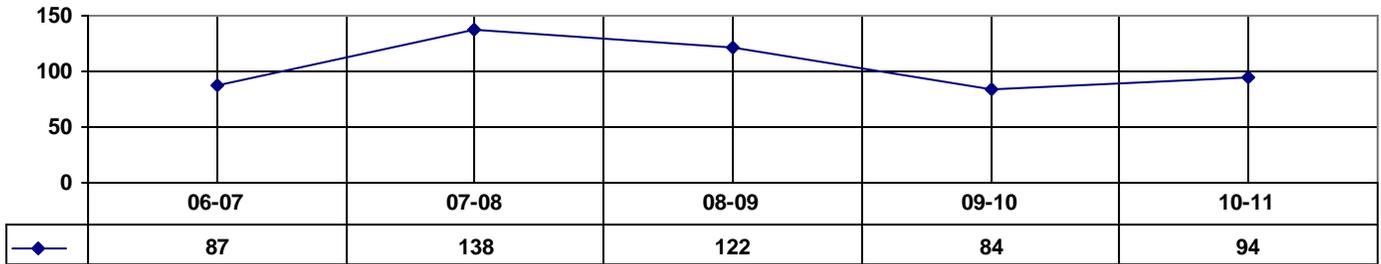
OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)

Vehicle Thefts



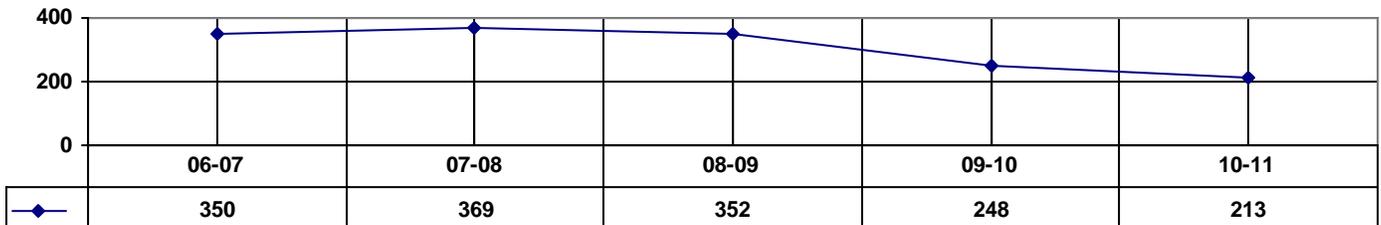
Vehicle Thefts decreased by 47% compared to FY2010.

Burglary



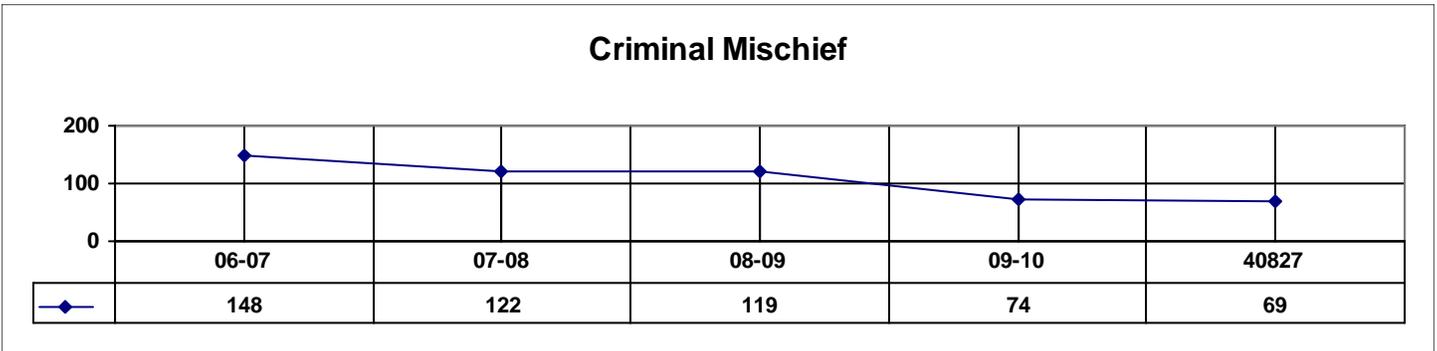
Burglaries increased 11% compared to FY2010.

All Other Thefts

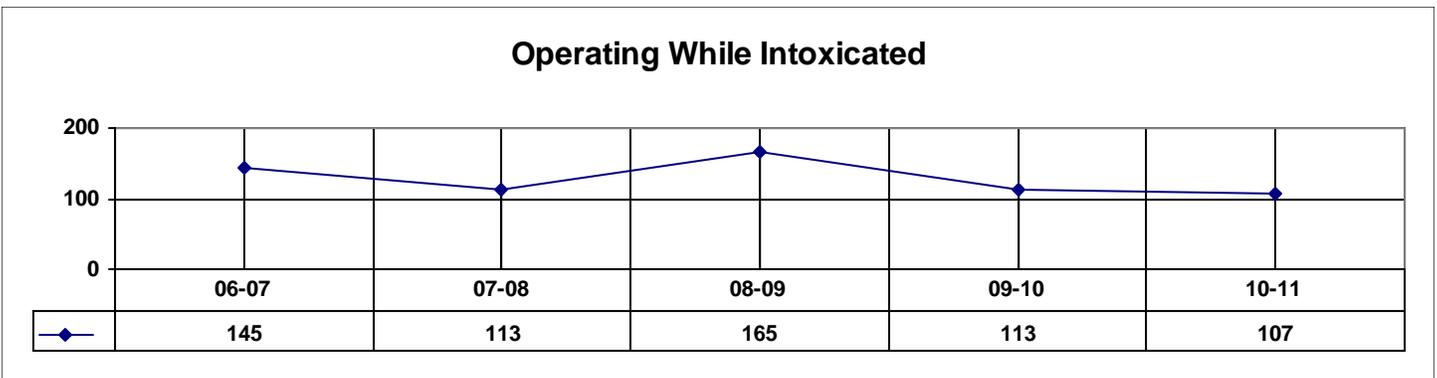


All other thefts decreased by 15% compared to FY2010.

OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)



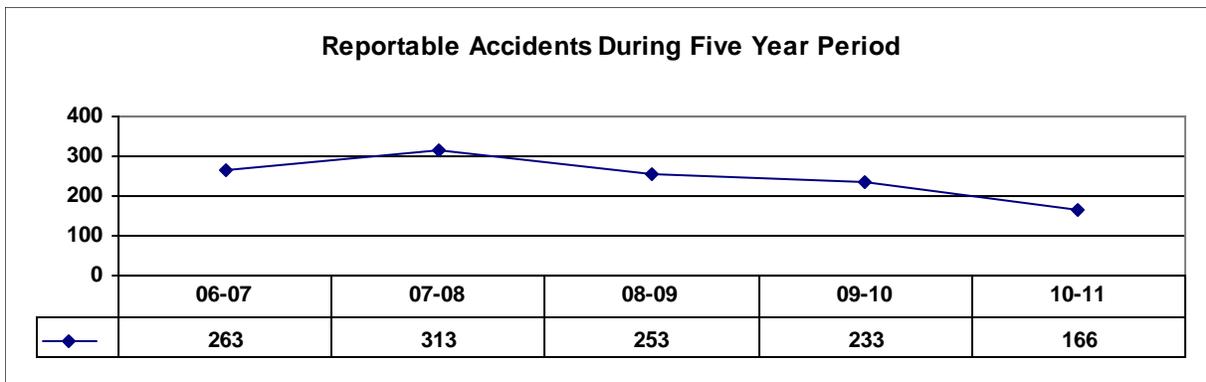
Criminal Mischief decreased by 7% compared to FY2010.



O.W.I. decreased by 6% compared to FY2010.

OSKALOOSA POLICE DEPARTMENT - TRAFFIC SAFETY

During the 2010-2011 fiscal year, the Oskaloosa Police Department responded to 412 calls for service where an accident had been reported, 166 of those accidents were reportable under the newest guidelines set by the state, which upped the amount of damage that was reported from \$1,000 to \$1,500. This, as well as increased traffic safety and enforcement, caused our accidents reports to decrease significantly. Of the reportable accidents responded to, 13 were personal injury accidents, 122 were property damage only, and 31 were hit and run. While the total number of accidents reported to our department declined by 57, hit and run accidents increased by a total of five, personal injury accidents decreased by 12, and property damage accidents decreased by 50 for the fiscal year.

