

# Annual Report FY 2013



Michael Schrock, Jr. Oskaloosa City Manager  
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[www.oskaloosaiowa.org](http://www.oskaloosaiowa.org)

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Color coding is used in the upper right-hand page labels to help identify division and department sections.

## Oskaloosa City Council *FY 2013*



Dave  
Krutzfeldt  
Mayor



Aaron  
Ver Steeg  
Ward 1



Tom  
Jimenez  
Ward 2



Doug  
Yates  
Ward 3



Jason  
Van Zetten  
Ward 1



Joe  
Caligiuri  
At Large



Scottie  
Moore  
At Large



Tom  
Walling  
At Large

# CITY CLERK / FINANCE DEPARTMENT

## 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 public records, such as ordinances, resolutions, contracts, deeds and easements. They coordinate and update the City Code, issue licenses and permits, maintain insurance files and publish notices. Maintaining accurate records is a vital function of this office.



### CITY CLERK/FINANCE DEPARTMENT - FULL TIME STAFF

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Amy Miller	City Clerk/Finance Director	09/09/1992
Pamela Nimtz	Deputy City Clerk	01/25/2010
Kim Weiss	Payroll/HR Clerk	05/04/2009



Employees in the City Clerk/Finance Department have been in their current positions for four years or less and training remains a vital factor. During FY 2013 the following training was completed by the department:

**Amy Miller:** Completed classes through the Iowa Municipal Professionals Academy. Also attended the Budget Workshop sponsored by the Iowa League of Cities, the Iowa Municipal Finance Officer’s Spring meeting and completed webinars provided by Iowa Department of Management covering new TIF requirements. Attended courses through the 2013 Iowa Employment, Training, Benefits and Wellness Conference.

**Pamela Nimtz:** Completed classes through the Iowa Municipal Professionals Institute.

**Kim Weiss:** Labor and Employment Client Seminar sponsored by Ahlers & Cooney, P.C.

Additionally, time was allocated for cross-training of staff and development of process manuals.

### 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, five special City Council Meetings, twelve Council Work Sessions, one Enterprise Zone committee meeting, one Finance Committee meeting, two Public Projects Committee meetings and one Public Safety Committee meeting last fiscal year. The City Council adopted 19 ordinances and 106 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 2013 the City Clerk/Finance Department submitted 19 ordinances and 29 public hearing notices for publication. 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 Imagemetk 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 publicly accessed via the City’s website ([www.oskaloosaiowa.org](http://www.oskaloosaiowa.org)) back to the year 1947; council agendas are available for 2009, 2010, 2011, 2012 and 2013. 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. The department also uses Radix to store forms for employees’ use. City employees are able to access federal and state forms, as well as the employee handbook.

Individual departments continue to evaluate the use of Radix storage, including the Police Department and the Engineering/Streets Departments. The Oskaloosa Housing Trust Fund (OHTF) began storing documents on Radix after the committee approved a record retention policy, giving guidelines for disposition of files once a loan or grant has been completed. After implementation of the policy 576 released files were reviewed; of those files, 300 completed files were destroyed and 286 were reduced per the retention policy. This greatly improved storage space for OHTF records. Beginning with calendar year 2013, completed files were scanned and uploaded to Radix, and files from calendar years 2011 and 2012 were also added to the on-line storage. As time allows, files from calendar years 2009 and 2010 will be added to the on-line site.

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. The City Clerk/Finance Department also uses the NOW services through Municode. NOW stands for “New Ordinances on the Web” and allows ordinances adopted by the City Council to be posted with the City Code online. A table of pending ordinances is displayed to users when they log onto the site and are available as PDF documents.



### CITY CLERK/FINANCE DEPARTMENT - PUBLIC RECORDS REQUEST



The City Clerk/Finance Department processed eleven Public Record Requests this fiscal year. The policy and request form can be found on the City’s website at [www.oskaloosaiowa.org](http://www.oskaloosaiowa.org).

### CITY CLERK/FINANCE DEPARTMENT - EMPLOYEE NEWSLETTER



The quarterly newsletter welcomed eight new employees, celebrated four retirements and introduced three new babies to the employees of the City of Oskaloosa. Each newsletter also includes quarterly anniversaries for all full and part-time employees and highlights various city activities. Departments spotlighted in FY 2013 were the City Clerk—Finance Department, Library, Parks and Pool, and Police Departments. Features also included in the newsletter this year were the Rocket Slide renovation and the City Hall Holiday Open House.

### CITY CLERK/FINANCE DEPARTMENT - TECHNOLOGY

The City Clerk’s office continues to utilize the Tyler VX financial software. This windows-based program allows for more flexible reporting capabilities and better access to account and financial information.



Departments accessing the Tyler VX system remotely are Wastewater, Street/Engineering, Fire and Police. The Library Department will begin training in FY 2014 to learn how to access account and vendor information. The City Clerk-Finance Department’s goal for FY 2014 is to implement the electronic purchase order system. Departments will be trained in entering requisitions and purchase information in Tyler VX to build purchase orders that can be tracked by vendor or general ledger account number.

### CITY CLERK/FINANCE DEPARTMENT - PARK SHELTER RESERVATIONS

Total park shelter revenue for FY 2013 was \$3,685, and 158 reservations were completed through the City Clerk/Finance Department office. Changes for FY 2013 included utilizing the facilities module on the city’s updated website through Civic Plus to display reservation information for each shelter. Individuals wishing to reserve a park shelter can review current reservations via the facilities calendars and download the reservation form. The new reservation system also allows email confirmation for reservations sent to citizens when the reservation is completed on-line by City Clerk -Finance Department staff.



The City Clerk’s office is reviewing on-line reservation capabilities through the city’s website for future use. This would include completing reservations and payments through the city’s Civic Plus website.

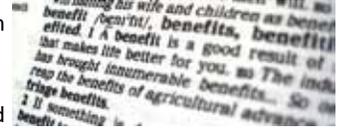
### CITY CLERK/FINANCE DEPARTMENT - URBAN REVITALIZATION ONLINE REPORTING



This fiscal year the State of Iowa required cities to report all Urban Revitalization areas and TIF districts on-line. After reviewing webinars presented by the state, the City Clerk-Finance Department researched and scanned the original urban renewal plan and all amendments, ordinances, maps, projects, revenues and expenditures reports. These items were loaded onto the state’s website and are updated annually. The Urban Renewal Report is due December 1st of each year.

**CITY CLERK/FINANCE DEPARTMENT - EMPLOYEE BENEFITS UPDATE**

Human Resources updates are included each quarter in the employee newsletter and provide information on wellness screening for full-time employees and upcoming changes to benefits.



In January 2013 the City Clerk/Finance Department prepared a Benefit Statement Report for full-time and part-time employees. This report showed a summary of wages and city-paid benefits to city employees for the 2012 calendar year.

In May 2013 the Insurance Committee met to review employee health insurance. This committee is comprised of union representatives from the city, city hall staff and Brad Reiman of the Bearence Group.

In June 2013 the Annual Employee Benefit meeting was held to review updates to the employee health plans, as well as examine the options for vision and dental insurance. The meeting was open to all full-time employees and their spouses.

**CITY CLERK/FINANCE DEPARTMENT - HOLIDAY OPEN HOUSE**



On December 7, 2012 city hall staff held a Holiday Open House. In addition to enjoying treats, city employees collected 16 toys for the Police Toy Drive and 133 non-food items for the Ecumenical Cupboard, as well as \$165 in cash donations. The city hall continues to make this an annual event.

**CITY CLERK/FINANCE DEPARTMENT - HOUSING TRUST FUND**

The City Manager and City Clerk-Finance Departments oversee the administration of the Oskaloosa Housing Trust Fund (OHTF) programs, including issuing grants/loans, maintaining records, and monthly loan payments. Programs through the OHTF include first time homebuyer loans, demolition loans, FHLB rehabilitation loans, urgent repair and IFA deferred payment loans and older CDBG grants/loans.



	<b>Number of loans</b>	<b>Dollar Amount</b>	
<b>First Time Homebuyers Loan Program</b>			
Issued	11	\$ 26,846	Average Loan \$2,441
Matured/Released	14	NA	
Paid in Full/Released	16	\$ 21,362	
Outstanding/Default Loans Recovered	7	\$ 4,058	(\$2015 through income offset)
New loan defaults	1	\$ 1,001	
<b>Total Loans Outstanding June 30, 2013</b>	<b>150</b>	<b>\$ 201,114</b>	
	<b>Number of loans</b>	<b>Dollar Amount</b>	
<b>Demolition Programs</b>			
Demolition I (Demo/redevelopment)	4	\$ 16,000	Average Loan \$4,000
Demolition II (Green space program)	1	\$ 4,000	Average Loan \$4,000
Demo I loans completed/Released	6	NA	
Demo II loans paid in full	1	NA	
<b>Total Loans Outstanding June 30, 2013</b>	<b>5</b>	<b>\$ 19,950</b>	

**CITY CLERK/FINANCE DEPARTMENT - HOUSING TRUST FUND (CONTINUED)**



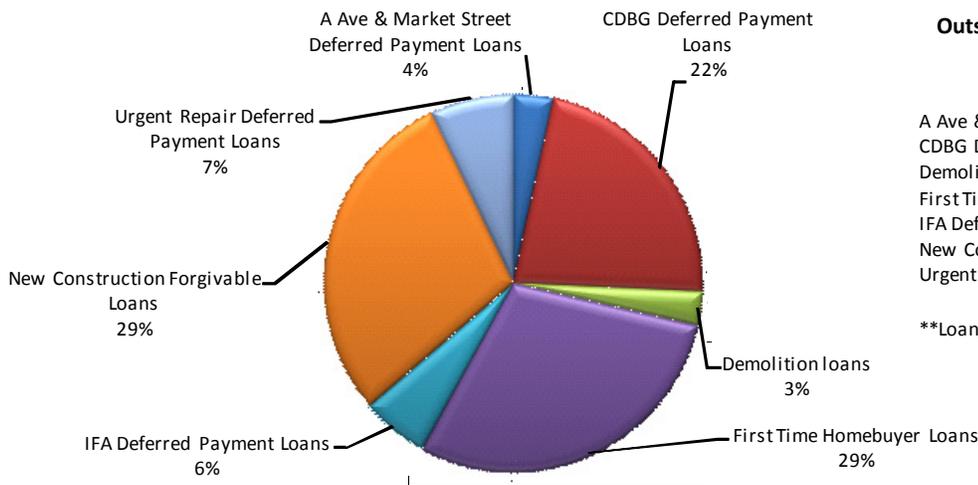
In FY 2013 the City Clerk-Finance Department inventoried all current housing files and began tracking these files on spreadsheets by program type. After the inventory was complete, it was determined there were a number of FHLB Rehabilitation loans that had reached their maturity point. Letters were sent to homeowners to collect the fee necessary to release these loans at the Mahaska County Recorder’s Office. A good response was received from the homeowners and many of these loans were able to be released from the city’s lien. The last FHLB Rehab loan will mature in January 2014.

	<b>Number of loans</b>
<b>FHLB Rehabilitation Loans</b>	
Letters sent to homeowners for loan release	80
Number of releases completed	59
Number of FHLB loans at maturity—waiting release	21
FHLB Rehabilitation Loans waiting maturity	4

There are several other program loans outstanding for the OHTF. These programs are:

- **IFA Deferred Payment Rehabilitation Loans:** Loan due at sale of house or discretion of homeowner.
- **Urgent Repair Deferred Payment Loans:** Loan due at sale of house or discretion of homeowner.
- **New Construction Forgivable Loans:** Loans forgiven 10 years after mortgage date; last loan will forgive March 2020.
- **A Avenue & Market Street Deferred Loans:** Loan due at sale of house or discretion of homeowner.
- **Older CDBG Deferred Payment Loans:** Loan due at sale of house or discretion of homeowner. Most loans date from 1983-1985 and the average loan was \$8,031.

<b>Outstanding Program Loans</b>	<b>Number of loans</b>	<b>Loan totals</b>
IFA Deferred Payment Loans	19	\$ 39,381
Urgent Repair Deferred Payment Loans	10	\$ 48,685
New Construction Forgivable Loans	7	\$ 200,000
A Avenue & Market Street Deferred Payment Loans	6	\$ 23,533
Older CDBG Deferred Payment Loans	18	\$ 144,332



**Outstanding Balances for OHTF Programs**

A Ave & Market Deferred	\$ 23,533
CDBG Deferred	\$ 144,332
Demolition	\$ 19,950**
First Time Homebuyers	\$ 201,114
IFA Deferred	\$ 39,381
New Construction	\$ 200,000**
Urgent Repair Deferred	<u>\$ 48,685</u>
	\$ 676,995

\*\*Loans forgiven when requirements met

**CITY CLERK/FINANCE DEPARTMENT - LICENSING**

During the fiscal year five transient merchant licenses, eight solicitor’s permits, five solid waste hauler’s licenses, 46 beer and liquor licenses and 22 cigarette permits were issued. The chart below shows the revenue from these licenses/permits for the past five fiscal years.

License/Permit Types	FY 2013	FY 2012	FY 2011	FY 2010	FY 2009
Transient Merchant/Solicitor’s/Peddler’s Licenses	\$561	\$436	\$857	\$599	\$925
Solid Waste Licenses	\$400	\$600	\$900	\$950	\$800
Alcohol Permits	\$12,594	\$13,548	\$14,280	\$15,258	\$11,155
Cigarette Permits	\$1,613	\$1,350	\$1,350	\$1,500	\$1,500

**CITY CLERK/FINANCE DEPARTMENT - TAX ABATEMENT**

City Council approved thirteen applications for residential tax abatements. No applications were filed for commercial or 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 2013. The chart below shows the total tax abatements for the past five years.

Tax Abatements	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Total Urban Revitalization Amount	\$ 8,583,450	\$ 8,143,300	\$ 8,058,430	\$ 6,825,840	\$ 5,657,040
Rollback	45.59%	46.91%	48.53%	50.75%	52.82%
Gross Taxable Value Abated	\$ 3,913,195	\$ 3,820,022	\$ 3,910,675	\$ 3,464,114	\$ 2,988,049
City Tax Rate (per \$1,000 of Value)	\$14.35817	\$14.35519	14.97533	14.00600	14.00000
Taxes Abated	\$56,186	\$ 54,837	\$ 58,564	\$ 48,518	\$ 41,833

**CITY CLERK/FINANCE DEPARTMENT - AUDIT**

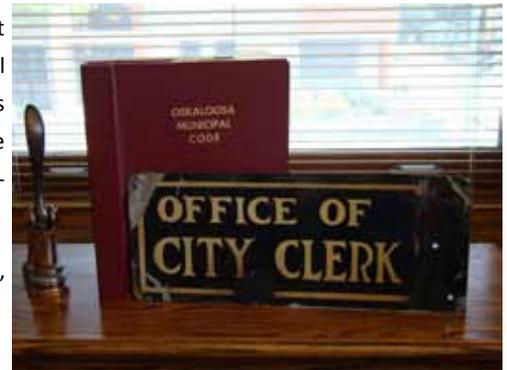
The financial records of the City are audited annually with a Financial and Compliance Report given to the City Council. If federal grants exceeding \$500,000 are received during the fiscal year, a more comprehensive audit is required. Federal Grants did not exceed \$500,000 this fiscal year. Office 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 19, 2013 to perform the audit for FY2013.

Other audits completed in FY 2013 include:

- \*Worker Compensation audit August 8, 2012 by the Iowa Municipalities Worker’s Compensation Association
- \*General Liability Annual audit August 9, 2012 by Cincinnati Insurance Company
- \*Annual audit of the financial statements FY 2012 the week of August 27, 2012 by Martens & Company, CPA, LLC

A Request for Proposal (RFP) for auditing services was sent to accounting firms in March 2013. The last RFP for auditing services was completed in April 2007. Six firms responded with proposals. After reviewing each proposal the city council awarded auditing services to Martens & Company, CPA, LLC for FY 2013, 2014 and 2015.



## CITY CLERK/FINANCE DEPARTMENT - PAYROLL &amp; 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 2013 the City employed 58 full-time, 24 part-time, 46 seasonal and 50 city band members for a total of 178 employees in the summer months. There were six full-time, six part-time and three reserve employees who terminated this year with nine full-time, four reserves and four part-time employees hired. The city has a low turnover of full-time employees which is illustrated by the following chart:

Department	Full Time Employees	Average Years of Service
Police Department	19	12.26
Fire Department	8	16.13
Library	8	14.41
Parks	1	.25
Wastewater	7	23
Streets	7	7.85
City Manager	1	4
City Clerk-Finance	3	18.33
Engineering	3	1.75
Building Inspector	1	2

The following employees were recognized for their years of service at the December 3, 2012 City Council meeting:

David Christenson	Fire Department	30 years	Scott Howard	Fire Department	30 years
Jake McGee	Police Department	25 years	Russ Van Renterghem	Police Department	25 years
Amy Miller	City Clerk-Finance Department	20 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 \$2,911,300. Employee benefit costs totaling \$1,327,093 are shown below, along with three past fiscal years for comparison.

Employee Costs	FY 2013	FY 2012	FY 2011	FY 2010
FICA	\$97,729	\$104,661	\$141,374	\$149,285
Health Insurance	\$647,219	\$814,568	\$870,823	\$720,925
Police and Fire Retirement	\$325,370	\$290,764	\$234,058	\$189,292
IPERS & ICMA	\$132,409	\$131,813	\$151,509	\$148,112
Medicare	\$38,188	\$39,094	\$47,952	\$48,829
Worker's Compensation	\$31,941	\$35,853	\$41,939	\$39,816
Clothing Allowances/Cell Phones	\$13,895	\$14,182	\$18,754	\$24,057
Injury Insurance (Police & Fire not covered by Worker's Compensation)	\$8,750	\$11,040	\$11,449	\$11,040
Injuries (Police & Fire active and disabled member's medical expenses)	\$5,714	\$6,090	\$7,310	\$5,092
Unemployment Insurance	\$23,698	\$17,418	\$13,255	\$1,766
Life Insurance	\$1,116	\$1,110	\$1,173	\$1,198
Employee Asst. Program	\$1,064	\$1,083	\$1,159	\$1,178
<b>Totals</b>	<b>\$1,327,093</b>	<b>\$1,467,675</b>	<b>\$1,540,756</b>	<b>\$1,340,588</b>

The Employee Health Insurance Fund had a balance of \$859,149 at the end of the fiscal year which is an increase of \$92,869. The premiums for fiscal year 2012 decreased \$97 for single and \$232 for family. Single premiums were \$483/month and family premiums were \$1,162/month. This was the first year employees contributed 2.5% of the family premium each month as a payroll deduction. 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 2013	\$483	-\$97	\$1,162	-\$232	\$859,149	\$92,869
FY 2012	\$580	\$97	\$1,394	\$232	\$766,280	\$145,947
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

### CITY CLERK/FINANCE DEPARTMENT - SICK LEAVE

As noted below, the employees on the city's payroll used over one week of sick leave on average during fiscal year 2013. The Street Department had the highest average per employee at 49.85 hours.