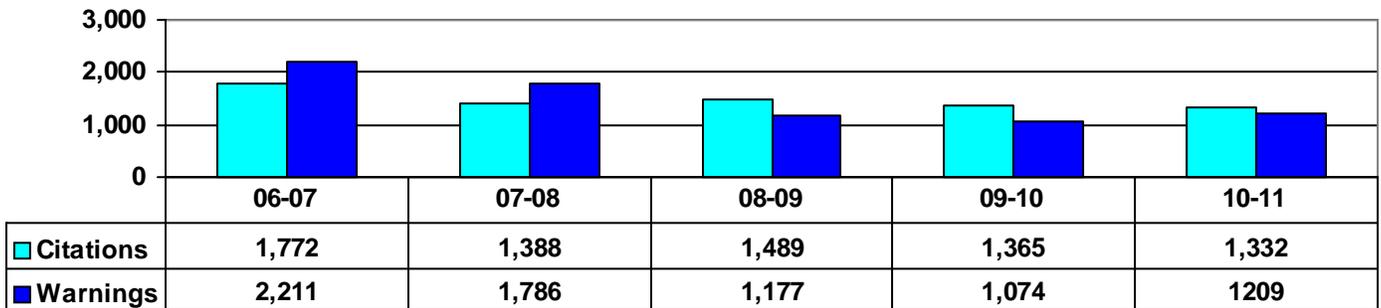


OSKALOOSA POLICE DEPARTMENT - TRAFFIC SAFETY (continued)

With an eye toward reducing the number of reportable accidents and injuries the department has instituted a policy of increased visibility in high traffic risk areas with an emphasis on enforcement of existing traffic laws. A total of 1,332 citations and 1,209 warnings were written during the year. Numerous verbal warnings were also given and are not included in these totals. The following graphs demonstrate citations and warnings given during the previous five-year period.



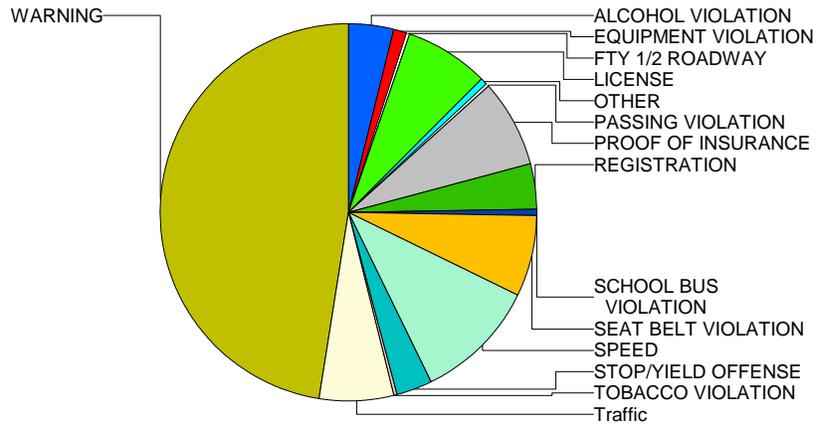
Written Citations and Warnings for Five Year Period



A breakdown of the different types of citations is listed below.

The top five traffic violations are:

- Speed** 267
- Proof of Insurance** 194
- Driving while license suspended:** 185
- Seat belt violations** 176
- Operation w/o Registration** 100



OSKALOOSA POLICE DEPARTMENT - K9 TEAM

The department graduated its' second canine officer in December of 2003. Nash, an 9 year-old German Shepherd, along with his handler, Lieutenant Gary McClun, began working the streets of Oskaloosa in mid-December of that year. Nash, like his predecessor Quest, is trained in building and vehicle searches, criminal apprehension, officer protection, and drug searches. Both officer and dog work routine patrol as well.

Nash is certified through the United States Police Canine Association (USPCA) as a narcotic detection dog as well as being certified as a patrol dog. Nash placed third at the 2006 USPCA Region 21 Narcotic Detection Trials. In 2009, Nash placed first overall as the Region 21 champion at the USPCA Region 21 Police Dog 1 certification trials and competed at the national Field Trials that same year where he obtained national certification. At the 2010 PD1 trials Nash placed second in criminal apprehension and in 2011 Narcotic Trials Nash placed second in room searches.

Nash has been deployed for drug searches, building searches, tracking and search warrants. Lt. McClun and Nash have assisted the Iowa State Patrol, Iowa Department of Transportation, United States Postal Inspections, Mahaska County Sheriff's Office, Marion County Sheriff's Office, Pella Police Department, Ottumwa Police Department, Wapello County Sheriff's Office, the Department of Narcotics Enforcement, the 8th Judicial Department of Corrections, William Penn University security and the Mahaska County Conservation Officers with investigations.

He has given various demonstrations to both civic and school groups, including William Penn University; Oskaloosa High, Middle, and Elementary Schools; as well as several local church youth groups; boy and girl scout troops; and various day cares around Oskaloosa.

Lt. Gary McClun and Nash at Police Dog Trials 2011



OSKALOOSA POLICE DEPARTMENT - CRIMINAL INVESTIGATIONS UNIT

The Criminal Investigations Unit of the Oskaloosa Police Department is comprised of a supervising lieutenant, one crimes against person and property investigator, and a department drug investigator. Due to manpower shortages the investigations unit has been operating at less than full strength because one of the investigators is now covering patrol duties and the other two are filling in as needed.

The Investigations Unit is primarily responsible for crimes against persons and property including working financial crimes, sex crimes, computer crimes, identity thefts, and burglaries to businesses and residential property. The Investigations Unit also works closely with local business in the areas of drug investigations and general crime. Throughout the year, Investigators provide presentations in these areas to educate businesses of what new crime trends are and what they need to do to lessen their chance of becoming a victim of crime. The Investigations Unit is also responsible for any and all special investigations that are required by the Chief of Police, City of Oskaloosa Attorney's office, and the Mahaska County Attorney's office.

During the past year, the Investigations Unit completed an ongoing investigation into a local chiropractor who was subsequently convicted of the crimes and is currently serving his sentence in an Iowa Prison. Recently the unit worked closely with the DCI in gathering information and evidence in a murder investigation. An armed robbery of Medicap Pharmacy in Oskaloosa was solved and the unit is currently investigating several crimes against dependant adults.

They continue to investigate sexual abuse allegations working closely with the Department of Human Resources.

Over the past year, the Investigations Unit has been recognized by the Internet Crimes Against Children Division (I.C.A.C.) located at the State Lab in Ankeny, Iowa. Along with this recognition two investigators have been chosen to receive special training in the areas' of computer forensics and peer to peer investigations. Upon the completion of this training, these officers will be assisting other law enforcement agencies in Southeast Iowa with crimes against children.

Detective Valentine superglues a purse looking for fingerprints.



OSKALOOSA POLICE DEPARTMENT - CRIMINAL INVESTIGATIONS

SEX CRIMES:

Over the past year, the Investigations Unit investigated twenty-one sex related crimes. Of these, case investigated were possession of child pornography and sexual abuse against children. Four of the cases including sexual abuse against adult females.

COMPUTER CRIMES:

The Investigations Unit over the past several years has seen a steady increase of crimes involving computers. As people increasingly use the internet for personal and business use the chance of them becoming victims of crime dramatically increase. During the past year, the Investigations Unit has looked into several identity thefts involving people from all facets of life. The unit investigates several thefts involving the following internet entities, Ebay, MySpace, FaceBook, and Craig's list. Computer crimes are on the rise all over the country and it is the goal of the Oskaloosa Police Department to stay on top of new investigative techniques and training in this area.



OSKALOOSA POLICE DEPARTMENT - DRUG TASK FORCE

In FY2011, Officer Charlie Valentine, who works as the drug enforcement officer for the Oskaloosa Police Department, closed a total of 13 cases. Stemming from those cases, detectives made or assisted in making 26 felony arrests, 8 misdemeanor arrests, and executed a total of seven drug related search warrants.

Of the cases investigated, two cases resulted in federal indictments—one for illegally purchasing firearms by a felon and one for drug distribution and possession of firearms as a felon. Five weapons consisting of assault rifles and handguns were seized. Two clandestine methamphetamine lab was found and disposed of by officers.