Department	Hours Used	# of FTE in the Dept.	Average Number of Hour Used per Employee
Police	884.50	18.5	47.81
Fire	118.50	8	14.81
Library	261.25	7.75	33.71
Parks	0.00	0.25	0
Building Official	6.50	1	6.5
Wastewater	170.00	7	24.29
Streets	332.50	6.67	49.85
City Manager	72.50	1.75	41.43
City Clerk	128.50	3	42.83
Engineer	80.00	2.25	35.56
<b>Totals</b>	<b>2,054.25</b>	<b>56.17</b>	<b>36.57</b>

### CITY CLERK/FINANCE DEPARTMENT - ADMINISTRATIVE UPDATES

Each year the City Clerk/Finance Department reviews forms and process to determine areas in need of change or updates. The department, along with the City Manager's department, assumed the administrative functions of the Oskaloosa Housing Trust Fund (OHTF) programs on July 1, 2012. After that date, program plans were reviewed, as well as policies, and the City Clerk-Finance Department made recommendations to the OHTF committee. The following policies were approved during FY 2013:

- A collection policy and procedure for use with First Time Homebuyer and Demolition loan repayments. The policy states the steps and timeline to use for non-sufficient fund payments and closed account payments, as well as the procedure to enter a past due account into the State of Iowa Income Offset Program.
- A record retention policy, giving guidelines for disposition of files once a loan or grant has been completed.
- A subordination policy that set procedures and guidelines for subordination of all loan programs.

**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><b><u>GENERAL FUNDS</u></b>                  General Fund                  Insurance Fund                  Capital Equipment Fund                  Library Copier Fund                  Band Fund                  LOST Fund                  Utility Franchise Fee Fund</p>	<p><b><u>SPECIAL REVENUE PROGRAM</u></b>                  Road Use Tax Fund                  Employee Benefit 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                  Miscellaneous Grants Fund                  WFP Rise Repayment Fund</p>	<p><b><u>DEBT SERVICE FUNDS</u></b>                  Debt Service Fund</p> <p><b><u>CAPITAL PROJECT FUND</u></b>                  Park Shelter Improvement Fund                  City Hall Improvement Fund                  High Avenue West Revitalization Fund                  2008 Bond-Green Street Fund                  Pavement Management Fund                  Sidewalk Improvement Project Fund                  Parking Lot Improvements Funds                  2008 GO Bond Fund</p>	<p><b><u>ENTERPRISE FUNDS</u></b>                  Airport Funds                  Edmundson Golf Fund                  Sanitary Sewer Funds                  Sanitary Sewer Project Funds                  Storm Sewer Fund                  Water Funds                  RACI Main Street Loan Fund</p> <p><b><u>INTERNAL SERVICE FUNDS</u></b>                  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 \$19,553,699; and \$19,650,337 was expended. Year-end balance for the General Fund was \$3,461,445 with -\$12,953 reserved for insurance; \$235,307 for capital equipment; \$5,166 for library copier; \$6,346 for band; \$596,816 for LOST reimbursement; and \$460,470 for utility franchise fees. The remaining balance for the General Fund was \$2,170,302; which increased \$67,270 this fiscal year. Road Use Tax year-end balance was \$640,960; which decreased \$79,790; and Sanitary Sewer Revenue Fund balance was \$1,522,343; which increased \$568,756

Local Option Sales & Services Tax revenue was \$1,032,778 which was paid to the Oskaloosa School District. The city received \$831,020 from the Oskaloosa Community School District for LOST/SAVE reconciliation. Hotel/Motel Tax in the amount of \$99,345 was paid to the Mahaska Community Recreation Foundation.

Total investment earnings were \$62,036. A breakdown of the interest earnings is:

General Fund	\$9,014	Employee Benefit Funds	\$428
TIF Funds	\$115	Housing Funds	\$631
Library Memorial Funds	\$296	Misc. Special Revenue Funds	\$99
Library Maintenance Fund	\$42,602	Project Funds	\$565
Debt Service Funds	\$1,738	Airport Funds	\$611
Sanitary Sewer Funds	\$3,030	Storm Water Utility Funds	\$1,061
Internal Service Funds	\$1,647	RACI Main Street Loan Fund	\$27
		Edmundson Golf Course Fund	\$172

### 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 2013	\$ 1,240,000	\$ -	\$ 185,000	\$ 1,055,000	\$ 46,982
FY 2012	\$ 1,415,000	\$ -	\$ 175,000	\$ 1,240,000	\$ 53,457
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
<i>GO Notes</i>					
FY 2013	\$ 3,600,000	\$ -	\$ 580,000	\$ 3,020,000	\$ 117,411
FY 2012	\$ 4,260,000	\$ -	\$ 660,000	\$ 3,600,000	\$ 133,951
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
<i>Revenue Bonds/Notes</i>					
FY 2013	\$ 3,698,000	\$ -	\$ 399,000	\$ 3,299,000	\$ 110,940
FY 2012	\$ 4,250,000	\$ -	\$ 552,000	\$ 3,698,000	\$ 129,645
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
<i>Capital Leases</i>					
FY 2013	\$ 797	\$ -	\$ 532	\$ 265	\$ -
FY 2012	\$ 1,329	\$ -	\$ 532	\$ 797	\$ -
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
<b>TOTAL</b>					
<b>FY 2013</b>	<b>\$ 8,538,797</b>	<b>\$ -</b>	<b>\$ 1,164,532</b>	<b>\$ 7,374,265</b>	<b>\$ 275,333</b>
<b>FY 2012</b>	<b>\$ 9,926,329</b>	<b>\$ -</b>	<b>\$ 1,387,532</b>	<b>\$ 8,538,797</b>	<b>\$ 317,053</b>
<b>FY 2011</b>	<b>\$ 11,447,426</b>	<b>\$ -</b>	<b>\$ 1,521,097</b>	<b>\$ 9,926,329</b>	<b>\$ 364,523</b>
<b>FY 2010</b>	<b>\$ 12,908,059</b>	<b>\$ 1,405,000</b>	<b>\$ 2,865,243</b>	<b>\$ 11,447,816</b>	<b>\$ 438,560</b>
<b>FY 2009</b>	<b>\$ 14,478,866</b>	<b>\$ 16,689</b>	<b>\$ 1,587,496</b>	<b>\$ 12,908,059</b>	<b>\$ 507,252</b>

**CITY CLERK/FINANCE DEPARTMENT - REPORTING**

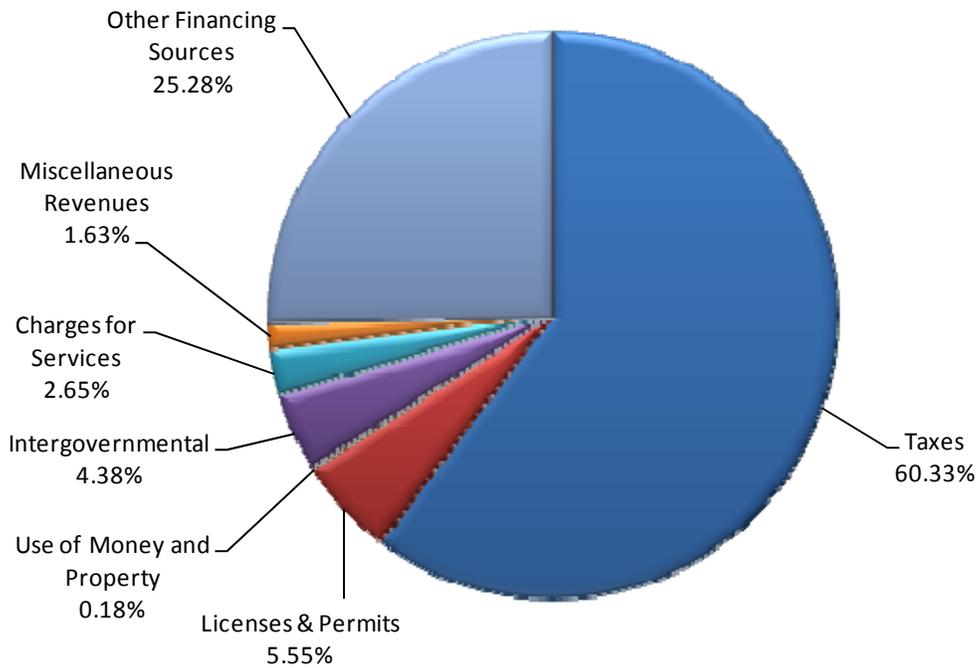
The following pages include reports run by the City Clerk /Finance Department and are used by the department directors, city manager and city council to manage day-to-day budget and expense activities. The chart below shows the ending fund balance each of the last five fiscal years.

<b>Fund Name</b>	<b>FY 2013</b>	<b>FY 2012</b>	<b>FY 2011</b>	<b>FY 2010</b>	<b>FY 2009</b>
General Fund	\$3,461,455	\$3,024,485	\$2,053,265	\$1,709,525	\$1,564,680
Road Use Tax Fund	\$640,960	\$726,321	\$654,563	\$478,278	\$456,574
Employee Benefit Fund	\$128,518	\$117,541	\$18,944	\$106,375	\$98,326
Jobs	\$0	\$0	\$0	\$283	\$0
Tax Increment Financing Funds	\$1,382	\$3,275	\$4,696	\$39,904	\$20,312
Housing Trust Funds	\$289,431	\$261,482	\$317,842	\$356,287	\$322,231
Library Memorial Funds	\$538,623	\$552,234	\$517,659	\$475,483	\$400,088
Gift Funds	\$36,114	\$37,907	\$38,213	\$54,705	\$48,636
Drug Control Safety Program Fund	\$0	\$89	\$56	\$788	\$759
Wooden Playground Maintenance Fund	\$4,718	\$5,748	\$5,721	\$784	\$1,846
Police Forfeiture Fund	\$10,211	\$5,969	\$4,062	\$5,708	\$10,766
Library Maintenance Fund	\$1,169,358	\$1,151,256	\$1,150,094	\$1,198,345	\$1,230,248
Fire Dept FEMA Grant Fund	\$0	\$0	\$0	\$7,411	\$0
Miscellaneous Grants Fund	\$14,663	\$8,808	-\$5,954	\$10,863	\$6,255
2010 Disaster Relief-Floods	\$0	\$0	\$26,034	\$0	\$0
Low Rent Housing	\$0	\$0	\$99,639	\$96,128	\$123,206
WFP Rise Payment	\$16,216	\$0	\$0	\$0	\$0
Debt Service Fund	\$191,707	\$257,739	\$271,559	\$69,804	\$150,593
Park Shelter Improvement Fund	\$13,807	\$10,727	\$7,440	\$4,990	\$4,729
City Hall Improvement Fund	\$11,801	\$9,626	\$7,478	\$3,414	\$2,637
High Avenue West Revitalization	\$0	\$0	\$0	\$0	\$0
2008 Bond-Green Street	\$0	\$232,485	\$0	\$0	\$0
Downtown Streetscape Fund	\$0	\$0	\$0	\$138,758	\$267,574
Railroad Crossings Project	\$0	\$0	\$0	\$0	\$13,229
Pavement Management	\$242,503	\$98,586	\$0	\$0	\$0
Sidewalk Improvement Project Fund	\$13,128	\$17,037	\$16,098	\$14,060	\$11,834
Parking Lot Improvements	\$0	-\$7,325	\$0	\$0	\$0
Parking Lot Improvements Phase II	\$144,025	\$119,772	\$0	\$0	\$0
2008 GO Bond Fund	\$0	\$836,350	\$1,364,750	\$1,397,985	\$2,411,493
Water Funds	\$1,622,518	\$1,769,780	\$1,769,498	\$1,653,803	\$1,193,880
Sanitary Sewer Funds	\$1,831,156	\$1,468,136	\$1,469,468	\$1,369,728	\$1,244,417
Airport Funds	\$278,421	\$193,457	\$104,327	\$134,093	\$53,834
Storm Sewer Utility Fund	\$576,809	\$515,507	\$368,060	\$335,821	\$168,104
Edmundson Golf Course Funds	\$65,999	\$75,066	-\$63,125	-\$5,725	\$22,038
RACI Main Street Loan Fund	\$16,242	\$16,215	\$16,167	\$16,116	\$16,061
Copier/Fax Revolving Fund	\$723	\$54	\$84	\$243	-\$1,363
Employee Health Self Insurance	\$859,149	\$766,280	\$620,334	\$548,500	\$613,138
Employee Flex Plan Fund	\$6,495	\$5,293	\$2,570	\$4,027	\$3,447

**CITY CLERK/FINANCE DEPARTMENT - REVENUE REPORT**

General Fund	FY 2013 Budget	FY 2013 Actual	Variance
Taxes--Property Taxes	\$2,604,966	\$2,599,984	-\$4,982
Licenses & Permits--Engineering/City General Licenses and Permits	\$225,413	\$239,185	\$13,772
Use of Money and Property--Interest/Rent	\$8,350	\$7,723	-\$627
Intergovernmental--Townships/Cities Contributions	\$196,632	\$188,602	-\$8,030
Charges for Services--Police, Fire, Pool and other service fees	\$143,881	\$114,418	-\$29,463
Miscellaneous Revenues--Merchandise Sales and Fines	\$67,457	\$70,310	\$2,853
Other Financing Sources--Transfer Ins, Sale of Personal Property	\$1,132,251	\$1,089,532	-\$42,719
<b>Total General Fund</b>	<b>\$4,378,950.00</b>	<b>\$4,309,754.91</b>	<b>-\$69,195.09</b>

**GENERAL FUND REVENUE BY SOURCE**



Road Use Tax Fund	FY2013 Budget	FY 2013 Actual	Variance
Intergovernmental-Road Use Taxes	\$1,060,328	\$1,103,702	\$43,374

Sanitary Sewer Fund	FY 2013 Budget	FY 2013 Actual	Variance
Use of Money & Property	\$4,000	\$3,030	-\$970
Charges for Services	\$1,721,349	\$1,761,247	\$39,898
Special Assessments	\$4,029	\$4,805	\$776
Miscellaneous Revenues	\$508	\$508	\$0
Other Financing Sources	\$189,464	\$189,464	\$0
<b>Total Sanitary Sewer Fund</b>	<b>\$1,919,350</b>	<b>\$1,959,055</b>	<b>\$39,705</b>

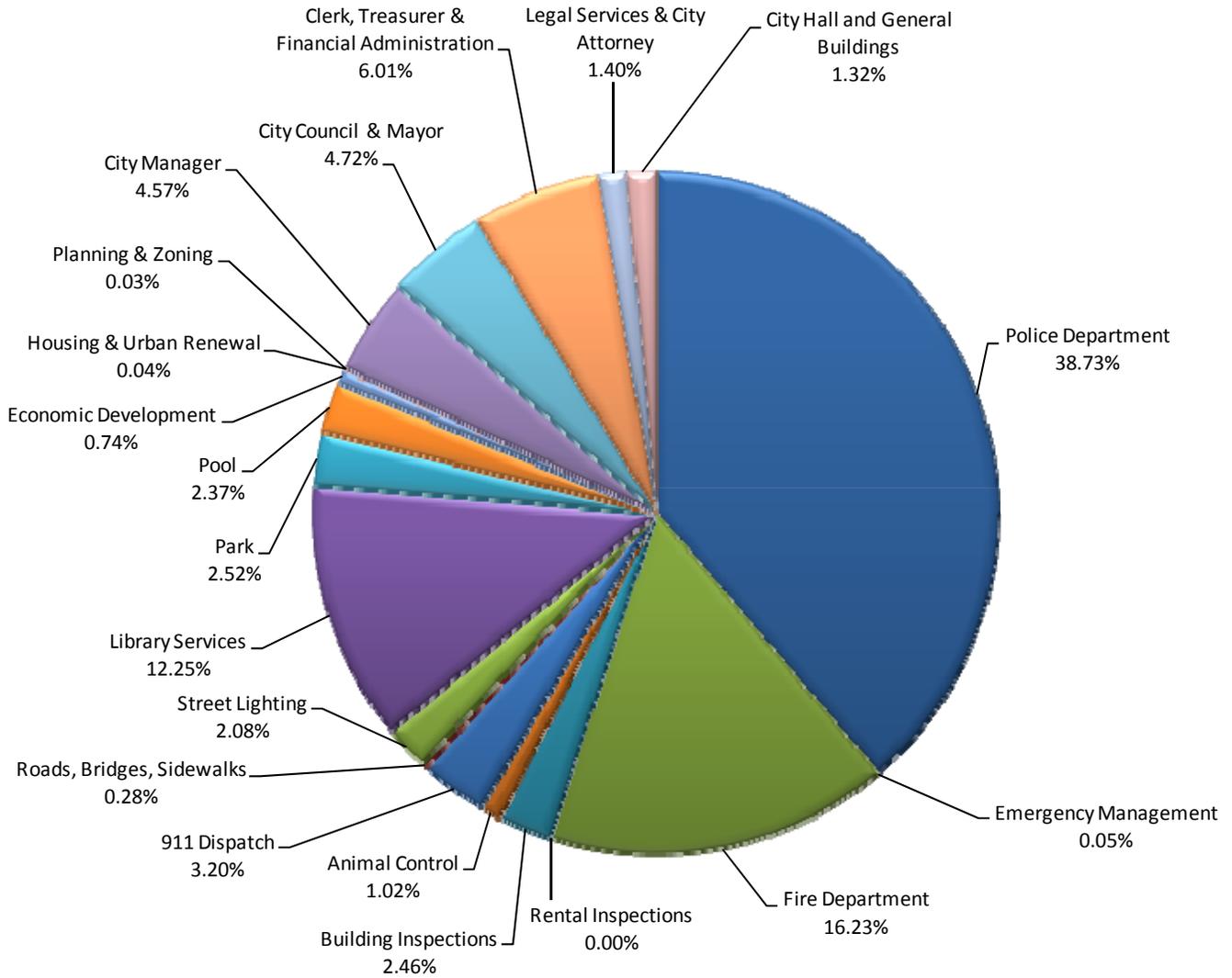
## CITY CLERK/FINANCE DEPARTMENT - EXPENSE REPORT

General Fund	Budget	Actual	Variance
Police Department	\$1,704,682	\$1,640,589	\$64,093
Emergency Management	\$7,779	\$1,980	\$5,799
Fire Department	\$710,195	\$687,503	\$22,692
Rental Inspections	\$2,500	\$0	\$2,500
Building Inspections	\$130,085	\$104,062	\$26,023
Animal Control	\$43,000	\$43,000	\$0
911 Dispatch	\$135,475	\$135,475	\$0
Roads, Bridges, Sidewalks	\$20,000	\$11,694	\$8,306
Street Lighting	\$95,100	\$88,108	\$6,992
Library Services	\$565,514	\$519,016	\$46,498
Park	\$162,594	\$106,634	\$55,960
Pool	\$130,891	\$100,545	\$30,346
Economic Development	\$32,500	\$31,188	\$1,312
Housing & Urban Renewal	\$2,091	\$1,745	\$346
Planning & Zoning	\$1,250	\$1,188	\$62
City Manager	\$232,628	\$193,432	\$39,196
City Council & Mayor	\$288,658	\$200,122	\$88,536
Clerk, Treasurer & Financial Administration	\$260,074	\$254,516	\$5,558
Legal Services & City Attorney	\$90,450	\$59,286	\$31,164
City Hall and General Buildings	\$62,540	\$55,822	\$6,718
<b>Total General Fund</b>	<b>\$4,678,006</b>	<b>\$4,235,905</b>	<b>\$442,101</b>

Road Use Tax Fund	Budget	Actual	Variance
Roads, Bridges, Sidewalks	\$1,061,224	\$980,637	\$80,587
Street Lighting	\$45,150	\$42,859	\$2,291
Traffic Control & Safety	\$67,914	\$72,866	-\$4,952
Snow Removal	\$87,298	\$62,136	\$25,162
Street Cleaning	\$39,105	\$24,993	\$14,112
<b>Total Road Use Tax Fund</b>	<b>\$1,300,691</b>	<b>\$1,183,492</b>	<b>\$117,199</b>

Sanitary Sewer Fund	Budget	Actual	Variance
Operation & Maintenance-Treatment	\$1,125,541	\$672,244	\$453,297
Operation & Maintenance-Collection	\$215,322	\$182,083	\$33,239
Storm Sewer	\$250,468	\$164,023	\$86,445
Debt Payment	\$517,166	\$517,165	\$1
Sanitary Sewer Improvements	\$45,121	\$35,793	\$9,328
<b>Total Sanitary Sewer Fund</b>	<b>\$2,153,618</b>	<b>\$1,571,309</b>	<b>\$582,309</b>

CITY CLERK/FINANCE DEPARTMENT - GENERAL FUND EXPENDITURES

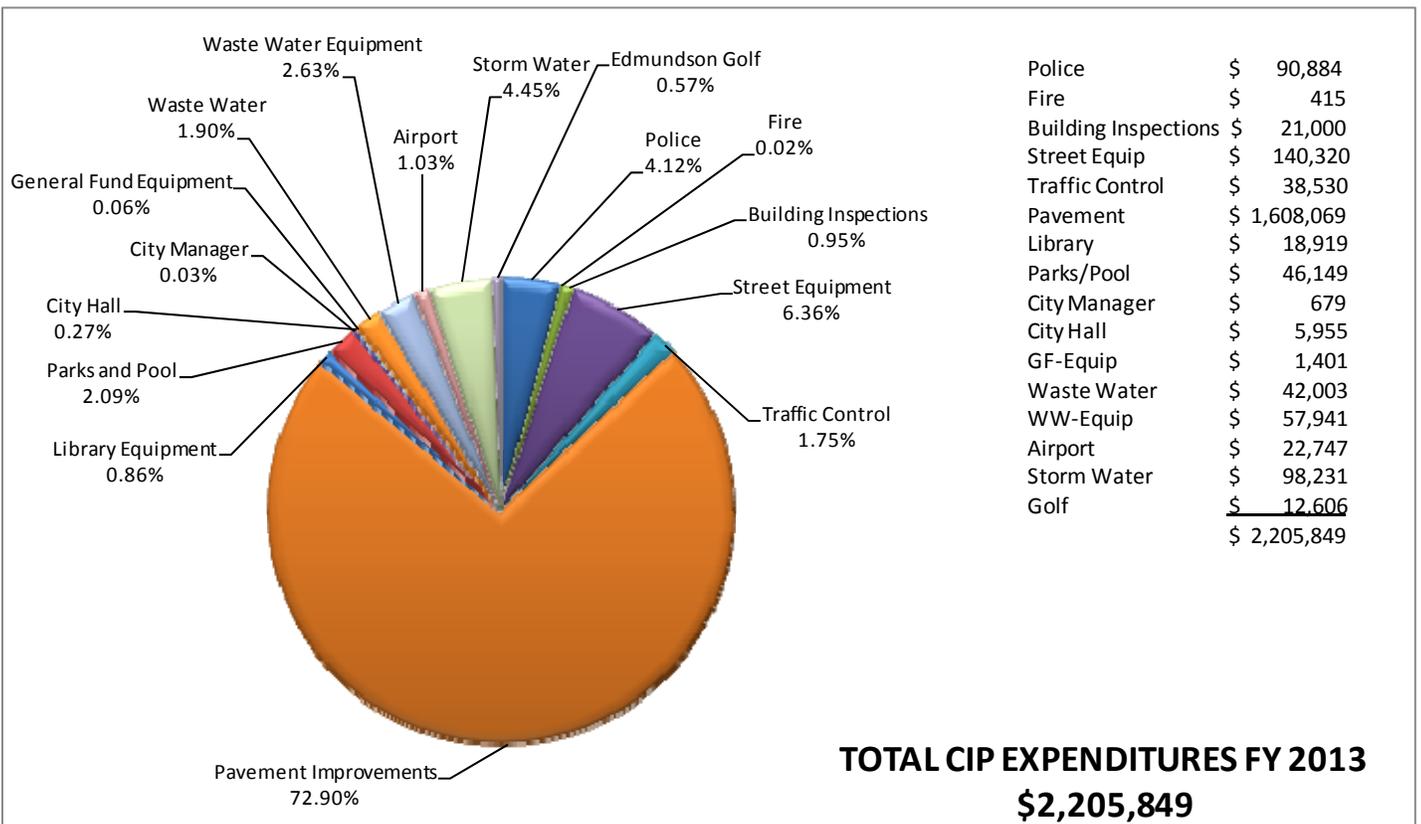


**CITY CLERK/FINANCE DEPARTMENT - CAPITAL IMPROVEMENT PLAN FY 2013**

The Capital Improvement Plan (CIP) has been updated to become a stronger element of the budgeting process. Departments submitted capital purchase estimates for the next five fiscal years. After reviewing with the City Manager, these requests were added to the budget for council approval.

Some highlighted purchases for FY 2013 were:

Department	CIP Expenditure	Budgeted	Actual
Police Department	Two (2) Chevrolet Tahoe's	\$72,156	\$70,403
Building Official	Chevrolet Colorado truck	\$23,000	\$21,000
Street Department	2013 International truck	\$160,000	\$140,320
	Pavement improvements-North Green Street	\$1,068,835	\$1,011,297
	Pavement improvements - Hwy 432	\$278,770	\$278,391
	Traffic signal upgrade	\$40,000	\$38,530
Library	Computer learning center	\$23,562	\$18,919
Parks	Ford pickup	\$38,000	\$37,510
Wastewater	Ford F250 truck	\$27,000	\$25,717
	Wastewater pumps	\$34,000	\$31,155
	Repair north treatment plant culvert	\$30,000	\$18,458
Storm Water	Trolley Place storm water project	\$96,230	\$79,917
Airport	Mower	\$6,900	\$6,900
Golf Course	Roof - pro shop	\$12,800	\$7,400
	Air conditioning - pro shop	\$2,100	\$1,958
	Rebuild irrigation pump	\$6,500	\$2,714

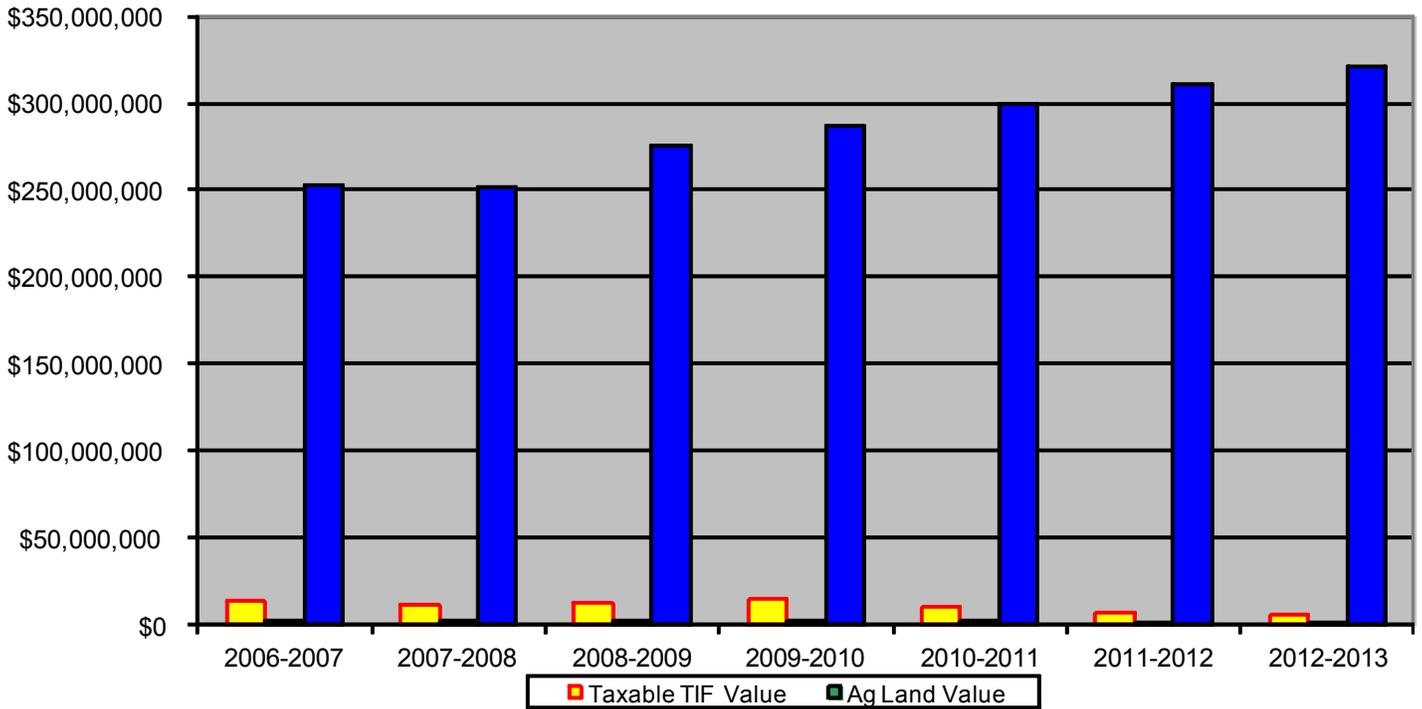


## CITY CLERK/FINANCE DEPARTMENT - FIVE YEAR COMPARISON

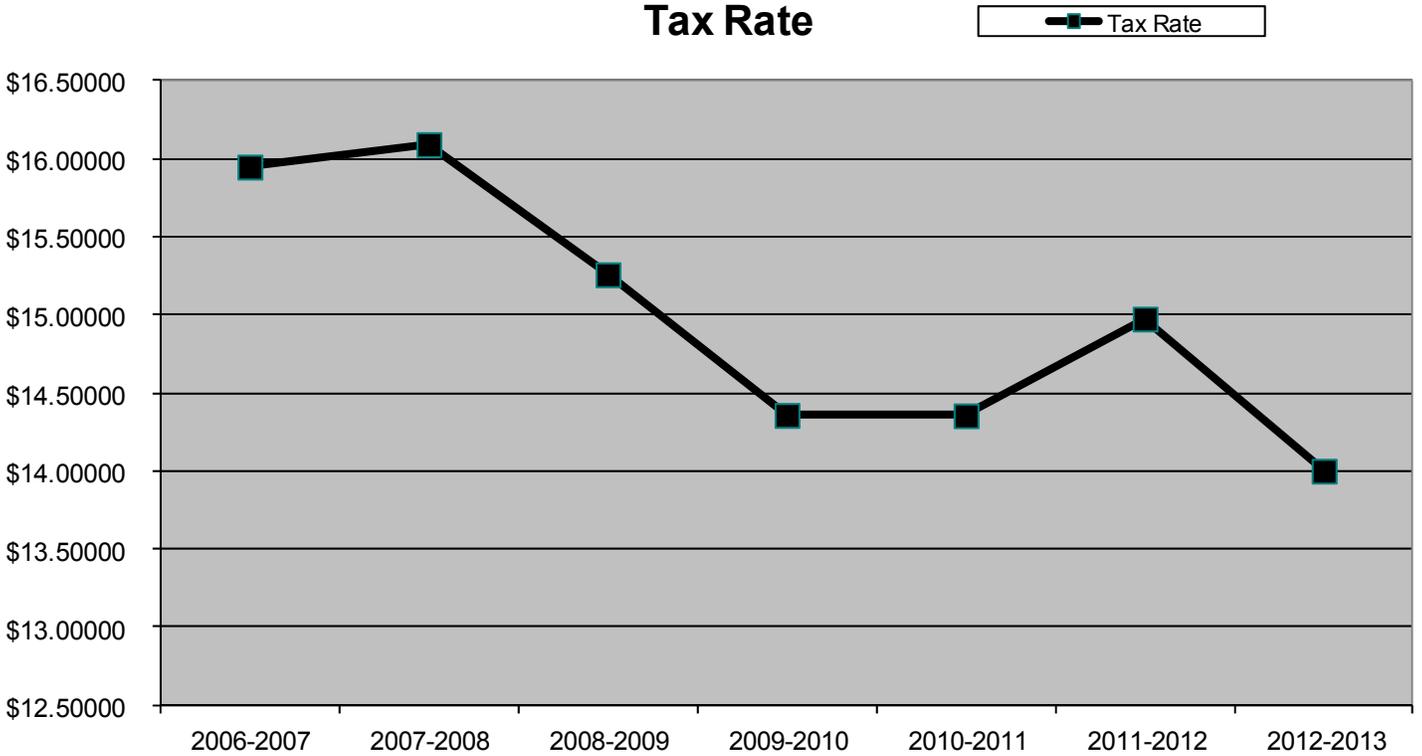
	FY2009	FY2010	FY2011	FY2012	FY 2013
Taxable Value	\$275,275,249	\$286,830,246	\$299,000,764	\$310,627,737	\$320,963,874
Taxable TIF Value	\$14,600,000	\$10,000,000	\$7,000,000	\$5,275,000	\$3,100,000
Ag Land Value	\$1,531,518	\$1,561,489	\$1,155,003	\$1,081,981	\$1,218,008
Tax Rate	\$15.25909	\$14.35817	\$14.35519	\$14.97533	\$14.00060
General	\$8.10000	\$8.10000	\$8.10000	\$8.10000	\$8.10000
Insurance	\$0.34868	\$0.29820	\$0.34596	\$0.30583	\$0.28111
Band	\$0.07896	\$0.07553	\$0.07245	\$0.07550	\$0.06522
Emergency	\$0.27000	\$0.27000	\$0.27000	\$0.27000	\$0.27000
Employee Benefits	\$3.16075	\$2.66643	\$2.69863	\$3.70920	\$3.04355
Debt Service	\$3.30070	\$2.94801	\$2.86815	\$2.51480	\$2.24072
<b>Total Tax Rate</b>	<b>\$15.25909</b>	<b>\$14.35817</b>	<b>\$14.35519</b>	<b>\$14.97533</b>	<b>\$14.00060</b>
Ag Land	\$3.00375	\$3.00375	\$3.00375	\$3.00375	\$3.00375
Total Asking	\$4,253,238	\$4,152,527	\$4,315,758	\$4,668,267	\$4,504,293
Tax Receipts	\$4,816,100	\$4,536,748	\$4,614,435	\$4,881,556	\$4,642,515
TIF Receipts	\$557,391	\$370,172	\$244,588	\$194,204	\$113,250

CITY CLERK/FINANCE DEPARTMENT - SEVEN YEAR COMPARISON

### Property Values



### Tax Rate



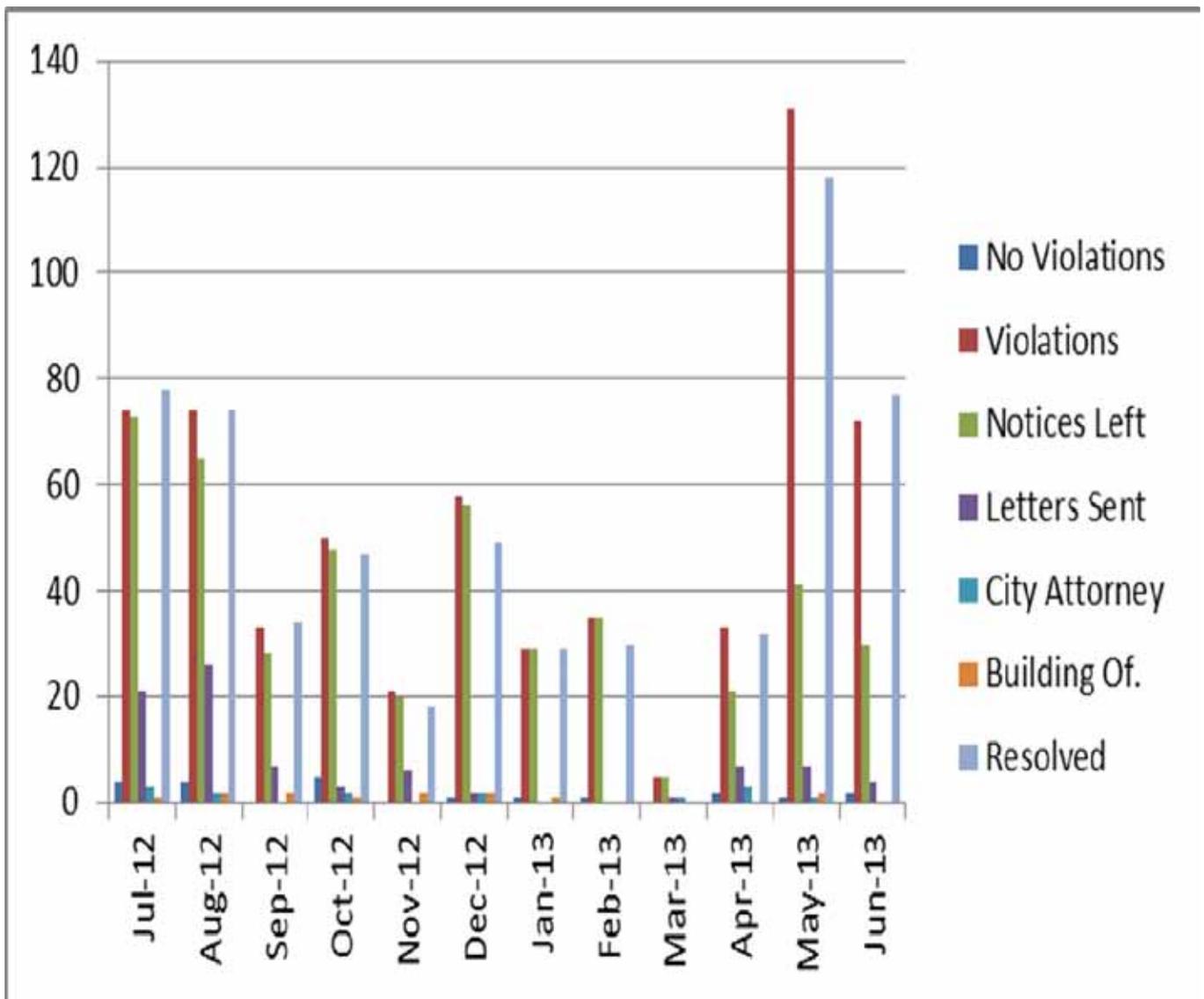
# COMMUNITY IMPROVEMENT OFFICIAL / CODE ENFORCEMENT

For the FY12-13 budget year the Community Improvement Official began working under the direction of the Oskaloosa Fire Department. Josh Crouse held this position from July 23, 2012 thru February 28, 2013. Rocky Stevens began working in this position April 8, 2013 and currently holds the position.