Eight drug-endangered children cases were investigated as detectives worked closely with Child Protection Workers from the Department of Human Services who would conduct home visits where it was suspected that parents were using illegal drugs in the presence of their children or while caring for their children. Four of those cases resulted in the removal of the children from their residence.

It should be noted that the officer that serves in that position was moved back to the street for most of the first six months of the fiscal year due to manpower shortages on the street.

OSKALOOSA POLICE DEPARTMENT - COMMUNITY SERVICE & SCHOOL RESOURCE OFFICER**COMMUNITY SERVICE CONTRACTS:**

The Community Service office was contacted by various groups and organizations that requested presentations, law center tours and demonstrations be given. These groups included school age children, pre-school children, boy and girls scouts, church groups and civic organizations.

The Community Service Officer is responsible for the Halloween parade each year in the city square. He helps organize and then provides safe passage for youngsters as they travel the event parade route.

SCHOOL RESOURCE OFFICER:

The School Resource Officer (SRO) spends the majority of his time at the schools interacting with students, teachers, counselors, administrators and parents. While at school he was involved in a wide range of issues and programs including:

- Teaching D.A.R.E. to all second and fifth grade classes
- Teaching "Keep'n It Real", a new drug prevention program, to all seventh grade students
- Teaching all ninth grade students about having a minor school license
- Teaching high school health classes about alcohol using "Fatal vision Goggles" while driving golf carts
- Teaching high school science classes about crime scene investigations
- Building positive relationships with students, staff and parents by being involved in their day-to-day schedule
- Deterring and investigating criminal incidents such as harassments, bullying, threats, assaults, thefts and bus stop complainants. Fifty-two criminal charges and 10 tobacco citations were filed during the school year.
- Enforcing traffic laws and addressing school safety issues. Twelve citations were issued for unlawfully passing a school bus
- Reduced and investigated truancy. Truancy has decreased since the start of this program by 40%.
- Provide a safe learning environment by being present and available to the students during the school day.

The department feels having an SRO in the schools does not mean the schools are unsafe, it means the community is taking a positive, proactive step to create orderly, safe and secure schools. Many incidents can be minimized or dealt with, with a positive outcome, if the situation is reported. Having an SRO available to the students is an important first step in keeping our schools safe.

OSKALOOSA POLICE DEPARTMENT - GRANTS

GTSB Grant

Amount Received:
\$26,300

Received From:
Governor's Traffic Safety Bureau

Purpose:
Overtime for Operating While Intoxicated (OWI) enforcement and training.

A red circle with a diagonal slash through it, containing the letters "DUI" in black.

Juvenile Alcohol Grant

Amount Received:
\$3,964

Received From:
8th Judicial Juvenile Court Services

Purpose:
To provide training and enforcement for juvenile alcohol programs (i.e. under age drinking checks at events).

Tobacco Enforcement Grant

Amount Received:
\$50/per check

Received From:
Iowa Alcohol Beverages

Purpose:
Compliance checks to ensure establishments w/tobacco licenses do not sell to minors, or to provide training

A red circle with a diagonal slash through it, containing a black silhouette of a lit cigarette.

Vest Grant

Amount Received:
\$1,747.50

Received From:
Bureau of Justice Assistance

Purpose:
Used to provide vests for new officers and to replace existing vests that have expired.

A black tactical vest with multiple pockets and straps, shown on a mannequin torso.

OSKALOOSA POLICE DEPARTMENT - FIELD TRAINING PROGRAM

In 1987 the Oskaloosa Police Department began its Field Training Program. This program was designed to give newly hired police recruits the training needed to perform their numerous duties as police officers for the City of Oskaloosa.

Over the years this program has evolved into a twelve-week training process. During the Field Training Program, newly hired officers receive training in every facet of law enforcement. Areas of law enforcement training covered during the Field Training Program include, but are not limited to, legal issues, domestic abuse investigations, alcohol and drug violations, police ethics, thefts, juvenile offenders, assaults and traffic enforcement.

Three officers have been chosen to work as the department's Field Training Officers (FTO). They work side-by-side with the new officers. Officers use a FTO manual to teach from and after each section is completed the officers give feed back to the new officer and how the training is going.

Specialized aspects of law enforcement training, such as defensive tactics, firearms, O.C. spray, ASP Police Baton, CPR, etc. are also included in the Field Training Program. These specialized areas of training are taught by state certified instructors on the department.

OSKALOOSA POLICE DEPARTMENT - TECHNOLOGY ON ROAD

Officers patrol the city in cars that can do so much more than in past years. It is literally the officer's office space. Here you see the typical set-up of a squad car. In the upper right-hand corner of the picture, near the rear view mirror) is the mobile video camera that records all traffic stops and calls. In the middle of the picture is the computer system for the cars. This allows officers to issue citations and warnings and to write reports. In the left-hand corner of the picture is the radar system used for speeding violations. Not seen, but located next to the officer's right elbow, are the switches that run the light bar and sirens and the printer for the computer system.



PUBLIC WORKS & ENGINEERING DEPARTMENT

ABOUT THE PUBLIC WORKS & ENGINEERING DEPARTMENT

The Public Works Department is organized into three integrated divisions for the implementation of the goals and objectives relating to basic environmental services and infrastructure. The departments three divisions are the Streets Division, the Engineering Division, and the Building Safety Division and is under the direction of Public Works Director, Akhilesh Pal.

The Engineering Division is responsible for design and construction of the city’s public works infrastructure, maintaining city maps and plats, and operation and maintenance of the streetlight and traffic signal systems.

The Building Safety Division handles all permits necessary for construction on private property, building inspection, planning and zoning activities, subdivision development, and nuisance complaints.

The Street Division is responsible for the maintenance of the city’s street and alley system, and right-of-ways, in addition to maintenance of the city’s vehicle and equipment fleet.



Public Works and Engineering Department Office



ENGINEERING DIVISION

The Oskaloosa Engineering Department's primary function is to plan, design and direct public works projects. The Department is responsible for all contract construction work performed, both maintenance and new construction, dealing with streets, storm and sanitary sewers, signals, parking lots, public buildings, and other public facilities as required. This includes both in-house and consultant engineering work.

The Engineering Division provides organization, direction and coordination of the three operating divisions of the department including policies and procedures, personnel management, planning programs, budgeting, management of records and reporting.

Engineering of most projects is performed by the Engineering Division and includes surveying, design, plan and specification preparation, bidding, staking, contract administration, and inspection. Engineering for projects of larger magnitude, such as wastewater treatment plant improvements and building projects, are generally performed by consultants and their work is monitored by the engineering staff. Street and sanitary sewer construction are the main design and construction projects of the engineering staff. The division is also responsible for traffic signals, traffic signing, street lighting, sidewalks, City plats and maps, monitoring utility companies, subdivision and site development review, and providing engineering expertise to other city departments and the public.

ENGINEERING DIVISION STAFF

The Engineering and Building Safety Division has three full-time employees and one part-time employee as listed below.

Name	Position	Date of Hire
Akhilesh Pal	Public Works Director	9/18/2010
Vacant	Engineering Technician	NA
Dan Bolt	Building Official	5/16/2011
Amie Roberts	Secretary	7/12/2010



An abatement notice was sent to clean up solid waste on the property.

BOARD OF ADJUSTMENT AND PLANNING & ZONING

BOARD OF ADJUSTMENT— The Board of Adjustment has the authority to allow special exceptions and to hear appeals to decisions made in the enforcement of the zoning chapter of the municipal code. The duties include holding appeals on land use zoning, building permits, sign permits, certificate of zoning compliance, etc. The Board of Adjustment met six times during the year. The Board of Adjustment issued variances for zoning regulations of on-street parking, set-back of new garage, expansion of existing garage, accessory structure roof height and one land use conditional permit.

PLANNING & ZONING—The Planning and Zoning Commission reviews and comments on plats, streets/parks improvement, comprehensive plan, zoning, proposed street names, vacate street or alley, etc. The Planning & Zoning Commission met nine times during the year. Recommendations were made to the City Council for four alley vacations, two rezoning requests, two final plat approvals, three site plans, one on-street parking restriction, one temporary land use permit, two changes to zoning ordinance of Oskaloosa Municipal Code.

2010 IMPROVEMENT PROJECTS

Improvements on North Green Street— This improvement project is designed for sanitary sewer and road construction. The sanitary sewer improvement on North Green Street was completed this fiscal year and involved installation of a pumping station with 4039 feet of 8” sewer pipes, 1757 feet of 6” force main and 15 manholes. The design for the road construction has been reviewed and finalized. It will be completed in the next fiscal year. The road construction project is designed for the construction of approximately 2500 linear feet of new 2-traffic lane road on North Green Street north of M Avenue West.