The individual holding this position must be of a certain personality and disposition as many times you are discussing code violations with property owners who do not see their property as a nuisance. The Community Improvement Official looks for and takes reports of properties that are in violation of the City of Oskaloosa Code regarding health and safety.

Repeat offenders is a problem staff is trying to work through. Staff meetings have been held to discuss possible courses of action and we continue to work toward a satisfactory result. As information has been gathered it has become evident that the repeat offenders are mostly rental properties with the same landlords. Encounters with individual property owners has usually went well.

Notice on this graph, the increase in violations between the end of February and the end of May when the position was vacant for a period.



Code Enforcement Totals							
	No Violations	Violations	Notices Left	Letters Sent	City Attorney	Building Of.	Resolved
<b>Jul-12</b>	4	74	73	21	3	1	78
<b>Aug-12</b>	4	74	65	26	2	2	74
<b>Sep-12</b>	0	33	28	7	0	2	34
<b>Oct-12</b>	5	50	48	3	2	1	47
<b>Nov-12</b>	0	21	20	6	0	2	18
<b>Dec-12</b>	1	58	56	2	2	2	49
<b>Jan-13</b>	1	29	29	0	0	1	29
<b>Feb-13</b>	1	35	35	0	0	0	30
<b>Mar-13</b>	0	5	5	1	1	0	0
<b>Apr-13</b>	2	33	21	7	3	0	32
<b>May-13</b>	1	131	41	7	1	2	118
<b>Jun-13</b>	2	72	30	4	0	0	77
<b>YTD Total</b>	<b>21</b>	<b>615</b>	<b>451</b>	<b>84</b>	<b>14</b>	<b>13</b>	<b>586</b>

**Explanation of Chart:**

No Violations column means that a complaint was taken but there was no violation noted.

The difference between violations and notices left is due to the fact that occasionally the resident or property owner is home and the violation is resolved without having to leave an actual notice.

As you can see many times the issues are resolved without having to have the city attorney become involved. The violations that are turned over to the building official are generally structural in nature.

# 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 104 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 7:30 am 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,



9-11 Ceremony at City Square Park

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

## 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
Shane Glandon	Firefighter	12/07/2009
Adam Haroldson	Firefighter	12/28/2009
Daniel Hoy	Firefighter	05/21/2012

**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 eighteen (18) 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 emergencies 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 public safety education.

Recruitment and retention of the reserve firefighters has proven challenging. This recruitment and retention problem is showing up all over the United States so it is not a unique situation that the Oskaloosa Fire Department is facing.

**Recruitment:** Successful reserve firefighters must complete and certify nationally to the Firefighter II and Hazardous Material Operation level. This training is a comprehensive eighty-four (84) hour course for the Firefighter I, thirty-two (32) hours for the Firefighter II, 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. Firefighter I and Haz-Mat Ops training is mandated by the State of Iowa and is essential for the safety of the new recruits. The Oskaloosa Fire Department requires recruits to certify to the FF II level. Finding quality individuals who are willing to sacrifice the initial time commitment, in addition to the bi-monthly department training, and answering emergency calls, is becoming more difficult every year. This is not just a problem faced by the Oskaloosa Fire Department but all combination and volunteer departments across the United States.

**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. On a positive note, four (4) former reserve members now comprise half of the career staff.



**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	Bond, Carrie	10/27/2010
Brooks, Keith	01/15/1998	Nance, Mike	11/03/2010
Eklofe, Cheryl	08/11/1998	Neff, Zachary	12/06/2011
Grubb, Kurtis	10/04/1999	Crouse, Joshua	12/07/2011
Robinson, Jamey	06/02/2005	Hunolt, Jeremy	12/14/2011
Martin, Robert	06/13/2005	Arkema, Chris	12/26/2012
Stirgus, Nathaniel	06/17/2008	Reisetter, Keith	12/27/2012
Brom, T.J.	12/11/2008	Tremmel, Jacoby	12/27/2012
Brown, Quinten	10/06/2009	Spray, Mark	12/27/2012

**TRAINING**

<u>Course Title</u>	<u>Course Hours</u>	<u>Members Attending</u>	<u>Total Hours</u>
1. EVDT	16	4	64
2. FF I	84	1	84
3. FF II	32	5	160
4. Haz-Mat Technician	40	16	640
5. ICS – 100	4	5	20
6. ICS – 200	20	4	80
7. ICS – 700	4	5	20
<b>TOTAL HOURS:</b>			<b>1068</b>



Oskaloosa Professional Firefighters are members of IAFF Local 636

**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	26	52
3. Daily Shift Training	1.5	8	260
4. Monthly Reserve	6	16	1063
<b>TOTAL HOURS:</b>			<b>1591</b>



Pictured are Firefighters participating in a Haz-Mat Technician evolution. This training was conducted in March of 2013 as Mahaska County moves forward with forming a county wide Haz-Mat Response Team.

**FIRE SAFETY EDUCATION**

Throughout the year the Oskaloosa Fire Department presents numerous fire safety educational programs to businesses, adult social groups, youth organizations, and schools both public and private. In addition to these events the Oskaloosa Fire Department gives multiple tours of the fire station and educates the public on department operations.

The Oskaloosa Fire Department places fire safety education high on the list of non-firefighting activities that we perform. Presenting fire safety information to the public saves many lives not just in our community but nation wide as well.

The Oskaloosa Fire Department is committed to continuing their role in educating the public on fire safety. Over the past year the Oskaloosa Fire Department installed seventy-five (75) smoke detectors in residential homes within our fire protection district. The program was developed and implemented state-wide in late 2011 by the State Fire Marshal’s Office with donated funds. Working with the Oskaloosa Public Schools, through a questionnaire given to parents, children were identified who were in need of working smoke detectors. During FY2011-2012 the Oskaloosa Fire Department installed one hundred sixteen (116) smoke detectors. The department has installed one hundred ninety-one (191) smoke detectors over a two year period.



Firefighter Mark Tennison standing beside another shipment of smoke detectors prior to their installation.

**GRANTS & DONATIONS**

**ASSISTANCE TO FIREFIGHTERS GRANT FOR FY2012:**

The Oskaloosa Fire Department has applied for a 2012 Assistance to Firefighters Grant in hopes of acquiring funding for twenty-eight (28) complete sets of structural firefighting turnout gear and twenty-eight (28) handheld radios.

Assistance to Firefighters Grant:	Total Requested	Amount Awarded	Local Match
	\$91,000	\$0	\$4,550

The Oskaloosa Fire Department has not been awarded the grant; however, we have not been denied yet either. The grants are highly competitive with only about five percent (5%) awarded funding.



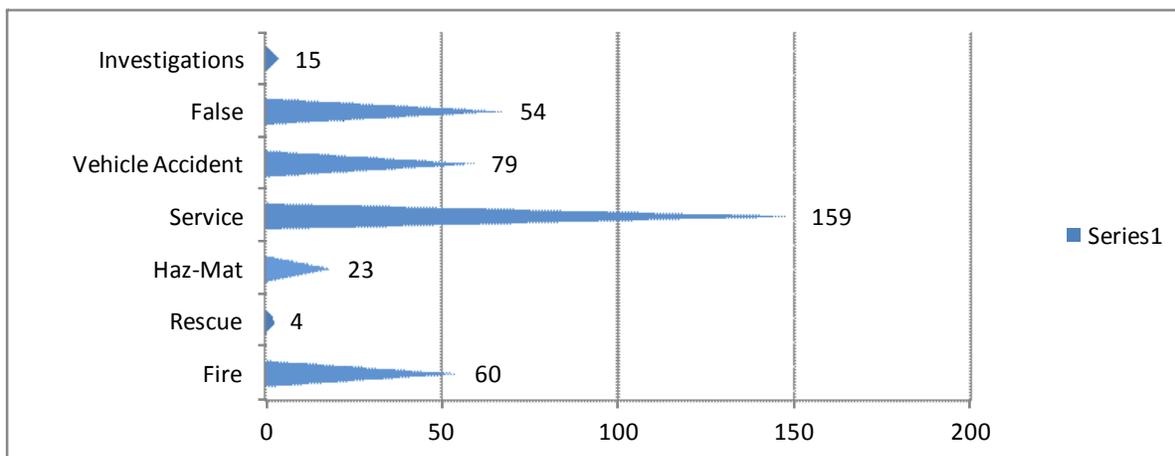
Pictured on the right is one of two Class A fire extinguishers purchased and donated to the Oskaloosa Fire Department by IAFF Local 636. These extinguishers have been used frequently and are recharged by adding water and compressed air.

Pictured on the left is a newly-purchased Chlorine Gas Emergency Kit. This kit was purchased with donated money from Mahaska Rural Water Association, Oskaloosa Water Department, and Oskaloosa Wastewater.



**ALARM INCIDENTS BY TYPE**

Incidents staff responded to are summarized below. The Oskaloosa Fire Department responded to 394 alarm calls during FY2012-13; an increase of 34 calls from FY11-12. This is up from the five year historical average of 367. The majority of calls staff responded to were service calls. Service calls are classified as burning complaints, unauthorized burning, smoke odors, natural gas odors, carbon monoxide detector activation or residential smoke detector activation. Coming in second is vehicle accidents with seventy-nine (79). The third highest incidents for FY12-13 were working fires. The Oskaloosa Fire Department was called to a total of sixty (60) fire calls during FY12-13; an overall fire call increase of 10% from FY 11-12. Of these sixty (60) fire calls twenty-nine (29) were working structure fires, nineteen (19) grass fires, and twelve (12) vehicle fires. There was one death, two civilian injuries, and zero firefighter injuries reported from fires during FY12-13. A large majority of the structure fires continue to be poorly maintained properties.



CALLS FOR SERVICE			
Investigations	15 calls	3% of call volume	
False:	54 calls	13.% of call volume	
Vehicle Accidents	79 calls	20% of call volume	
Service:	159 calls	40% of call volume	
Haz-Mat:	23 calls	5% of call volume	\$8,959 revenue generated
Rescue:	4 calls	1% of call volume	\$1,200 revenue generated
Fire:	60 calls	15% of call volume	\$502,250 in total estimated losses

## ALARM INCIDENTS BY HOUR, DAY OF WEEK, AND AVERAGE RESPONSE TIMES



### Alarm Analysis by Districts

Reporting Between: 7/1/2012 - 6/30/2013  
Printed On: 07/31/2013

Districts	Time							Total
	12 AM To 4 AM	4 AM To 8 AM	8 AM To 12 PM	12 PM To 4 PM	4 PM To 8 PM	8 PM To 12 AM	*NA	
*NA	20	29	53	84	85	65	0	336
Adams	0	1	1	1	0	0	0	3
EDM	0	0	1	1	0	0	0	2
Garf	2	2	4	4	8	4	0	24
Har	0	2	0	0	2	1	0	5
Lin	0	0	1	1	3	0	0	5
Madi	0	0	1	1	2	0	0	4
SC	0	1	5	4	2	4	0	16
Scott	0	0	0	0	1	1	0	2
WDM	0	0	0	1	0	0	0	1
<b>Grand Total</b>	<b>22</b>	<b>35</b>	<b>66</b>	<b>97</b>	<b>103</b>	<b>75</b>	<b>0</b>	<b>398</b>

#### Average Response Times

Districts	Total Alarms	Average Time (minutes)
*NA	336	4
Adams	3	14
EDM	2	4
Garf	24	7
Har	5	8
Lin	5	7
Madi	4	10
SC	16	7
Scott	2	14
WDM	1	4
<b>Grand Total</b>	<b>398</b>	<b>8</b>

#### Day of Week

Districts	Days of Week								Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	*NA	
*NA	41	43	56	44	60	46	45	0	336
Adams	1	0	0	1	0	0	1	0	3
EDM	0	0	1	0	1	0	0	0	2
Garf	6	1	2	1	3	7	4	0	24
Har	2	1	0	1	0	0	1	0	5
Lin	1	1	1	1	0	0	1	0	5
Madi	0	0	0	0	2	1	1	0	4
SC	0	1	1	4	5	1	4	0	16
Scott	1	0	0	0	1	0	0	0	2
WDM	0	0	0	0	0	1	0	0	1
<b>Grand Total</b>	<b>52</b>	<b>47</b>	<b>61</b>	<b>52</b>	<b>72</b>	<b>56</b>	<b>58</b>	<b>0</b>	<b>398</b>

## FIRE LOSS BY TIME OF DAY

**Line graph #1:**

Indicates what hour of the day the Oskaloosa Fire Department was dispatched for fires during FY 12-13.

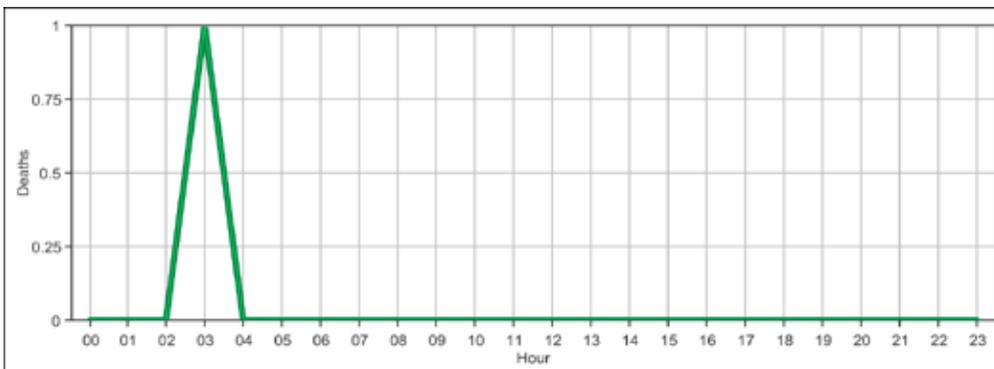
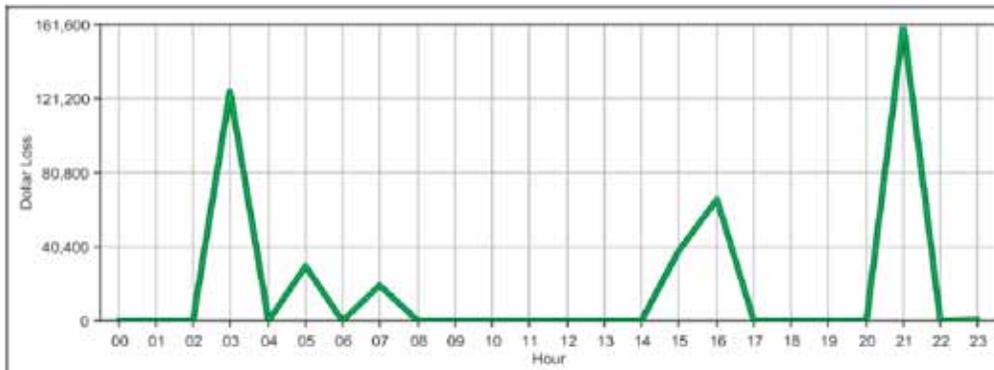
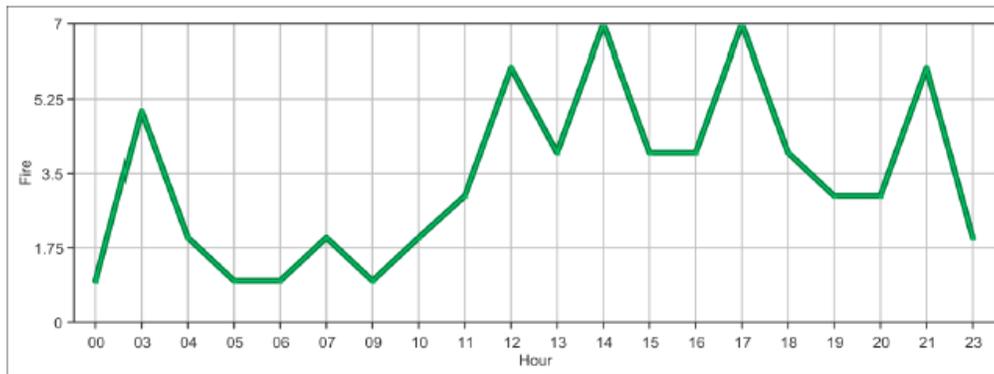
**Line graph #2:**

Indicates what hour of the day the highest estimated dollar losses occurred during FY12-13.

**Line graph #3:**

Indicates what hour of the day fire injuries and or fire deaths were reported during FY12-13.

Incidents by Service Area



# OSKALOOSA PUBLIC LIBRARY

## HISTORY

The Oskaloosa Public Library first opened its doors in 1903 as a result of a drive spearheaded by the Oskaloosa Women’s Club and a generous donation of \$20,000 from the Andrew Carnegie Foundation. Located just one block south of the Oskaloosa City Square and business district, the Library has served as an easily accessible hub of information and resources in the downtown area for 110 years.

Over the time, the Library evolved from a storehouse of books to a technology-driven information center. In 1996, an expansion and renovation of the Library doubled the floor space, allowing room for a larger collection, two computer labs and an expanded children’s department. Many new visitors to the library do not realize the architects made an effort to ensure interior and exterior colors, woodwork and bricks matched those of the original building when planning the new addition to the library. The new building has remained an aspect of the community of which many are proud.



Today, the Library houses more than 69,000 items, which include books, audiobooks, magazines, CDs, DVDs and other materials. Patrons also have access to thousands of periodical articles through online databases, as well as downloadable eBooks and audio books through WILBOR, an online catalog. Twenty public access PCs and a WiFi network provide patrons with access to the Internet. Recent additions to the Library’s technology include a newly-remodeled Technology Instruction Lab with updated computers on the first floor, a selection of eReaders for instruction, and an AWE Early Literacy Station for children. Eight full time and five part time staff help patrons on a daily basis find the materials and resources they seek, provide programs for patrons of all ages, and make sure the items in the collection are accessible and available to the public. Story times, author visits, computer classes and the annual Summer Reading Program present several opportunities for enrichment to the members of the community.

## STAFF

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>FULL TIME</u>	<u>PART TIME</u>
William Ottens	Director	9-10-12	
Paulette Groet	Library Technician	04-17-89	
Liz Anderson	Youth Librarian	01-07-13	
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
Nancy Hall	Library Assistant		02-11-09
Kilie Steel	Library Assistant		10-21-09
Amber Lytle	Library Assistant		03-23-13
Renae DeBruin	Page		09-24-12
Linda Fox	Youth Librarian, Retired November 2012		



## BOARDS AND VOLUNTEER GROUPS

### BOARD OF TRUSTEES

#### Term Expires

Mike Sytsma, President	2013
Judy Bishop, Vice-president	2017
Jane Ireland	2013
Candace Slobe	2017
Kathy Rothfus	2015
Michael Collins	2017
Paul Groenenboom	2017
Chris Harbour	2015
Sally Posovich	2015

The Oskaloosa Public Library Board of Trustees consists of seven citizens of the City of Oskaloosa and two residents of Mahaska County. Members are appointed by the Mayor with approval from the City Council. Members serve six year terms. The role of the Library Board is to advocate for the library in the community and advocate for the community in library planning, plan for the future of the library, monitor and evaluate the overall effectiveness of the library, set library policies, and hire and evaluate the library director.

### FRIENDS OF OSKALOOSA PUBLIC LIBRARY

The Friends of the Oskaloosa Public Library is a volunteer organization that helps the library through fundraisers and memberships. The organization is led by a board of nine volunteer members. Their mission is to help provide funding and programs for special needs or projects of the library.

One major contribution of the Friends of the Library in FY2013 was the continued sale of bricks for the Reading Garden. The bricks were engraved with memorials and laid in various locations in the garden. Proceeds from the bricks will go toward the continued upkeep of the garden and other programs for the library. In September, the Friends hosted a “Tea & Talk” book discussion centered on the Countess of Carnarvon’s *Lady Almina and the Real Downton Abbey*. The Friends also provided refreshments at a number of library programs throughout the year.

May is national “Get Caught Reading Month,” and this year, the Friends group donated t-shirts with the library’s logo on them to give away to people caught reading in the community. The library t-shirts were also given away during the annual Summer Reading program. The Friends of the Library also contributed \$500 toward the summer program, and Friends volunteers gave their time helping out at the kick off party, movie nights and other summer events and programs that took place at the library.



*Mackenzie, a regular library patron, was caught reading and received a free t-shirt that the Friends donated.*

#### FRIENDS BOARD MEMBERS:

Keith Miller, President  
 Jake Roberts, 1st Vice President  
 Joan Bencotter, 2nd Vice President  
 Nancy Brown, Treasurer  
 Karen Adams, Secretary  
 Minnie Richardson  
 Carla Malloy  
 Bill Akason  
 Carrie Bunnell



A professor from Central College gave a presentation on clothing from the early 20th century at the Friends of the Library’s Tea & Talk in September.

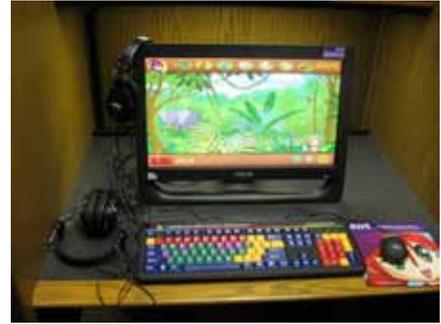
## BOARDS AND VOLUNTEER GROUPS

### OSKALOOSA PUBLIC LIBRARY FOUNDATION

The Oskaloosa Public Library Foundation is a 501c3 non-profit organization that manages invested funds donated to the Library. Growth funds supplement the Library's budget on a yearly basis for special projects, programs or capital improvements. Donations made to the foundation are tax deductible. A Foundation Board meets quarterly to manage the funds and requests. In May of 2013, the Library Foundation purchased an AWE Early Literacy Station for the Children's Room.

#### FOUNDATION BOARD OF TRUSTEES

David Dixon, President	Kate Hite, Vice President	Laura Anderson, Treasurer
Deb Rohloff	Andrew Langkamp	Mike Sytsma, Library Trustee
Candace Boardman, Library Trustee		



*The AWE Early Literacy Station has educational games for children to improve reading skills.*

## OSKALOOSA PUBLIC LIBRARY - NEW AT THE LIBRARY

### NEW FACES



#### **William Ottens**, Director

Library Director William Ottens began work at the library in September after City Manager Michael Schrock served as interim director for three months. He oversees the day-to-day operations of the library, manages the library's budget, and works with the Board of Trustees on planning for the library's future. He came to Oskaloosa from Lawrence, Kansas where he worked as a Reference Librarian at the Lawrence Public Library. He received his Masters of Library Science in December of 2010 from the School of Library and Information Science at Emporia State University in Emporia, Kansas.



#### **Liz Anderson**, Youth Librarian

Youth Librarian Liz Anderson began work at the library in January after the retirement of long-time Youth Librarian Linda Fox. Liz plans and provides programming for youth, manages the children's collection and works with parents and teachers in the community. Liz earned her MLIS degree from the University of Pittsburgh with a concentration in children's and youth services. Her experience includes planning programs and providing reference and customer service to youth ages 0 to 18 through internships and volunteer opportunities at the Northfield Public Library and the Carnegie Library of Pittsburgh.



#### **Amber Lytle**, Library Assistant

Amber Lytle began work at the library in March. A resident of New Sharon, she has studied English at the Ellsworth Community College in Iowa Falls. As a Library Assistant, Amber primarily helps patrons at the Circulation and Reference desks. She checks materials in and out, assists patrons on the computers, and helps find materials for people. She also helps process materials, getting them ready for the shelves.

## NEW AT THE LIBRARY

### READING GARDEN

An ad hoc committee led by City Manager Michael Schrock and Library Director William Ottens oversaw the final phases of the construction of the Library’s Reading Garden. Laying of stone and brickwork and planting of trees, bushes and other greenery was completed by db Landscaping in November. The Friends of the Library sold memorial bricks which were laid near the entrance of the garden, and a number of the plants and trees were donated by other individuals, groups and organizations in the community. The Reading Garden will serve as a place for the community to read and enjoy the scenery in nice weather. It will also serve as a venue for story times and other Library programs.



### TECHNOLOGY LEARNING LAB



In the Spring, the Library saw the redesign of the computer lab on the first floor into a Technology Learning Lab. Capital Funds from the City provided for four workstation tables, five new computers, a smart board and a projector for the lab. The newly designed space will be used to offer free computer classes to the public. Classes will be offered to all ages and range from computer basics to more advanced topics like getting started with email and registering for Facebook. The Library also purchased a set of eReaders for instructional purposes to teach patrons how to access the library’s catalog of downloadable eBooks. When the lab isn’t being used for classes, the computers will be open to youth for Internet access.

### COLLECTION CHANGES

The Library strives to maintain a collection that is up to date and that meets the needs of the community. Each year, the Library purchases new materials with budgeted funds. Materials are also withdrawn for a variety of reasons: they become outdated, worn or damaged; they fail to circulate, indicating a lack of patron interest; or are never returned by the patron. Here’s a look at how the Library’s collection changed during the fiscal year:

	Held at Start of Year	Added	Withdrawn	Held at End of Year
<b>Printed Volumes</b>	59898	2351	3188	59061
<b>Audio</b>	3480	80	53	3507
<b>DVD/Video</b>	4973	339	41	5271
<b>Other</b>	1266	28	12	1282
<b>Total</b>	69617	2798	3294	69121

## NEW AT THE LIBRARY

### FY2014-FY2016 STRATEGIC PLAN

In January, the Library initiated a six month strategic planning process. The resulting FY2014-FY2016 Strategic Plan for the Oskaloosa Public Library provides a blueprint for action and development over the next three years. In view of the Library's current challenges and opportunities, the goals and objectives of the Strategic Plan reflect the Oskaloosa Public Library's commitment to serving the community of Oskaloosa and Mahaska County through improvements to its resources, programs and services.

A Strategic Planning Committee gathered data and information about the Library's resources, services and programs; users and non-users of the library; and the communities of Oskaloosa and Mahaska County. A Survey Team developed two surveys for users and non users, an Inventory Team developed reports for the different collections of the library, a Focus Group Team coordinated four focus groups that took place in April and May, and an Outreach Team toured libraries in the surrounding area and visited with directors of organizations in the community.

From this process, and in view of practices, projects and programs currently taking place at the Library, the Committee organized the FY2014-FY2016 Strategic Plan around three themes that reflect the goals and objectives of the Oskaloosa Public Library:

#### **COMMUNITY AWARENESS (Build a community aware library)**

*Goal 1: Enhance the Library's knowledge of the community and increase the number of partnerships within Oskaloosa and Mahaska County.*

**Objective 1.1:** Increase understanding of the Library user and non-user populations of Oskaloosa and Mahaska County.

**Objective 1.2:** Increase knowledge of local businesses and organizations that could act as community partners.

**Objective 1.3:** Increase knowledge of events, programs and projects that take place in the community.

**Objective 1.4:** Increase opportunities for community outreach by Library staff, Friends of the Library and the Library Foundation.

#### **COMMUNITY INVOLVEMENT (Respond to the needs of the community)**

*Goal 2: Respond to the changing technology, information and cultural needs of the community.*

**Objective 2.1:** Identify and implement improvements to the Library's collection that reflect the current intellectual, recreational and entertainment needs of the community.

**Objective 2.2:** Develop technology instruction classes to address technology and information literacy in the community.

**Objective 2.3:** Update staff and patron technology on a regular basis.

**Objective 2.4:** Increase the use of the Library as a "third space."

#### **LIBRARY AWARENESS (Build a library aware community)**

*Goal 3: Provide several avenues through which patrons can discover what the library has to offer and what's happening at the Library.*

**Objective 3.1:** Develop a redesign of the Library's website that's attractive, accessible and easy to use.

**Objective 3.2:** Implement a marketing and social media strategy based on the use of media in the community.

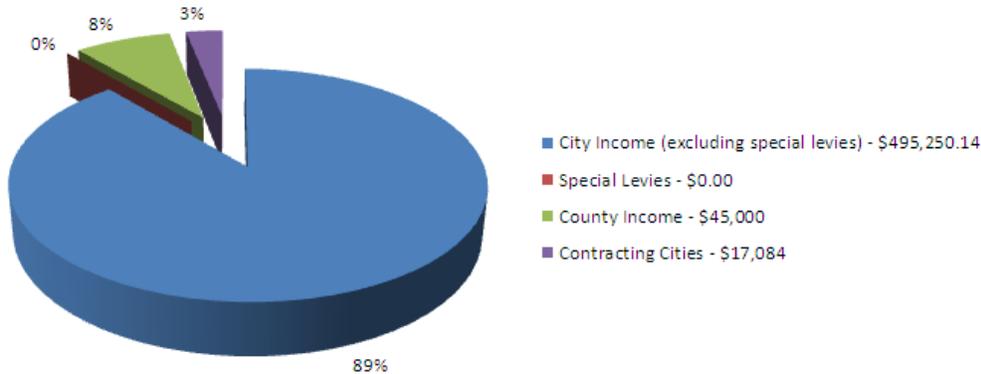
**Objective 3.3:** Utilize spaces in the Library and community for print marketing.

## FINANCES

### OPERATING INCOME

Non-Governmental .....	\$155,272.00
Local/County Governmental .....	\$557,334.14
State Governmental .....	\$8,179.86
<b>Total Operating Income .....</b>	<b>\$720,786.00</b>

### LOCAL GOVERNMENT INCOME



### OPERATING EXPENDITURES

Total Salaries and Wages.....	\$301,963.12
Total Employee Benefits.....	\$115,145.22
Library Materials	
Print .....	\$26,006.80
Electronic .....	\$4,329.82
Audio .....	\$795.03
Video.....	\$3,510.45
Other.....	\$774.03
All Other Operating Expenditures.....	\$168,902.31
<b>Total Operating Expenditures.....</b>	<b>\$621,426.78</b>

### CAPITAL INCOME AND EXPENDITURES

Capital Funds from Local Government.....	\$23,562
Capital Funds from State Sources.....	\$0.00
Capital Funds from Federal Sources .....	\$0.00
Capital Funds from Private Sources .....	\$0.00
<b>Total Capital Expenditures .....</b>	<b>\$18,919.15</b>

## CIRCULATION (CHECK OUTS)

### BY BORROWER TYPE

Check outs to city residents .....	93,257
Check outs to residents of contracting cities .....	9,555
Check outs to rural county residents.....	35,373
Open Access check outs .....	15,688
All other check outs .....	1,526
<b>Total Checkouts .....</b>	<b>155,399</b>

### BY ITEM TYPE

Books .....	101,299
Magazines.....	2,447
Audio materials (CD's and audiobooks) .....	7,662
Video materials (DVD's).....	39,137
All other materials .....	4,854
<b>Total Checkouts .....</b>	<b>155,399</b>

### INTERLIBRARY LOANS

Number of items requested from other libraries .....	312
Number of items received from other libraries.....	282
Number of items requested by other libraries .....	895
Number of items lent to other libraries .....	394

## OSKALOOSA PUBLIC LIBRARY - OTHER NUMBERS

### MEETING ROOM USE

Number of meeting room uses .....	660
Total attendance of meetings.....	4,552

### REFERENCE TRANSACTIONS

Questions answered at desks.....	4,117
Questions answered by phone.....	620
Computer questions answered .....	1403

### DOOR COUNT

Total door count.....	88,523
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## PROGRAMS AND EVENTS

### FOR YOUTH

With weekly story times for children as young as 0, after school programs for school-aged kids, and teen programs, the library offers over 260 regular programs for youth throughout the year. **The 2012-2013 fiscal year saw a total attendance of 9,206 children and teens at youth programs.**

Youth Librarian Liz planned and offered preschool story times on Tuesday and Wednesday mornings, “Baby and Toddler” times on Thursdays, and after school programs for Kindergarten through 5th grade kids. A teen advisory board met monthly with the Youth Librarian and Director to plan activities like the Annual Cemetery Walk at Forest Cemetery, a Halloween party, a float in the Lighted Christmas Parade and summer events.

The Library’s annual Summer Reading Program is always a draw for the community. The reading program provides enrichment opportunities for children and teens through the summer months. This years themes, “Dig Into Reading” for children and “Read It ‘n Tweet It” for teens, brought gardening programs, presentations from paleontologists and horticulturists, Lego events, chess clubs and Dungeons and Dragons and more.

**Below:** Youth Librarian Linda Fox poses at her retirement reception. Linda retired after 30 years of working with children and youth at the Oskaloosa Library.



**Above:** Youth Librarian Liz Anderson oversees children at a digging station at the Summer Reading Kick-Off party on June 3. The Kick-Off party began the annual reading program for which more than 500 children registered.

**Above right:** Teens dressed in historical outfits at the Annual Cemetery Walk at Forest Cemetery, led by former Youth Librarian, Linda Fox. Teens researched and gave presentations on historical Oskaloosa figures.

**Right:** Library Board of Trustees Member Jane Ireland supervises children at the “Plant a Seed” station at the Summer Reading Kick-Off party.



## PROGRAMS AND EVENTS

### COMPUTER CLASSES, AUTHOR VISITS, AND MORE

It's the Library's goal to meet educational and cultural needs and interests of patrons of all ages in order to encourage life-long library users. This year, the Library offered more than 22 programs for Adults with a total attendance of 139 participants. Programs included author visits, computer classes, and a new Summer Reading Program for adults.

In October 2012, the Library invited local Author and Tae Kwon Do instructor, Stephen Brayton, to talk about his recent mystery novel, *Alpha*. Computer Classes were brought back to the library in the fall, and staff taught a range of topics including computer basics, getting started with email, and Microsoft Word. Local author Sarah R. Baker visited the Library in March 2013 to share her book, *The Spending Strike*. In April 2013, Poet Laureate Mary Swander gave a reading, sponsored by Humanities Iowa.