Improvements on Public Works Building— Staff applied and received Energy Efficiency and Conservation Block Grant for a 1:1 matching fund to receive \$13,293 to provide energy efficiency retrofits for the existing facility of the Public Works Department. The building retrofit project included replacement and installation of insulated windows, weather-sealed doors, heating system, ceiling insulation, efficient lighting with occupancy sensors, efficient water heaters, and exit sign retrofits. The department has noticed savings in its energy bills.



Property requesting variance for roof height of accessory structure.



New retrofits in Public Works Building to conserve energy.

BUILDING SAFETY & CONSTRUCTION

FY 2010-2011 building activity remained strong during the period. However, total permit activity went down from \$95,275.00 to \$66,881.30. New residential construction has grown slightly with 8 single-family homes and 3 townhouses, from 10 single-family homes in the previous period. The major projects during this period were Nazarene Church, First Christian Reformed Church, Wal-mart remodel, and crematory equipment at Van Arkel Langkamp Funeral Chapel.

Building safety responsibilities also include processing nuisance complaints. During the 2010-2011 Fiscal Year, several nuisance abatement notices were sent out by the Department. The growing trend in complaints primarily involve residents accumulating sig-

nificant quantities of garbage and debris, rather than using the services of commercial sanitation services. The city staff sent out several notices to repair, reconstruct or demolish dilapidated or unsafe structures.

Dan Bolt started as the City Building Official on May 16, 2011. Dan Bolt comes to Oskaloosa after being the Building Official for The Building Inspectors in Huxley, IA.

The City has also used the services of The Building Inspectors from Huxley, IA for approximately two months after Glen Dempsey, Building Official, resigned on January 2011 and moved to a new job at Michigan.



Construction of Townhouses



Storage Building Construction

BUILDING PERMITS BREAKDOWN

The 2010-2011 building permit fees decreased by \$28,393.70 during this period. The primary reason for the decrease in permit fees is because the larger projects this period were lower in value when compared to last period.

The yearly permits issued are broken down as follows:

Electrical	98 issued	\$8,490.00 collected
Plumbing	62 issued	\$2,975.50 collected
Sewer Conn.	2 issued	\$450.00 collected
Mechanical	97 issued	\$13,417.00 collected
Building	129 issued	\$41,018.80 collected
Demolition	19 issued	\$530.00 collected
Totals	407 issued	\$66,881.30 collected

Significant projects during this period were the Nazarene Church, the First Christian Reformed Church, and Wal-mart remodel.



Nazarene Church

STREET DIVISION

The City of Oskaloosa contains approximately 67 miles of streets. This includes 35 miles of hard surface (PCC & ACC paving), 29 miles of seal-coated surface, and 3 miles of gravel surface. Maintaining the city's infrastructure is accomplished by a staff which includes the Public Works Director, one Street Superintendent, one mechanic, six equipment operators, and two temporary summer employees. There was a total of 64 blocks or 3.7 miles of public streets that were seal-coated in this period. Street and pothole patching is the most labor intensive activity we have. The major expense in FY-2011 for the material in the seal coating was \$70,000 for 24,000 gallons of medium cure liquid asphalt and \$12,700 for 1500 tons of washed chip rocks and \$2,700 for 150 tons of pea gravel. Streets Division has used approximately 92 tons of asphalt to fix potholes, using approximately \$12,000. They have used \$22,000 using 170 cubic yards of concrete and 22 tons of hot mix asphalt for pavement repairs. More than 4,200 man-hours were used this year in repairing and maintaining the streets.



Fill pot holes with asphalt

The Streets has seven full-time employees and two part-time seasonal employees. The full-time employees area as listed below.

Name	Position	Date of Hire
Rex Osborn	Street Supervisor	07/01/96
Joe Richards	Mechanic	09/30/91
Steve Watts	Lead Operator	08/20/80
Gary Vroegh	Lead Operator	09/08/08
Ryan Humphrey	Operator 1	05/01/00
Leland Sams	Operator 1	03/09/04
Matt Saville	Operator 1	06/09/08



Seal-coating

SNOW AND ICE REMOVAL

Over the past year, Oskaloosa has received constant snow and ice storms. 1400 man-hours were winter operations. The Street Division put down approximately 400 tons of salt, 1200 tons of sand and 100 loads (110,000 gallons) of brine ahead of predicted storms. They have removed approximately 900 loads of snow from the downtown area.



Street condition after snow removal by Public Works Employees.



Downtown snow removal

ASSISTING OTHER DEPARTMENTS

Street Division employees spend time helping other departments where needed. Time is spent assisting the Engineering Division with surveying and inspection work and helping with utility locates.

Other agencies that were assisted include the Oskaloosa Area Chamber and Development Group with Christmas decorations, parade set-up, hanging and removing banners in the spring and fall, and hanging & removal of 42 flags four times a year. There were also various Wastewater and Water Department projects the Street Division helped with throughout the year. Street Division personnel assisted the Wastewater Division with various storm sewer intake and manhole maintenance projects, ditching, street repair, and hauling fuel.

Street Division personnel assist other groups having events by supplying barricades and/or traffic cones if the event requires a street to be closed for a short period of time.

STREET SWEEPING

Street sweeping is a valuable part of street maintenance. It is also an important part of storm sewer maintenance. The more debris that is cleaned up with the street sweeper, the smaller the amount of debris that goes into the storm sewer system. The smaller the amount of debris in the storm sewer system, the fewer problems concerning clogging there are.

The street sweeper ran for 1000 hours this year. The Streets Division has purchased a new mechanical sweeper that replaced a 2002 vacuum sweeper.



Mechanical Sweeper

TRAFFIC CONTROL AND PAVEMENT MARKINGS

During FY-2010, the crosswalks and parking stalls in the downtown area and city-owned parking lots were given a fresh coat of paint. Other crosswalks and parking stalls throughout Oskaloosa were painted. There were several locations where traffic control signs were repaired, installed, replaced, or refaced. Some of the reasons for these activities are general maintenance, traffic accidents, or vandalism.

The staff applied and received Federal Aid for a 100% matching fund of \$18,515 to repair traffic signals that were damaged due to lightning and thunderstorms. The signals that were affected were on Hwy 92/North 3rd St and Hwy 92/Hwy 21.



Signalized Traffic Control

EQUIPMENT & FLEET MAINTENANCE

The city mechanic coordinates the routine maintenance and repair of the entire department's vehicle fleet and all major specialized units of equipment. The mechanic also provides technical assistance in evaluating specifications and bidding documents for the purchase and replacement of all vehicles and equipment.

In this period the city mechanic performed repairs and routine maintenance on a total of 72 different pieces of equipment. The mechanic spent 851 hours (53%) of time on vehicle repairs, 252 hours (16%) of time on preventive maintenance, 106 hours (7%) of time on modifying new equipment, and 380 hours (24%) on miscellaneous activity.

FLEET FUEL—12,350 gallons of diesel and 4,600 gallons of unleaded fuel were consumed in this fiscal year. The average unit price on diesel was \$2.83 per gallon and on unleaded fuel was \$2.62 per gallon in this period. The total amount expended on this period was \$37,100.



Preventive maintenance of loader



City mechanic in shop area

NEW PUBLIC WORKS EQUIPMENT

During FY-2011, the Streets Division purchased two pieces of equipment. The first was a new mechanical sweeper for \$157,000. This new sweeper has replaced the 2002 vacuum sweeper and can be used in all weather conditions. The second is a used snow push box for \$4,950. The snow push box is 16 feet wide and is extremely efficient in plowing snow from downtown.



New sweeper for public works department that can be used to sweep to clean streets.



Sixteen feet wide snow box for public works department that can be used to plow snow.

OSKALOOSA PUBLIC LIBRARY

BOARD OF TRUSTEES:	<u>Term Expires</u>
Mike Sytsma, President	2013
Darren Dykstra, Vice-president	2011
Diane VanWyngarden	2011
Jane Ireland	2013
Peggy Grafke	2015
Judy Bishop	2013
Candace Slobe	2011
Kathy Rothfus	2015
Bryan Johnson	2015



Oskaloosa Public Library

In 1902 the citizens of Oskaloosa petitioned Andrew Carnegie, asking for \$20,000 to construct a City library. The funds were granted with the agreement that a site be provided and the city contribute at least \$2,000 annually to support the library. The library opened in 1903.

In 1994, funds to expand the library were raised through a one-cent local option sales tax approved by voters. The expanded and refurbished library was dedicated on September 14, 1997.

OSKALOOSA PUBLIC LIBRARY - STAFF

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>DATE HIRED</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Wanda Gardner	Director	10-13-10		
Paulette Groet	Library Technician	04-17-89		
Linda Fox	Youth Librarian	09-01-82		
Susan Hasso	Admin. Assistant	03-20-00		06-16-97
Marion Gaughan	Cataloger	04-11-01		01-03-00
Mike Calzaretta	Building Manager	01-09-06		
Cindy Godlove	Library Assistant	03-07-88		07-01-85
Nancy Jones	Library Assistant	01-01-79		07-28-78
Amanda Ver Ploeg	Library Assistant			10-18-05
Nancy Hall	Library Assistant			02-11-09
Aiyanna Looney	Library Assistant			10-21-09
Devon Sutton	Page			09-07-10
Gale Drier	Page	resigned 01-07-11		06-03-10

OSKALOOSA PUBLIC LIBRARY

LIBRARY FOUNDATION 2010/2011

The Oskaloosa Public Library Foundation is a 501c3 non-profit corporation. Donated funds managed by the Foundation trustees are invested to provide for the future security and growth of the Library, with growth funds available to supplement the Library's budget on a yearly basis for special projects, programs or capital improvements. Donations are tax deductible.

FOUNDATION BOARD OF TRUSTEES:

Dianne VanGorp, President

Perry Lund, Vice-president

David Dixon, Treasurer

Terri Nielsen

Kate Hite

Mike Sytsma, Library Trustee

Peggy Grafke, Library Trustee

Registered agent of Foundation: Jim Hansen

CPA for the Foundation: Doug Hunt

FOUNDATION FUNDS PROVIDED 2010/2011:

Polishing and repair machine for CD and DVD discs; two 55" flat-screen TVs for 3rd floor meeting room and children's program room; ALA membership for Library Director; Mad Science Summer Reading Finale Program; and \$2,000 donation for The Reading Garden.

CONTRIBUTED FUNDS: \$9,200

Nancy Jones uses her exceptional graphic talents in signs, displays, photos and library publishing. Along with keeping our supply cupboards stocked, Nancy compiles and posts "Staff Picks", and uses the library's new disc equipment to repair and clean DVDs and music and audio CDs.



FRIENDS OF THE OSKALOOSA PUBLIC LIBRARY 2010/2011

The Friends of the Oskaloosa Public Library is a volunteer organization established to raise funds for expansion of library programs and services, or to purchase materials that are outside the normal library operating budget. Most of the group's funds are raised by selling individual, family and business memberships, and the sale of reusable book bags.

FRIENDS BOARD MEMBERS:

Keith Miller, President

Jake Roberts, Vice-president

Nancy Brown, Treasurer

Karen Adams, Secretary

Joan Benscoter

Carrie Bunnell

Chris Van Wyk

Carla Malloy

Bill Akason

Diana Pearson

Amanda VerPloeg assists the Friends of the Library by preparing monthly slide shows of activities, membership & donor forms, table top displays, and researching purchases for the Friends and director. Amanda also facilitates a weekly meeting of writers who share their work.



FRIENDS FUNDING 2010/2011:

Adult Bestsellers; Teen book; Career materials; 2011 World Book Encyclopedia set; Board Books for Babies; advance payment of color photocopies jointly used by Library and Friends; set-up fee and introduction of downloadable audio books and E-books, 4/1/11-6/30/11; annual online subscription for Heritage Quest and Ancestry.com genealogy programs 3/1/11-3/1/12; expanded issues and 2011/2012 subscription to "Book Page" review newspaper; \$500 for the Summer Reading Program and \$4,000 for The Reading Garden project.

TOTAL CONTRIBUTIONS: \$9,794

The 501c3 non-profit status of the Friends allowed the Library Director to apply and receive \$1,200 of grant funds to purchase and expand offerings of popular fiction and series books geared for 8-12 year olds. Those funds were provided by the Mahaska County United Way in 2010.

About Your Library

The Oskaloosa Public Library is one of 453 public libraries in the State of Iowa. The State Library established new standards in 2010, setting out 79 criteria to rank the service quality provided by local libraries. The Oskaloosa Public Library meets or exceeds the required minimum in 78 of those areas. The standard our Library did not choose to meet is providing service on Sunday.

Most Library funding comes from city taxes. But because our Library is accredited by the State, the Oskaloosa Public Library receives annual state funds to enrich, but not replace local funding. How much a library receives from the state depends upon the volume and quality of your service. Our library is ranked in the top service category, Tier 3, and in 2010 received state funds for: resource sharing with other libraries: \$720.20; serving library visitors from other Iowa communities: \$4,418.55; and Direct Aid to libraries: \$3,309.42.

The Oskaloosa Public Library serves a large audience from Mahaska and surrounding counties. This year the Mahaska County Board of Supervisors provided \$45,000 of funding to the library for serving rural residents. The six towns of Beacon, Fremont, Keomah Village, Leighton, University Park and Rose Hill contracted service for their residents, contributing \$16,342 to the library's budget.

To assist school and public libraries with the technology expenses of telephone and Internet, the federal government provides E-rate reimbursements. This year the library received \$1,111.40 of federal funds. MCG, our local phone and Internet provider, donates free Internet and WI-FI service to the library and its outdoor courtyard area.

Paulette Groet is the library's technical and circulation manager. Paulette's skills are essential since every aspect of today's library demands current and highly-functioning technology: from identifying and entering patron data, cataloging materials, and filling hold requests, to generating circulation statistics, state reports and filing claims for federal reimbursements.



The People at Your Library

The Oskaloosa Public Library has a veteran staff that works together like a well-oiled machine! They are committed to providing quality service, new technologies, and literature/media to educate and enrich the lives of local residents. Their combined experience within the Oskaloosa Library totals 150 years!

Library Director Wanda Gardner is new to Oskaloosa. She started her position in Mid-October, 2010, after a three-month candidate search that involved members of the Library Board, staff, Library Foundation and Library Friends. Gardner has found the staff helpful as she melded into the library's established routines. And the community was cordial, inviting Gardner to speak at local service groups and professional organizations. While new to Osky, Gardner is not new to Iowa libraries. She has a decade of experience as a school librarian and nearly two decades as a public library director, grant writer, writer and historian. Before Gardner's arrival, Paulette Groet and Linda Fox served as library interim directors from mid-June to mid-October. Working as a team, these two moved the library forward, addressed budget issues, and spurred action on building maintenance during their tenure. Library goals discussed during this interim included maintaining a balanced budget, repairing the building, increasing the materials budget and staying abreast with new technologies.



Library Director Wanda Gardner confers with Dennis Shankster about his recent inspection of the building and maintenance of the library's limestone trim.

Immediate Library Concerns

This year, the Oskaloosa Public Library had 100,000 visitors to our building. Maintaining a safe environment is a key concern since our clientele is a cross-section that ranges from infants to the elderly. A city safety inspection in January spurred library staff to complete a self-study that resulted in a safer building; CPR and first aid classes for all employees; an expanded system of restricting sexual offenders who might apply for library use; and increased awareness and safety procedures in the event of severe summer weather. A defibrillator, donated by the Oskaloosa Police Department, was added to the second floor, and retired library AV equipment was donated to Mahaska County Emergency Coordinator, Jamey Robinson, for use in group presentations. Two panic buttons were installed in the library to soundlessly summon police assistance, and an additional monitoring camera was added to the children's program room.

FY 2010/2011 was a year of belt-tightening for the library. The responsibility of being good stewards of the building left library coffers short. From June through December, new materials were rarely added to the collection. Library staff hours were shuffled, making maximum use of full-time employees and utilizing part-time employees only as necessary. And all contracts, standing orders, and purchasing patterns were evaluated for cost-effectiveness.