Along with the children's and teen summer programs, the Library offered a Summer Reading Program for adults, "Take Back the Summer." Beginning in June, the program series included Classic Movie Mondays, author visits, and downtown walking tours. Adults could also read books or do activities to win prizes like the kids and teens. By the end of June, nearly 50 adults had participated and turned in their reading logs!

*Below: Stephen Brayton and a willing participant demonstrate a Tae Kwon Do move that he described in his mystery novel called Alpha.*



*Above Left: Library regular, Marie, holds up a heart with the reason why she loves the library: "I could not live without reading!"*

*Above: Iowa Poet Laureate Mary Swander reads from her book of poetry, The Girls on the Roof.*

*Left: A panel of local authors present at the Author Fair as part of the Adult Summer Reading Program.*

# 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.



Oskaloosa Police Department  
Patch

### 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.”

## 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
Brent DeRonde	Sr. Officer	04/02/2007
Garrett Matson	Officer	09/15/2003
Matt Montavon	Officer	01/02/2008
Jacob Vanderpol	Officer	06/02/2008
Brian Rainey	Officer	06/02/2008
Justin Rice	Officer	10/23/2008
Ben Johnston	Officer	06/21/2010
Richard Fortney	Officer	09/24/2012
Blaine Shutts	Officer	06/17/2013
David Wilke	Community Service Officer	03/25/2013
Heather Blommers	Administrative Assistant	11/01/2010

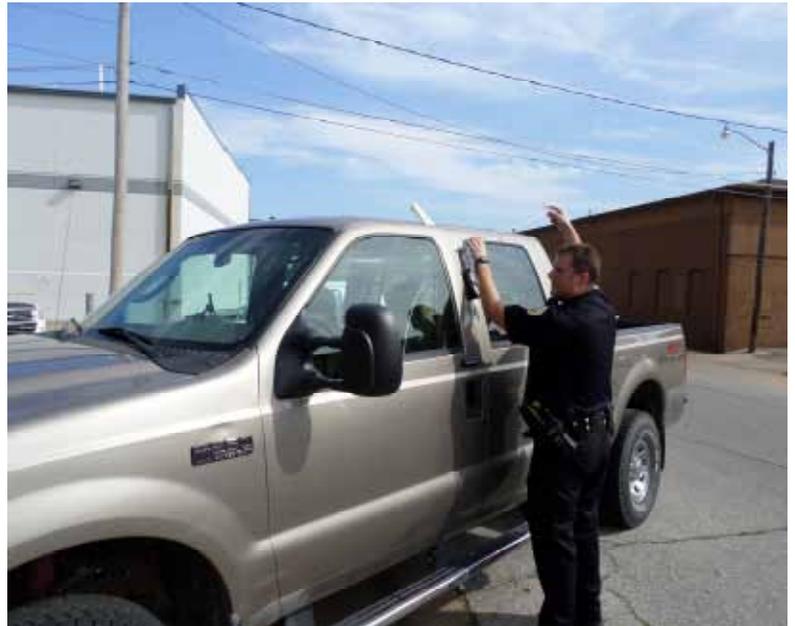
## PATROL OPERATIONS

Patrol Operations consist of the Patrol and Investigations Divisions of the Oskaloosa Police Department. Patrol officers work four different shifts. Shifts are bid by seniority. 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 FY2013 the Oskaloosa Police Department responded to 18,074 calls for service. Of those calls 1,987 originated as 911 calls and Officers also initiated traffic stops which accounted for an additional 3,884 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.

Senior Officer Kutcher unlocking a vehicle for a citizen.

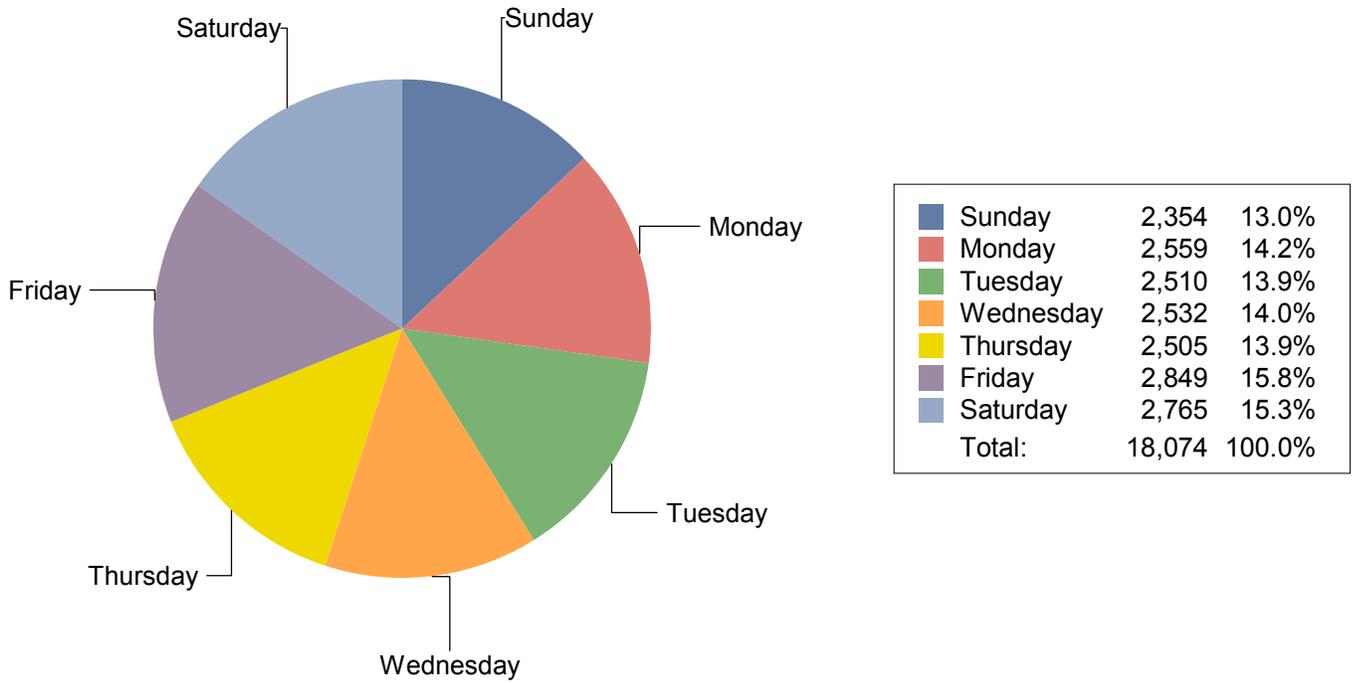


Officer Shutts conducts an investigation.

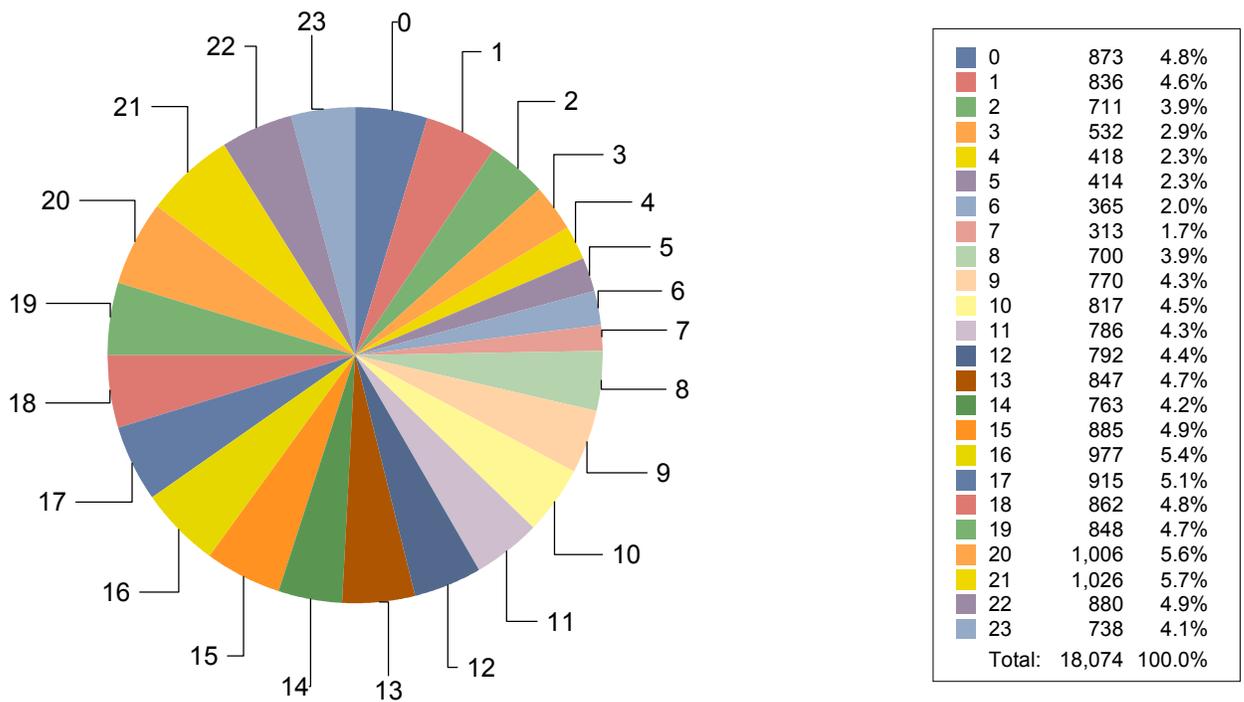


**CALLS FOR SERVICE DAY/HOUR**

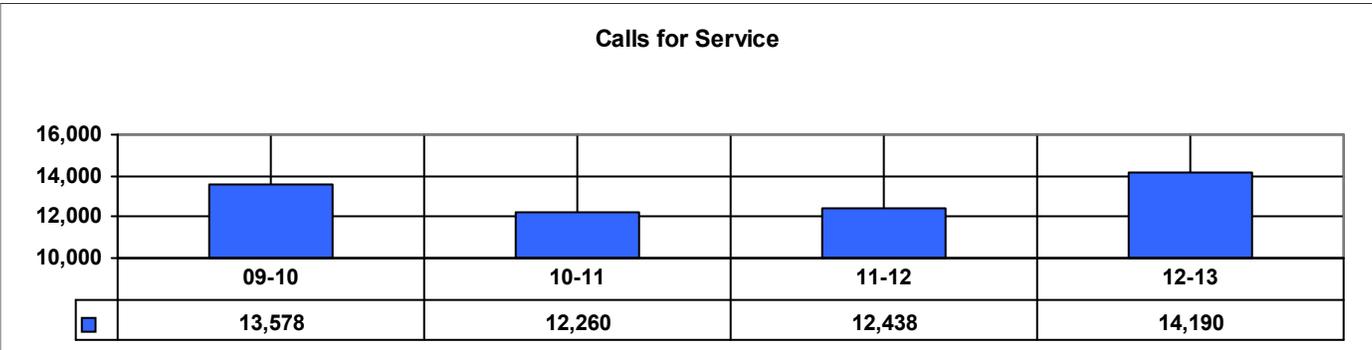
### CFS by Day of Week



### CFS by Hour of Day

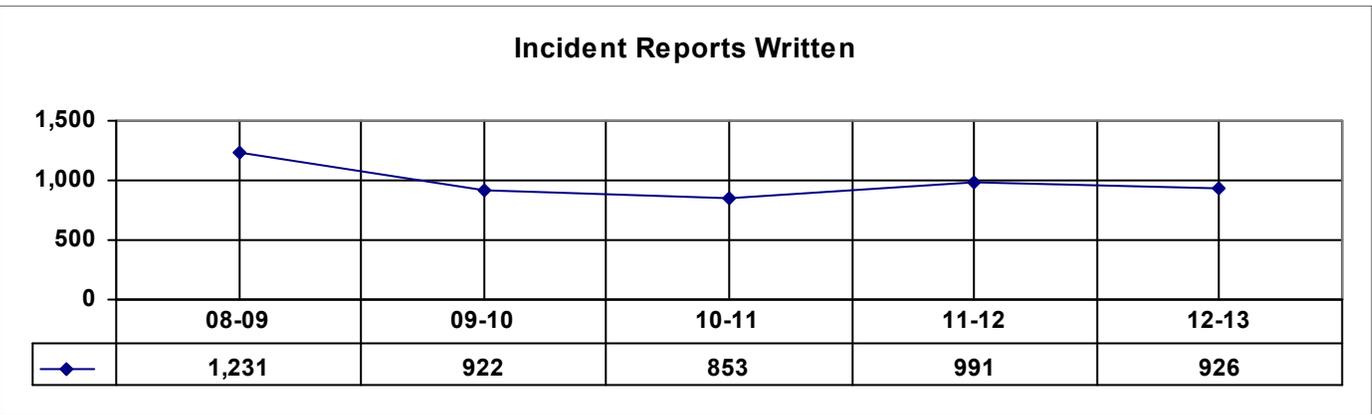


### CALLS FOR SERVICE

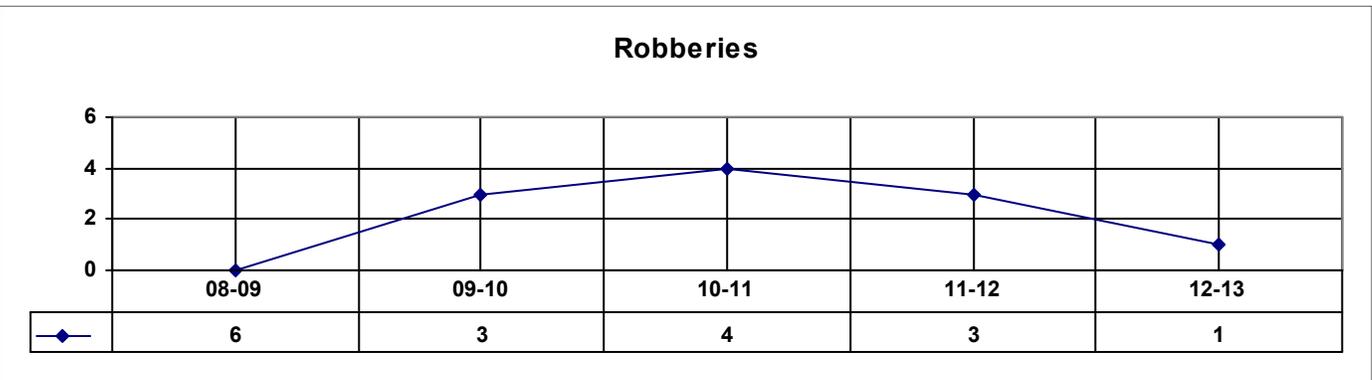


Calls for Service increased 14% in FY2013 compared to the previous fiscal year.

While most calls to the E911 Center generate a call for service, not all calls require documentation. Any calls for service that involve 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.

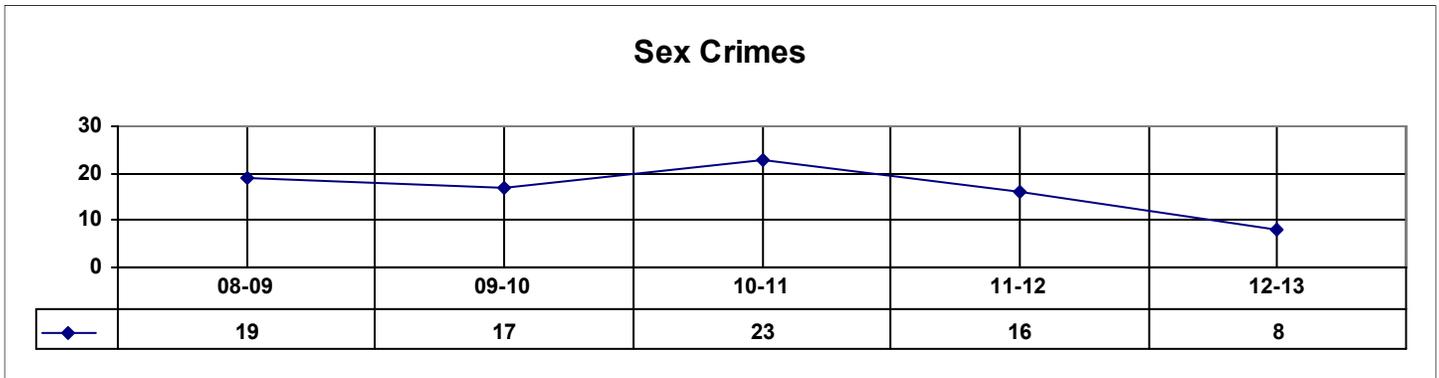


Incident reports decreased by 7% compared to FY2012.

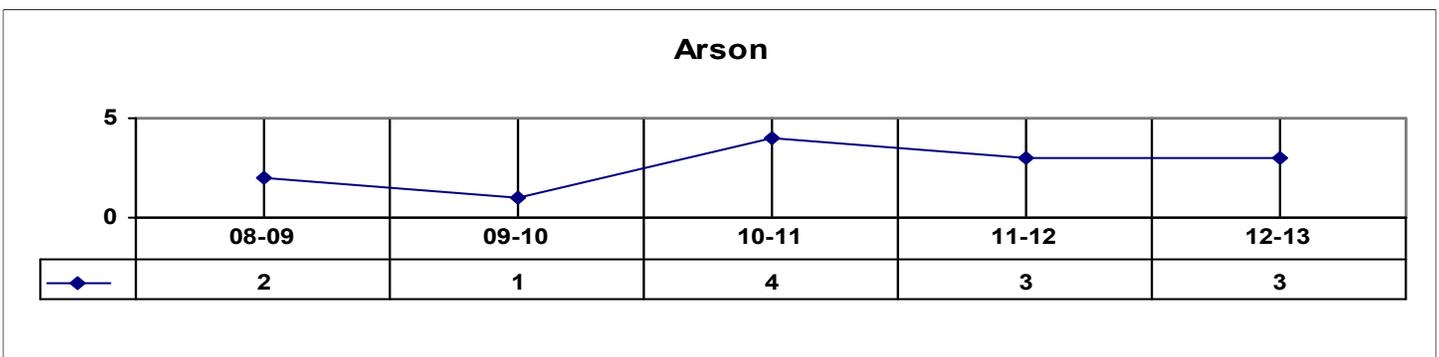


Robberies decreased by 66% compared to FY2012.