Adjustments made included: Cancellation of OCLC cataloging that cost approximately \$500 per month, replaced by MARC records from our book wholesaler at 35 cents per book; switch to locally-owned Certified Pest Control, saving \$6 per month; all ink and toner supplies purchased locally through The Office Center at discount prices; and recycling used toner cartridges for office supply credit at Staples. Additionally, the Library made optimum use of State-negotiated discounts for library and janitorial supplies; found a new vendor for energy-efficient bulbs and ballasts to provide savings in purchase costs and operation for both the Library and City Hall; reduced the purchase of trash bags by 40% by recycling paper and cardboard; and used the Library Friends 501c3 designation to register with techsoup.com, a software clearing house for non-profits, that will save the library 80-90% on most of their computer program and anti-virus software purchases.

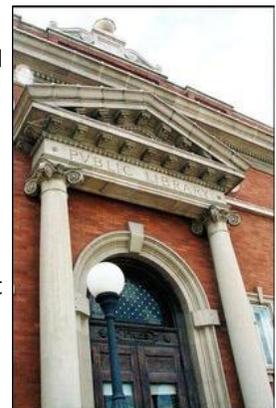


Mike Calzaretta spent a lot of time on ladders while he changed 60 ballasts and 230 fluorescent lamps this year! Mike streamlined supply purchasing and found discounts to provide substantial savings. Survey respondents praised the building's cleanliness, but Mike just says he treats the library with the care you'd expect from "an owner, not a renter".

Maintaining the Historic Library Building

The Oskaloosa Public Library is considered one of Iowa's most beautiful, historic libraries. Local residents are proud of this architectural gem that has been in the community for 107 years. In 2011, OPN, the architectural firm responsible for designing and overseeing the library's expansion, signed a no-cost, 10 year contract with the Library Board. Under the contract terms, on an annual basis OPN will: inspect, report, and recommend maintenance and repairs that will assist the Library Board to address structural concerns.

Using funds from the endowed library maintenance fund, two substantial projects took place in October and November 2010: replacement of the library's four boilers with two new ones at \$31,380; and roof repair which required removal and replacement of stones, installation of metal flashing, re-sealing stone joints, and repair of the rubber roof membrane. This project cost \$33,379. The library also replaced two compressors on air conditioning units.



Since 1997, the library has utilized a "constant-volume reheat air terminal system" for heating and cooling: a high-tech program utilizing boilers and air conditioning on a year-round basis to electronically create a precise humidity level. While this is a commendable HVAC system for archival libraries and museums, our system is expensive to run and maintain, and is susceptible to break-down and costly electronic replacement bills. Yearly energy costs for the Oskaloosa library average \$1.67 per square foot, while national guidelines indicate utility costs for similar-sized public buildings range from \$1.18 to \$1.25 per square foot.

Maintaining the Historic Library Building cont.

Discussions by staff and library board mentioned: items within the library spend much of their shelf-life in the homes of Oskaloosa library-users, not within the library; a reliable, stable and comfortable temperature is desired for people in the library; humidity levels should be kept in a safe range so that excess moisture does not harm materials and static electricity does not cause personal and electronic problems; but the library should attempt to reduce its energy usage and utility costs.

A business consultant from MidAmerican Energy met with library representatives in June 2011 to examine the HVAC system. He will compare library MidAmerican bills from the previous four years with the timing of work and replacements on the system, and study current energy-saving measures used by the library. He is preparing a report outlining alternatives and best practices that will assist the library board as they seek ways to address climate concerns.

Our Role in the Community

Preserving the Past:

Our history and genealogy archive maintains and assists researchers who seek local information. For the past two years, The Oskaloosa Herald has provided microfilm prints of their newspaper to aid permanent research. Both the Library Foundation and the Friends of the Library have funded programs for online genealogy searches. This year Ancestry.com was used for 9,170 searches and Heritage Quest was used in 2,014 searches.



After several years, Linda Eliason retired from her volunteer genealogy research position. Margaret Ademeit took over research duties in March, and heads the "reminisce society", volunteers who clip and preserve newspaper articles while they enjoy reflecting on the past. Ila Ruby and Jan Palmer also assist. Genealogy reference questions were answered 250 times by archivist Cindy Godlove; and Godlove, Eliason and Ademeit provided responses to 88 research requests received on-line or through the mail. A total of \$1,795 was collected in fees and donations for genealogical services.

Because of her library role, Cindy Godlove maintains membership in the Keo-mah Genealogical Society and the Mahaska County Historical Society. This year Godlove was elected to serve on the board of the Historical Society.

Cindy Godlove maintains the library's local history and genealogy archives, handles loan transactions with other libraries, and obtains and shares book sets used by reading and discussion groups. Cindy and Margaret Ademeit, a volunteer researcher, use historic newspapers, books, county records and on-line sources to answer questions on local history and genealogy.

Meeting Rooms:

The third floor of the Library provides meeting space for clubs, groups, families, counseling, education and presentations. This past year 631 meetings with 4,102 in attendance were held here. Some who use the rooms regularly include: Altrusa, Brown Bag Book Club, Friends of the Library, Oskaloosa Library Foundation, Oskaloosa Community Theatre, Stamp Club, TOPS 398, Mahaska Pioneer Cemetery Association, Oskaloosa Disc Golf Club, Daughters of the American Revolution, and liaisons to Congressman Leonard Boswell.

This April the local Questers organization celebrated their 40th anniversary by inviting members and guests from the region to a reception in our historic Library's meeting rooms. As a tie-in, Questers also displayed antique collections in the Library's main floor display case. City-wide employee meetings, large Chamber of Commerce events, and occasionally City Council meetings are held in the Library.

MCG uses Library meeting rooms one evening each month to offer two, informative computer sessions of high-interest to the public. This year some of those classes included: Selling on e-Bay; Intro to MS Excel; On-line Scams; Social Networking; Web-cams and Video Chatting.

Our Role in the Community cont.

Assisting Others:

During February, Building Manager Mike Calzaretta collected over 50 phones and additional phone hardware for donation to “Cell Phone for Soldiers”, a nonprofit program that gives prepaid phone cards to soldiers overseas so they can call their families in the U.S. To date, Calzaretta has collected over 400 phones at the Library and also expanded his service project with a drop-off location at Indian Hills Community College.



During February, the Library accepted donations of non-perishable food items in lieu of overdue fines. A total of 856 food and hygiene items were collected at the Library and given to the Ecumenical Cupboard for distribution to those in need.

Book and media donations received by the Library are frequently added to our collections or sold on our sale shelf with funds used for new purchases. Some of our more unusual donations are given to AAUW for their annual fall book sale.

The archives of the local DAR chapter moved to the Library archives, allowing researchers access to their Lineage books. The Library assisted the Chapter to have new and accurate spines attached to 78 volumes of their reference collection without cost.



Susan Hasso, administrative assistant, is in charge of proctoring services at the Library. This allows students taking on-line and correspondence courses to take college exams in Oskaloosa. The use of this service grows as more training and education is required by employers.

Susan Hasso serves as secretary to the Library Board of Trustees, maintains library files and financial records, and proctors student exams. Susan draws on her 26-year background as a junior high English teacher as she selects quality teen materials.

Twice a month, the library tech-team of Paulette Groet and Marion Gaughan provide “help sessions”, informal assistance for individuals who have a specific computer problem or need a little tutoring on software applications.

Marion Gaughan catalogs new materials, matches new books with those who have requested them, designs and updates the library website, and provides helpful computer assistance. This year Marion tallied and compiled responses to the library's annual survey.



THE YEAR IN NUMBERS

Check outs
 Adult and Teen: 119, 769
 Children: 87,229
 Total: 206,998

Reference questions answered
 In person: 4,209
 Via phone: 638
 Online: 1,650

Materials owned
 Adult: 42,707
 Teen: 2,618
 Children: 24,143
 Total Collection: 69,468

Library materials purchased
 2,335 items, expending \$38,895.42

New library cards registered: 1,560

Computer use provided to Library visitors: 15,714

Our Role in the Community cont.

Youth Services:

Linda Fox, Youth Librarian, is recognized across Iowa as a leading force in library service to children. In October the State Library presented their Summer Reading Workshop here in Oskaloosa. In the spring, Linda Fox was a forum member and a presenter at the State Library's two-day "Kids First" conference in Des Moines.

During the school year Mrs. Fox visited preschools and the elementary school, meeting 50 classes each month, delivering 25 books and sharing book talks with each class. Outreach attendance at programs was 8,552. She also did story-telling segments bi-weekly, produced and aired on CRI to reach children in their homes.

Within the Library, Mrs. Fox presented seven programs each week for infants, preschoolers and school-age children. Total in-house attendance



was 7,355. The Library's youth summer reading program was held for six weeks in June and July. It registered 763 and reported 13,235 books read. The theme "One World: Many Stories" brought daily cultural adventures and activities for all ages with funding, supplies, volunteers and reading incentive rewards coming from throughout the community. Because our programs have a history of reaching so many youngsters, the assistance and support received is also outstanding.

The teen theme, "Take a Bite of a Good Book and Taste the World" brought weekly gourmet samplings of international foods and a cook-off that Washington Pearce won. The Teen Advisory Board held their annual Cemetery Walk in September; built and entered a float in the Christmas Parade; held a rummage sale to raise funds; and planned teen programs throughout the year.

Teen Board members Kaylee and Emilee Morris show one of the new flat screen TVs the Library Foundation purchased. Kaylee and Emilee helped coordinate children's summer movies by making popcorn and distributing soft drinks.

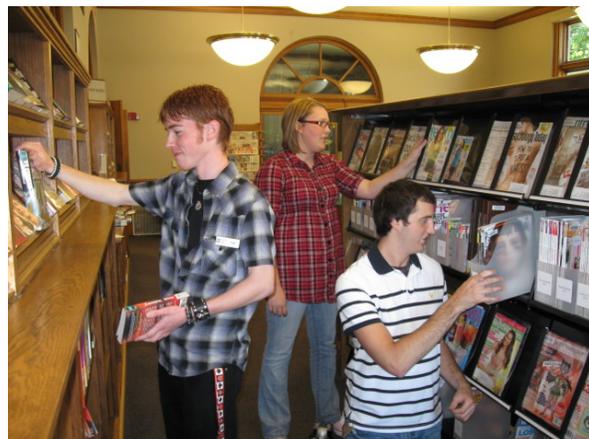


Emma DeBoef shares some quality time with Mrs. Fox, the youth services librarian. Emma was the 2011 grand prize winner at the "Read to Me" level of the summer reading program Mrs. Fox has provided a warm and friendly introduction to the library for two generations of Oskaloosa children.



"I'm always on the lookout for opportunities to bring books "to life" for my students. I came across Tumblebooks on your website last month. This is an amazing tool to help students get excited about reading by combining technology and books. Thank you for supporting our students, teachers, and community with such a fantastic library and ALL the services OUR public library offers! Top notch!" Tracy Klucas, 3rd grade teacher

Devon Sutton (left) is a library page who shelves and organizes materials. Devon was selected from 58 applicants for his position, and this year he also helped in moving shelves, magazines and new books to update the adult reading lounge. College students Justin Keller and Dana Korell worked full-time in the children's department of the library this summer. They were kept busy registering participants, assisting with programs and distributing reading prizes. This was Justin's third year and Dana's first year at the library, with their placement and wages provided as a community service by Musco, a value of approximately \$9,500.



New at the library this year:

This year the Library conducted a survey to gain information and opinions about Library service. Two hundred library users responded to the first annual survey. The top four uses of the Library were: check-out of adult fiction and non-fiction books; check-out of DVD movies; use of adult computer lab; check-out of children's materials. Comments and suggestions will be used as the Library considers its collections, services and projects for the coming year.

The Friends of the Library provided the initial set-up fees so the Library could begin offering E-books and downloadable audio books in April 2011. We now hold membership in WILBOR, an Iowa library consortium bringing cost-effective technology to rural libraries. During April, May and June, local residents downloaded 418 items to their computers or hand-held devices via the Library's website. Next year this service will continue, funded from the library's general material budget.



Nancy Hall says that 75-80% of the library's inspirational books are part of a series, so she makes sure they are shelved together and the latest volumes are ordered. Nancy used home-spun artifacts and her interest in rural topics to make two autumn book displays to attract readers.

“When I built my 3,100 square foot house, it took me two years and I did 78% of the building solo. Assisting me were 210 audio books on CD from the Oskaloosa Library that I listened to while I was doing the work.”
Paul F. Callahan

Our library offerings follow societal trends but are tempered by local demand. For example, in May 2011, Amazon.com reported that for the first time, the sale of print books was surpassed by the sale of E-books. Here in Oskaloosa, however, most of our local users continue to request print books, so that is where more funds are directed for purchases. Likewise, the library continues to purchase movies in DVD and rarely in Blu-Ray high definition, since nationally less than 15% of households own Blu-Ray equipment. Similarly, due to their fragile nature and limited circulation life, last year it was decided the Library would not acquire more Playaways. This year the small, compact audio units (the size of a pack of playing cards with headphones) were ordered only when a donor provided funding and requested their purchase. Our library philosophy is “current yet thoughtful” in purchasing to serve our clientele.

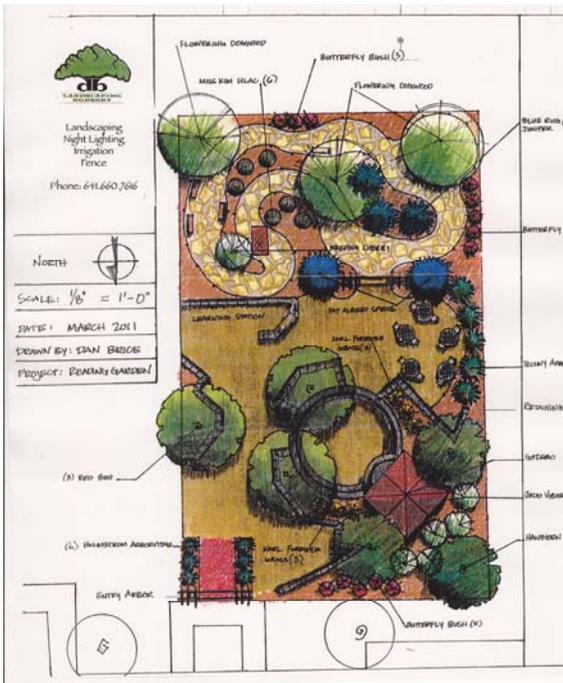
In hard economic times public libraries are essential, and they need to be comfortable and inviting places. This spring the Library's adult reading lounge was revamped without cost, using shelving and furniture that had been in storage or under-utilized. New adult fiction and non-fiction collections were moved to the lounge, comfortable seating was increased, and a jig-saw puzzle found a spot on a table where it invites visitors to test their cooperative skills. The number of magazine subscriptions is increasing by 35%, using bargain-basement shopping, and their display area will soon resemble a news stand with current titles arranged by fields of interest. Back issues of newspapers are now stored at eye-level, so searchers, often elderly, do not need to stoop and bend.



Aiyanna Looney designed a popular adult summer reading program, “Read the Book, See the Movie” that encouraged the comparison of written literature to its visual component. The Peppertree and Penn Centre Theatre provided the grand prize. Aiyanna also aided the selection of resources for first-time job applicants and created new publicity materials for expanding the library's outreach to the elderly.

New at the Library This Year cont.

Plans and progress are underway on “The Reading Garden”, a perennial garden for reading and wireless computer use with a gazebo for outdoor programs. Gridco LLC provided the green space south of the library and memorial funds from the late Barbara Campbell launched the project. The Friends of the Library have spear-headed 2011 fundraising, selling engraved paving bricks for \$50 each. Dan Brice of DB Landscape and Suzette Streigel, an ISU horticulturist, provided landscape design and plant selection. Other initial funding has come from Mahaska County Community Foundation, Elks Lodge #304, Friends of the Library, and the Library Foundation. Clow Valve Company will provide cast iron park benches it manufactures, and “Beyond Borders” will provide and install landscape edging. “The Reading Garden” will be a true community project, using donated plants and materials as well as volunteer labor.



“The Reading Garden” will be an added attraction to the already inviting environment of the Oskaloosa Public Library.

INCOME GENERATED 2010-2011

Adult Donations and Memorials: \$962

Fines, fees, damages and book sales: \$24,000

Leonard James Bequest: \$30,094

Children’s Grants and Memorials:
 Mahaska/Wapello Empowerment Grant \$8,514
 Hannah Johnston Tjarks Memorial \$2,000
 Lacey Trust \$4,423

Summer Reading Program Donations:
 Cash \$3,600
 In Kind \$4,700

WASTEWATER DIVISION

The Wastewater Division is responsible for the operation and maintenance of the City's two wastewater treatment facilities which are staffed seven days a week. This includes the operation and maintenance of seven lift stations and storm water lagoon system, operation of industrial pretreatment system at Oskaloosa Food Products, performing laboratory analysis for treatment facilities plus industrial and commercial contributors, operation and maintenance of sanitary and storm sewer collection systems, performing roadside mowing of city-owned property and private lots, maintaining right-of-way trees and receiving ten to twenty required contact hours of training per state certified operator.