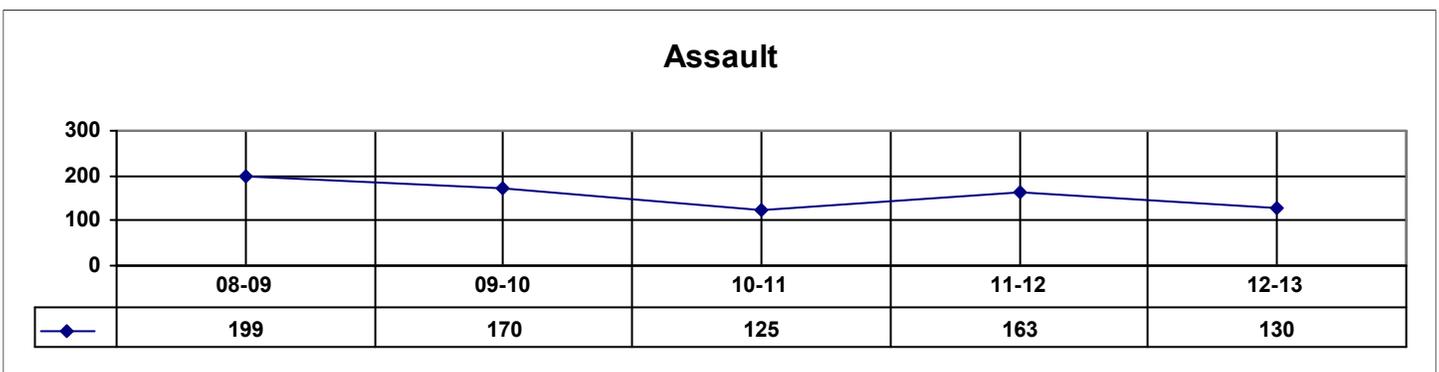
**CALLS FOR SERVICE (continued)**



Sex Crimes decreased by 50% compared to FY2012.

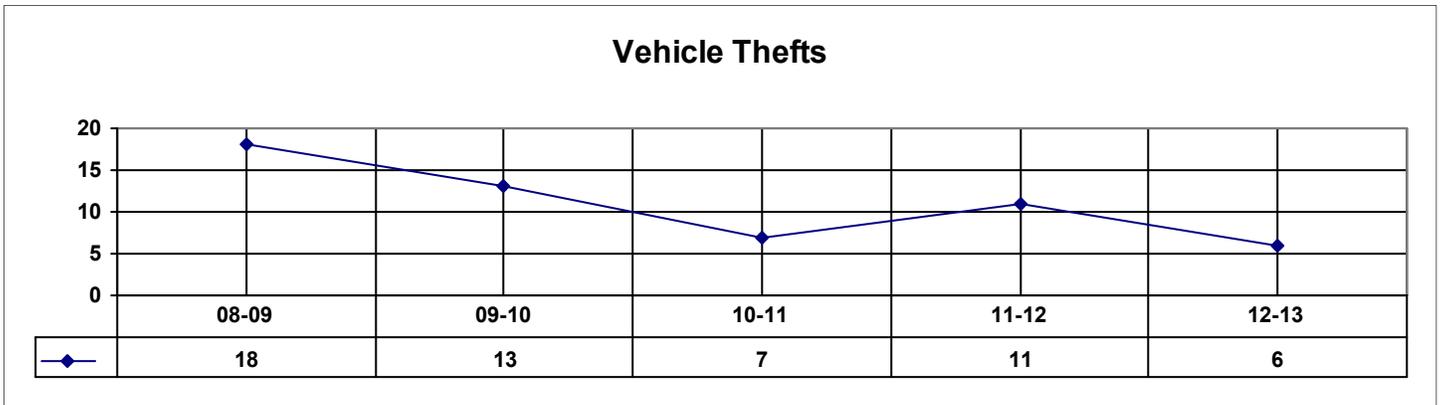


Arson remained the same compared to FY2012.

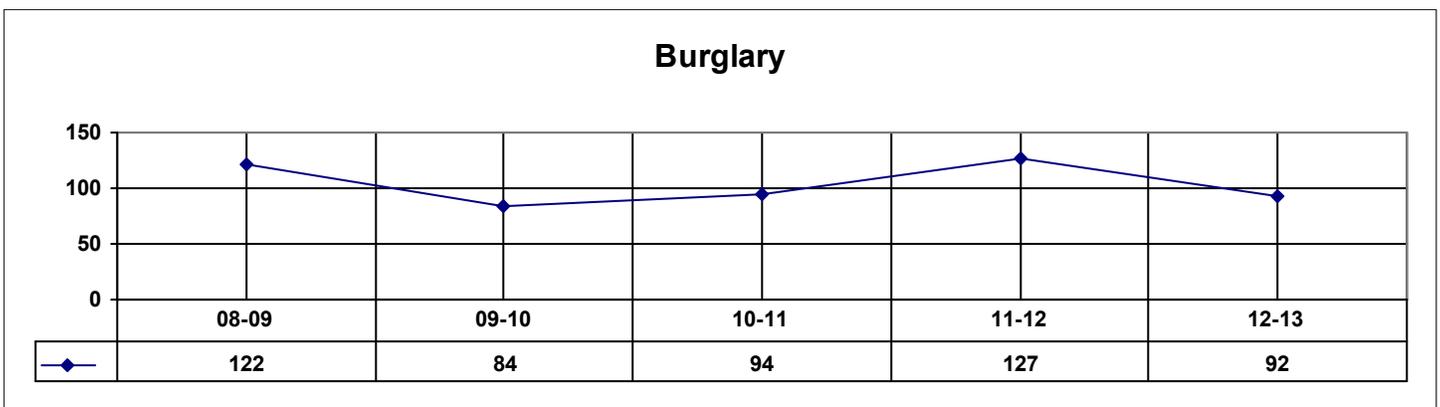


Assaults decreased by 25% compared to FY2012.

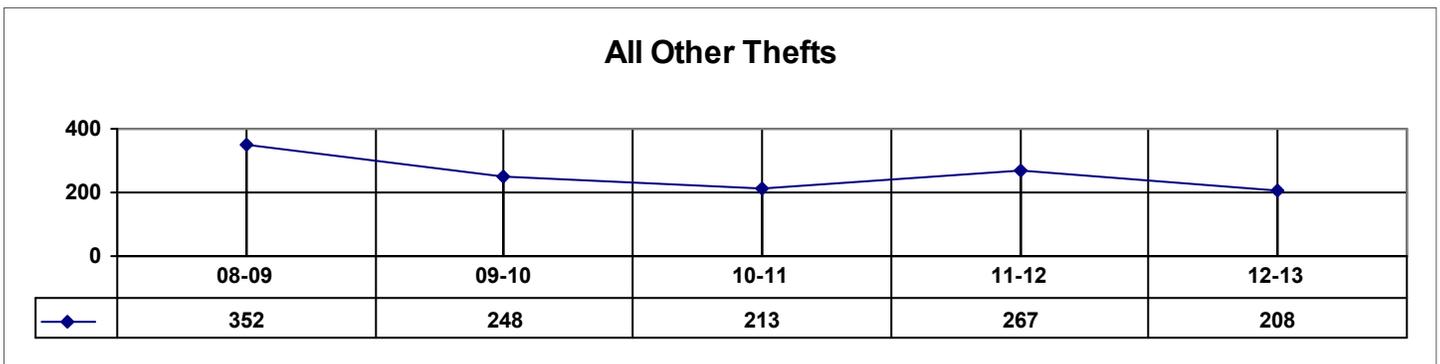
**CALLS FOR SERVICE (continued)**



Vehicle Thefts decreased by 45% compared to FY2012.

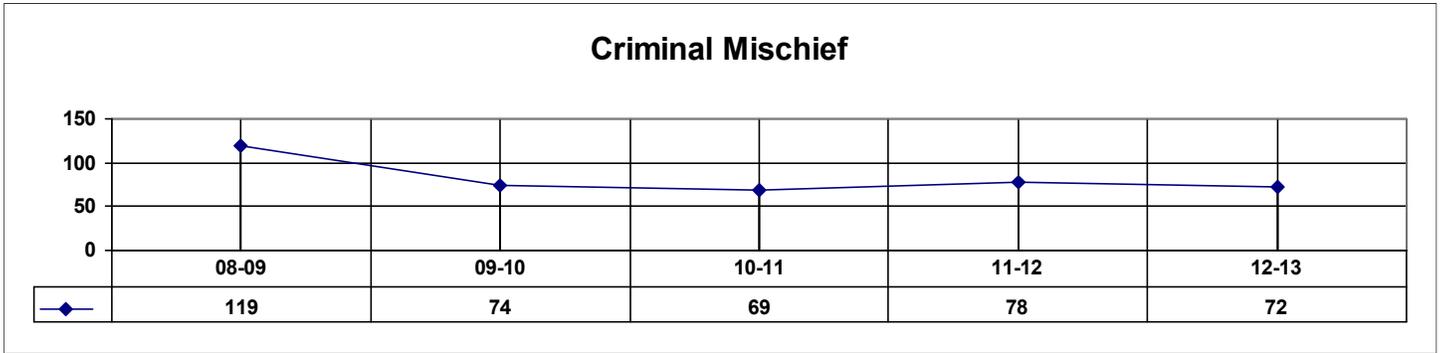


Burglaries decreased 28% compared to FY2012.

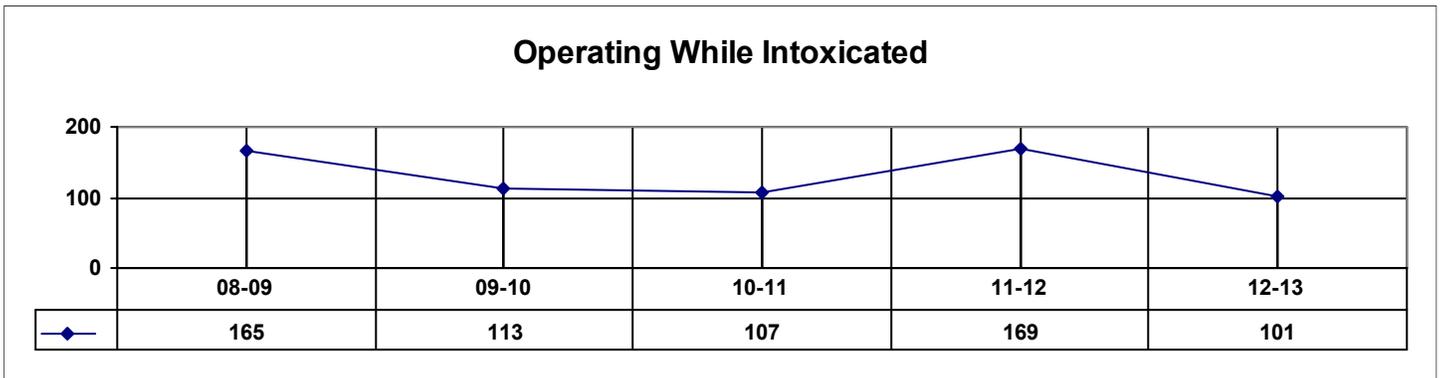


All other thefts decreased by 22% compared to FY2012.

**CALLS FOR SERVICE (continued)**



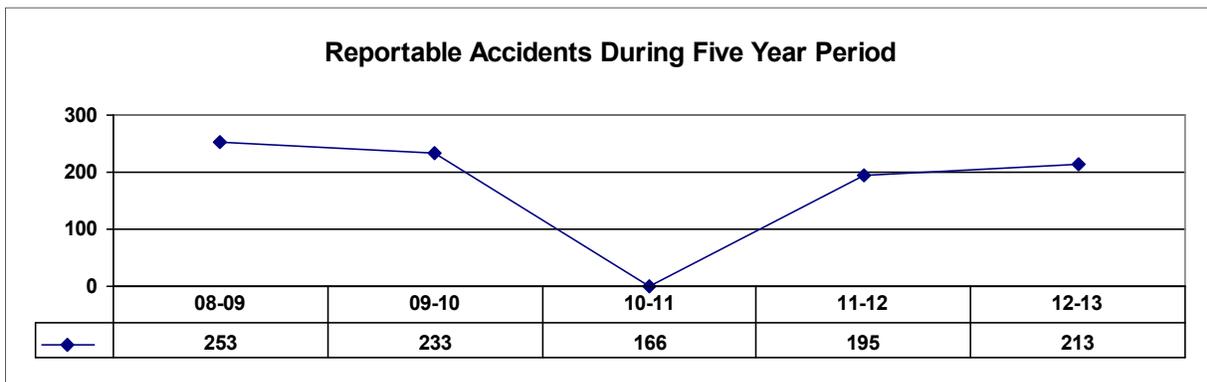
Criminal Mischief decreased by 8% compared to FY2012.



O.W.I. decreased by 40% compared to FY2012.

**TRAFFIC SAFETY**

During the 2012-2013 fiscal year, the Oskaloosa Police Department responded to 418 calls for service where an accident had been reported - 213 of those accidents were reportable under the guidelines set by the state, which states that the amount of damage that needs reported is \$1,500. Of the reportable accidents responded to, 36 were personal injury accidents, 149 were property damage only, and 28 were hit and run. The total number of accidents reported to our department increased by 33, hit and run accidents decreased by a total of two, personal injury accidents decreased by 3, and property damage accidents increased by 23 for the fiscal year.



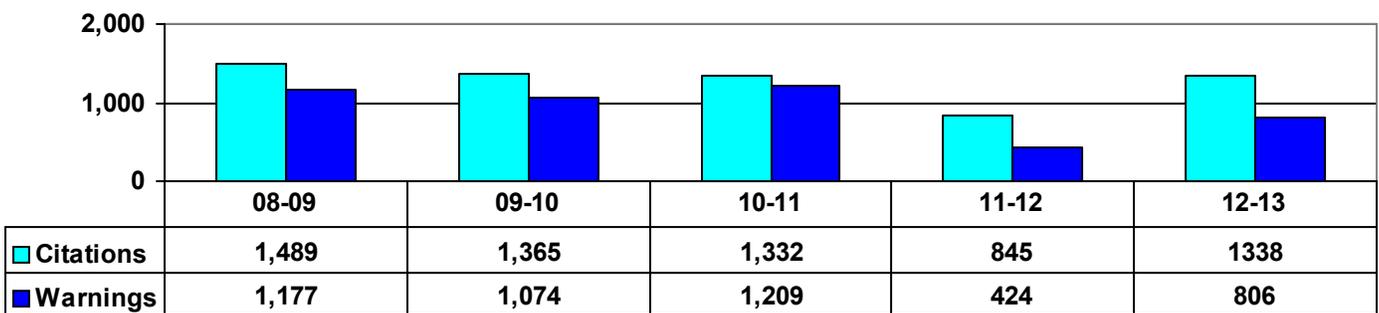
Traffic accidents increased by 9% compared to FY2012.

### 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 1,338 citations and 806 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:

**Seat Belt Violations**

242

**Proof of Insurance**

203

**Speed**

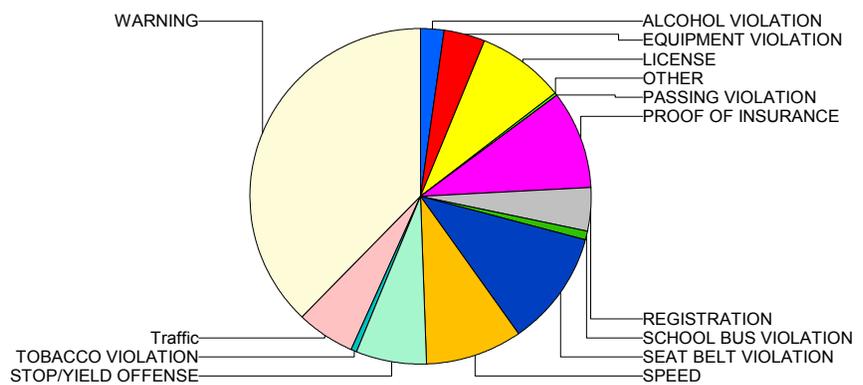
195

**License**

176

**Stop/Yield Offense**

144



## 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 who also is a member of the South East Iowa Drug Task Force. 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 investigators 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, evidence collection, processing and chain of custody, and burglaries to businesses and residential property. The Investigations Unit also works closely with local businesses in the areas of drug investigations and general crime. Throughout the year investigations 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 this past year, the Investigations Unit completed an investigation into an infant's death that was determined to be a homicide. Investigative efforts in this case resulted in the arrest of an Oskaloosa man for 1<sup>st</sup> Degree Murder.

Over the past year a new trend in computer crimes has evolved. Investigators are finding that personal computers are not the main focus for the majority of computer crimes. The evolution of smart phone technology, tablets and gaming devices have taken over as the preferred devices to be used to facilitate criminal activity. In an effort to combat this trend our department has applied for a Federal grant for monies to purchase specialized equipment to forensically analyze these new devices. Identity Theft plays a major role in this new trend.

Department Investigators continue to work with the Department of Human Services, and other State Departments to work on cases involving dependent adults, sex crimes against children, and drug-endangered children.

## CRIMINAL INVESTIGATIONS

### SEX CRIMES:

Over the past year, the Investigations Unit investigated eight sex related crimes. In the cases investigated were sexual abuse against children and cases involving adult females.

### COMPUTER CRIMES:

The Investigations Unit over the past several years has seen a steady increase in 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 investigated several thefts involving the following internet entities: Ebay, 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.



## DRUG TASK FORCE

In FY2013, The Mahaska County Drug Task Force was staffed by Officer Justin Rice and Deputy Matt McCain, both being new to the position and in their first year as drug investigators. During this year the Task Force investigated numerous cases involving the distribution of illegal drugs in Oskaloosa and Mahaska County.

## DRUG TASK FORCE (continued)

The Drug Task Force wrote and executed 25 search warrants and their investigations led to 87 arrests. Some of the charges filed on the suspects include the Manufacture of Methamphetamine, Delivery of Methamphetamine, Delivery of Marijuana, Possession with intent to Deliver Methamphetamine and Marijuana, Stolen Property Offenses, Weapons Offenses, Forgery, Child Endangerment and Possession of Drug Paraphernalia. Methamphetamine, marijuana, opium, cocaine, prescription drugs, an active methamphetamine lab, synthetic marijuana, weapons, stolen property, vehicles and US currency were seized as a result of Task Force investigations.