In FY-2011 the Wastewater Division treated over 869,901,000 gallons of wastewater with a treatment efficiency of 91% on average, at both plants and a treatment efficiency of better than 99% at OFPC. IDNR requires 85% treatment efficiency.

Below is a list of Wastewater Division employees.

Employee	Position
David Neubert	Wastewater Director Grade IV
Monte Johnson	SW Plant Operator Grade III
Kevin Bork	Collection Operator Grade III
Bruce VanderMeyden	NE Plant Operator Grade 1
Nicky Witt	Wastewater Operator
Bill Almond	Digester Operator Grade I
Gina McMains	Laboratory Manager Grade III

LIFTSTATIONS

The City of Oskaloosa owns and operates seven lift stations located in the outlying areas of Oskaloosa. The new lift station that will serve the Lacey Complex went into operation in late June. Lift stations are designed to pump sewage up hill where a gravity sewer cannot be used.

In FY-2011 1,008 man-hours were spent maintaining and operating the lift stations. Some of the maintenance activities include general pump maintenance, cleaning of the lift station buildings, and mowing and trimming of the lift station grounds. All lift stations are checked daily to ensure proper operations.

The lift stations were inspected by the IDNR in September. The inspection is part of the routine inspections of the treatment plants, collection system, lab, and the Oskaloosa Food Products pre-treatment facility.



New Lacey Lift Station

COLLECTION SYSTEM

Two wastewater employees maintain the storm and sanitary system throughout the city. Most man-hours are used for cleaning the lines and catch basins as part of a preventative maintenance program. Wastewater personnel also repair the system as needed. This year city personnel replaced or repaired 7 intakes and contracted repairs on 5 others. Another maintenance activity is the 30/60/90 cleaning program. This program was designed to help alleviate the building up of solids in flat sewer lines by cleaning these sewers every 30, 60, or 90 days depending on how fast each individual sewer was filling up.

This year we continued inspecting restaurants and their grease traps. If the traps are not functioning properly, the grease will flow into the sanitary sewer system causing many problems. If a restaurant does not pass the inspection, they are sent an abatement notice and are required to make the necessary repairs to their system. A total of 7 food preparers were sent notices and all have complied. Wastewater personnel will recheck each facility at least annually to ensure the traps are being maintained.

In FY 2011, a total of 14,507 lineal feet of sewer pipe was cleaned mainly in the northeast quadrant of the City. The number of feet cleaned was much lower than usual. This was due to an extremely wet summer. This year over 1255.75 man-hours were used cleaning sanitary sewers and storm sewer catch basins and intakes. The man-hours spent cleaning sewers accounted for over 56% of the total man-hours spent on the collection system. In addition to 5 pipe repair or replacements, there were 2 manholes built or repaired.

Using the Seeker camera, the Wastewater Department televised sanitary sewer services in problem areas. A total

FEMA

The City of Oskaloosa was included in FEMA Disaster #1930. Numerous storm and sanitary sewer issues were caused by the flooding as well as damages to equipment at both the north and south plants. A total of 7 projects were approved for payment from FEMA totaling \$96,795.54 in damages. The federal payment covered 75% of the cost with the state covering 10%.



Sandbagging operations at Northeast Plant In August of 2010 due to flooding.

of 5 private sewer lines were televised finding 2 illegal connections. Property owners were notified of the illegal connections and have disconnected from the city main. Televising private lines in search of illegal connections is something we will do more of in the winter.



Exposed sewer line after flood

SOUTHWEST PLANT

The Southwest Treatment Facility uses the activated sludge process for the decomposition of wastes. Treatment equipment includes an automatic bar screen, grit removal system, one primary settling tank, six aeration tanks, two final settling tanks, two chlorine contact tanks, two digesters for sludge handling, and two storm water storage lagoons with over 16.5 million gallons of storage capacity.

This year, 422,239,000 gallons of raw sewage were treated at the Southwest Plant. This computes to 1,156,191 gallons per day. Treatment efficiency was 92% in FY-2011. The IDNR requires facilities remove 85% of the pollutants to remain in compliance with discharge limitations. There were no permit violations for pollutants in FY-2011.

Treated effluent from the SW Plant is chlorinated to kill bacteria and pumped to Edmundson Golf Course to be used for irrigation. In FY-2011, 1,615,000 gallons of effluent were pumped to the holding pond at the golf course. Sludge hauling from the digester was done during September, October and November. A total of 667,800 gallons were sub-surface injected in agricultural ground at five separate locations. The total gallons hauled increased by 240,000 gallons in 2011 due to the fact that wastewater personnel completely emptied, cleaned and inspected the inside of #1 tank.

The laboratory facilities are located at the Southwest Plant where all analysis for the North and South plants, as well as



Southwest Wastewater Treatment Plant

Oskaloosa Food Products is performed. Since 1999 the laboratory facilities have been state certified by the IDNR. This allows the lab to perform analysis for other agencies. During FY-2011 work was done for Oskaloosa Food Products, City of Blakesburg, City of University Park, MCH, Mr. Rooter, Lynndana Acres, Mahaska County and Meland Septic Service. Revenue of \$860.00 was generated from analysis of the above-mentioned agencies. The city received additional revenues of \$7,197.80 for accepting septic waste from haulers.

Vehicle maintenance is an important part of any operation. The Wastewater Division spent 267.75 man-hours maintaining the wide ranging variety of equipment used on a frequent basis. Approximately 14,632.5 hours were used for operating and maintenance at the southwest plant.

NORTHEAST PLANT

The northeast plant is a trickling filter facility, which involves “trickling” the wastewater over a rock media that contains organisms that feed on and remove wastes. Treatment equipment include an automatic bar screen, grit removal system, one primary settling tank, two final settling tanks, one covered trickling filter, and one storm water storage lagoon with over 9 million gallon capacity.

This year, 447,662,000 gallons of raw sewage were treated at the north plant. This averages out to

1,226,471 gallons of raw sewage treated per day. The treatment efficiency for the northeast treatment facility for this same time period was 91%. The IDNR requires facilities remove 85% of the pollutants.

In FY-2011, 2,426 working hours were recorded at the northeast treatment plant for operation and maintenance.



Northeast Wastewater Treatment Plant

OSKALOOSA FOOD PRODUCTS

Oskaloosa Food Products' pre-treatment plant is operated by city personnel. This facility is a Sequencing Batch Reactor, which operates similar to the SW plant except all functions of treatment are performed in one tank. The waste sludge received from the plant is hauled to the south plant digester for treatment. The city charges \$.25/pound of waste solids. The south plant received 158 loads (approx. 948,000 gallons) from Oskaloosa Food Products, which led to a revenue of \$31,494.06 in sludge handling fees. A total of 15,483,655 gallons of wastewater were pre-treated at the facility before flowing to the south plant. This is an average daily flow of 42,420 gallons with an efficiency of 99%. This flow total resulted in \$67,277.53 in sewer rental charges. This completed the 11th year of a pre-treatment agreement between the city and Oskaloosa Food Products. The new agreement which began on January 1 has the city receiving \$725/month to operate the facility.



Oskaloosa Food Products Pre-Treatment Plant

The agreement also states all maintenance work and materials (except laboratory supplies) are the responsibility of Oskaloosa Food Products. Approximately 207 hours were spent on Oskaloosa Food Products' operations during FY-2011.

MOWING



In addition to mowing city-owned property, the Wastewater Division also takes care of complaints concerning mowing and weeds. In FY-2011 wastewater employees mowed 31 privately-owned lots, resulting in \$8,425.00 of mowing charges being billed to property owners. Wastewater employees spent 157 hours mowing private lots, while 377.75 hours were spent mowing the recreation trail and roadsides.

URBAN FORESTRY

The purpose of the Urban Forestry is to maintain and control Oskaloosa's growing and aging trees. This is done by enforcing the city's tree ordinance. In FY 2011 a total of 56 tree trimming notices were sent to property owners. Five damaged trees were removed (two as part of the FEMA disaster) and three bushes were removed to improve sight lines. Wastewater personnel trimmed numerous trees to improve visibility around signage. A total of 389 hours were used for urban forestry.