The Task Force also assisted with the investigation and the preparation of search warrants for cases that aren't necessarily drug related including thefts/burglaries, sex crimes and death investigations. The Task Force also routinely assists the Department of Human Resources with the investigation of Drug Endangered Children (DEC) cases that stem from the allegations of drug use/sales in the presence of children.

The Mahaska County Drug Task Force has also become affiliated with the Southeast Iowa Inter-Agency Drug Task Force (SEIIDTF). The SEIIDTF covers Henry, Jefferson, Keokuk, Mahaska, Monroe, Van Buren and Wapello counties. In FY2013 the SEIIDTF executed 53 search warrants in their territory, of these 2 were in Mahaska County. The Mahaska County Drug Task Force assisted the SEIIDTF with 5 of these search warrants in Mahaska and surrounding counties. The SEIIDTF made 3 arrests in Mahaska County. The SEIIDTF also takes care of all the forfeiture proceedings regarding money and vehicles seized by the Mahaska County Drug Task Force.

In addition to being affiliated with SEIIDTF, the Mahaska County Drug Task Force also works closely with the South Central Iowa Drug Task Force and the Mid-Iowa Narcotics Enforcement Task Force with drug investigations that come into or reach out of Mahaska County. Also, the Mahaska County Drug Task Force hosts the Drug Enforcement Administration's prescription drug take-back initiative that takes place twice a year. The drug take-back is routinely held at Mahaska Drug and provides citizens with a place to properly dispose of expired or unwanted prescription drugs free of charge and with no questions asked.

## COMMUNITY SERVICE & SCHOOL RESOURCE OFFICER

**COMMUNITY SERVICE CONTACTS:** The Community Service Officer was contacted by various groups and organizations that requested presentations, law center tours and demonstrations be given. These groups included school age children, preschool children, boy and girl 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
- ALICE School Safety Program will be implemented to all Oskaloosa students in the fall of 2013
- Teaching "Keep'n It Real", a new drug prevention program, to all sixth 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 & 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. Thirteen criminal charges and two tobacco citations were filed during the school year.
- Enforcing traffic laws and addressing school safety issues. Fifteen 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.

### GRANTS

**GTSB Grant**

**Amount Received:** \$4,500

**Received From:** Governor’s Traffic Safety Bureau

**Purpose:** Overtime for seat belt enforcement.



**Vest Grant**

**Amount Received:** \$1,750

**Received From:** Bureau of Justice Assistance

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

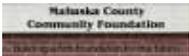


**Mahaska County Community Grant**

**Amount Received:** \$5,000

**Received From:** Mahaska County Community Foundation

**Purpose:** William Penn University Student Internships.



**Tobacco Enforcement Grant**

**Amount Received:** \$50/per check

**Received From:** Iowa Alcohol Beverages

**Purpose:** Provide training and enforcement for juvenile



### FIELD TRAINING PROGRAM

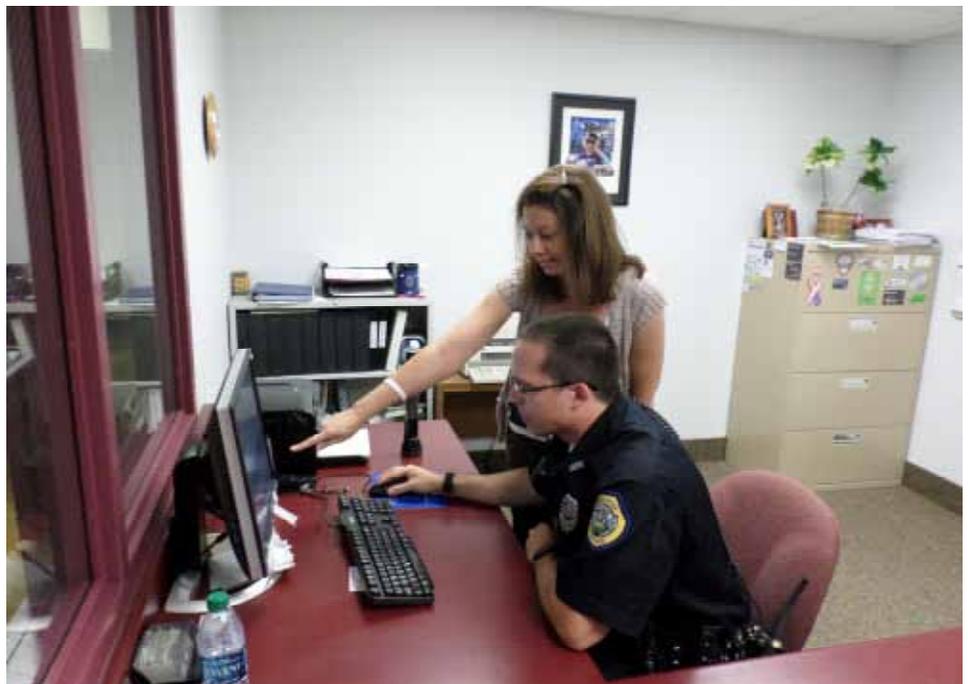
In 1987 the Oskaloosa Police Department began its Field Training Program. This program was designed to give newly-hired police recruits the training needed to perform their numerous duties as police officers for the City of Oskaloosa.

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.

Several 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 an FTO manual as a teaching aid and after each section is completed the training officers give feedback to the trainee.

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

Administrative Assistant Heather Blommers, showing Officer Fortney how to work within the different computer software programs the department has



## COMMUNITY SERVICE OFFICER

On March 25, 2013 the Oskaloosa Police Department hired David Wilke as its first Community Service Officer. CSO Wilke is a lifelong Oskaloosa resident who had recently completed an internship with the Oskaloosa Police Department. Some of CSO Wilke's responsibilities include managing records, filing, processing fingerprints, transmitting warnings and citations, updating arrest records, registering golf carts and bicycles, customer service, animal complaints, parking enforcement, giving tours of the law center, assisting with funeral escorts, and assisting the patrol staff. CSO Wilke is shown getting a start on the day in his office.



## BIKE PATROL

Officers De Ronde and Johnston serve as Bike Officers for the department. They are usually assigned to ride in the downtown central business district, city parks and the Lacey Sports Complex. The officers do however respond to calls all over the city as required. Officer Brent De Ronde is shown with several young people at the urban skate park. Officer Ben Johnston is shown getting ready for patrol.



## INTERN PROGRAM

The Oskaloosa Police Department received a grant from the Mahaska County Community Foundation which allowed us to partner with William Penn University in starting an internship program. During the last year the police department has had two interns from William Penn University.

The program is set up to be a valuable learning experience for the students and to give them real world experience in the field of police work. The intern primarily works with patrol officers but also spends time with investigations, records, the 911 center, and the Mahaska County Jail. Each student goes through an interview process and background check before being selected.

Brandon Blanchard was selected as the first intern under this new program. Brandon completed his internship during the fall 2012 semester of college. Brandon reported having a great time during his internship while gaining valuable experience. Brandon has since graduated from William Penn University and hopes to start his career in the field of law enforcement.

Joshua Stutting was selected as the second intern under the new program. Josh completed his internship during the spring 2013 semester of college. Josh also reported having a great time during his internship and learned a lot about himself and the field of law enforcement.

The internship program has successfully achieved its goals of building better relationships between the community, William Penn University, and the Oskaloosa Police Department.



Officer Brian Rainey and Intern Brandon Blanchard talk to a local merchant while on patrol.

# OSKALOOSA PUBLIC WORKS

## ABOUT THE PUBLIC WORKS AND 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 three divisions in the department 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.



## 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. Dan Bolt was the City Building Official and he passed away on July 18, 2013. Dan Bolt served the City since May 16, 2011 for approximately 2 years.

Name	Position	Date of Hire
Akhilesh Pal	Public Works Director	9/18/2010
Nate Willey	Engineering Technician	1/30/2012
Dan Bolt	Building Official	5/16/2011
Amie Roberts	Secretary	7/12/2010

## 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, certificates 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, setback of a new garage, expansion of an 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 improvements, comprehensive plan, zoning, proposed street names, and vacates of streets and alleys, etc. The Planning & Zoning Commission met nine times during the period. 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 the zoning ordinance of Oskaloosa Municipal Code.

**HISTORIC PRESERVATION**- This commission reviews applications to alter buildings, structures, objects and/or sites within the designated historic district. They met one time during the period regarding a new sign in the downtown historic district.

## 2012 IMPROVEMENT PROJECTS

### Improvements on North Green Street—

The North Green Street Paving Project had pavement improvements on North Green Street from M Avenue to 2,950 feet north of M Avenue West. The low bidder was Cornerstone Excavating, for a total bid of \$979,960.40. The major part of the road construction project was completed and opened to traffic on December 7, 2012. The final construction cost was \$953,905. This project included new concrete pavement, driveway approaches, curb and gutter with intakes, storm drains, sidewalks, and water main relocations on North Green Street.



North Green Street Pavement Improvement

## 2012 IMPROVEMENT PROJECTS (Continued)

**Improvements on Highway 432**— The scope of the Highway 432 Pavement Rehabilitation Project includes full-depth spot repairs, mill and asphalt overlay, and asphalt shoulder stabilization around the roundabout on Highway 432 from A Avenue West to Pella Avenue. The low bidder was Norris Asphalt Paving, for a total bid of \$321,634. The road construction project was completed and opened to traffic on July 27, 2012. The final construction cost was \$278,391.



**Improvements on Highway 432**

**Improvements to the East Mall Parking Lot**— The scope of the project included new concrete pavement on the east mall parking lot and the public street, sidewalks, curb and gutter with intakes, and storm drains. The low bidder was TK Concrete Inc. for a total bid of \$260,336. This construction project started on April 19, 2013 and was completed and opened to traffic on June 24, 2013. The final construction cost was \$268,744.



**Improvements on Mall Parking Lot**

**Improvements on South 7th Street**— The scope of the project included full-depth spot repairs, mill and asphalt overlay, and ADA sidewalk ramp improvements on South 7th Street from A Avenue to 6th Avenue. The low bidder was Norris Asphalt Paving, for a total bid of \$383,240 and has since been revised to \$439,623 by City Council at their meeting on July 1, 2013. The road construction project started on May 6, 2013 and major construction was completed and opened to traffic on July 11, 2012. The final construction cost is yet to be determined based on actual field quantities.



**Improvements on South 7th Street**



## BUILDING SAFETY AND CONSTRUCTION

FY 2012-2013 building activity remained strong during the period. The total permit activity went down from \$154,622.47 to \$71,660.87. The increased permit activity last fiscal year was primary due to large scale projects. New residential construction has grown slightly with 13 single-family homes, 2 duplexes, and 1 townhouse, from 8 single-family homes and 3 townhouses in the previous period. The major projects during this period were the dormitory at William Penn University, Mahaska Hospital expansion, Trolley Place Apartments, and Community 1st Credit Union.

Building Safety responsibilities also include processing nuisance complaints and coordinating with the Community Improvement Official from the Fire Department. The abatement complaints primarily involve residents accumulating significant 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.



Hospital Expansion



Trolley Place Apartments

Significant projects during this period were the William Penn University Dormitory, Mahaska Hospital expansion, Trolley Place Apartments, and Community 1st Credit Union.

## BUILDING PERMITS BREAKDOWN

The 2012-2013 Building Permit fees decreased by \$82,962 during this period. The primary reason for the decrease in permit fees is because there were a few larger projects last period which were higher in value when compared to this period.

The yearly permits issued are broken down as follows:

Electrical	105 issued	\$7,305.00 collected
Plumbing	76 issued	\$1,837.00 collected
Sewer Conn.	4 issued	\$540.00 collected
Mechanical	96 issued	\$5,870.00 collected
Building	128 issued	\$55,668.87 collected
Demolition	16 issued	\$440.00 collected
<b>Totals</b>	<b>425 issued</b>	<b>\$71,660.87 collected</b>



William Penn University Dormitory

## 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 28,620 feet of public streets that were chip sealed in this period. Street and pothole patching is the most labor intensive activity we have. The major expense in FY-2012 for chip sealing was \$91,000 for 24,600 gallons of medium cure liquid asphalt, \$33,400 for 1590 tons of pea gravel, and 1200 hours of labor. The Street Division has fixed pot holes using 110 tons of cold mix asphalt for \$12,000 and 910 hours of labor. They have used \$22,000 for 150 cubic yards of concrete, \$10,000 for 132 tons of hot mix asphalt, and 3000 hours of labor for pavement repairs. More than 1,250 man-hours were used this year in maintaining the streets by crack sealing, cleaning and painting.



Fill potholes with asphalt

The Street Division has seven full time employees and two part time seasonal employees. The full time employees are listed below.

Name	Position	Date of Hire
Gary Vroegh	Street Supervisor	07/01/96
Joe Richards (Retired)	Mechanic	9/30/91
Ron Kauffman	Mechanic	11/05/12
Steve Watts	Lead Operator	08/20/80
Ryan Humphrey	Operator 2	05/01/00
Matt Saville	Operator 1	06/09/08
Alex West	Operator 1	06/09/08
Justin Scott	Operator 1	04/15/13



Chip Sealing



## SNOW AND ICE REMOVAL

Over the past year Oskaloosa has received constant snow and ice storms. 1000 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 700 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 an 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 870 hours this year. The Street Division has been using a new mechanical sweeper purchased in 2011.



Mechanical Sweeper

## TRAFFIC CONTROL, SIGNAGE, AND PAVEMENT MARKINGS

During FY-2012, the crosswalks and parking stalls in the Downtown area, city-owned parking lots, and various locations were given a fresh coat of paint using 50 gallons 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 signs and marking section continues to use high retro-reflectivity signs for all new and replaced signs. This material provides higher visibility during both daytime and nighttime hours.



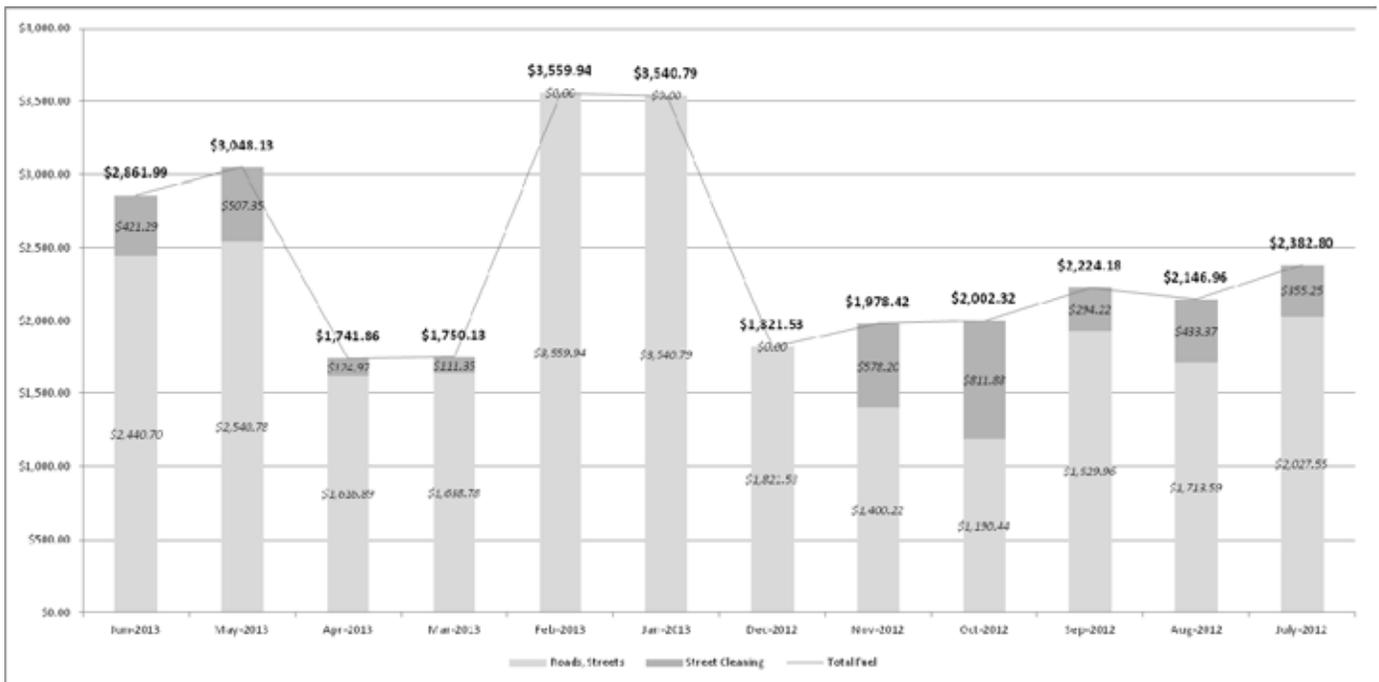
Traffic Signal at A Avenue and North 3rd St.

## EQUIPMENT & FLEET MAINTENANCE

The City Mechanic coordinates the routine maintenance and repair of the entire city 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. Joe Richards retired on December 2012 after 11 years of service. Ron Kauffman started as city mechanic on November 5, 2013

In this period the city mechanic performed repairs and routine maintenance on a total of 30 different pieces of equipment. The mechanic spent 851 hours (53%) on vehicle repairs, 252 hours (16%) on preventive maintenance, 106 hours (7%) on modifying new equipment, and 380 hours (24%) on miscellaneous activities.

**FLEET FUEL**—7000 gallons of diesel and 3,700 gallons of unleaded fuel were consumed in this fiscal year. The average unit price on diesel was \$2.8 per gallon and on unleaded fuel was \$2.6 per gallon in this period. The total amount expended on this period was \$29,059.



## NEW PUBLIC WORKS EQUIPMENT

During FY-2012, the Street Division purchased a new International WorkStar Model 7600 6x4 tandem axle truck with a 16’ steel tub body for \$141,572. This truck can be used to haul material in snow removal and all construction related activity. In addition, minor equipment was purchased, such as a new paint machine for \$5,200 and a welder for \$1,300.



New International WorkStar Model 7600 6x4 tandem axle truck with a 16’ steel tub body for public works department

# 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 the industrial pretreatment system at Oskaloosa Food Products (OFP); 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 trees in the right-of-way; and receiving ten to twenty required contact hours of training per state certified operator.

In FY-2013 the Wastewater Division treated over 653,343,000 gallons of wastewater with a 91% average treatment efficiency at both plants and a treatment efficiency of better than 99% at OFP. IDNR requires 85% treatment efficiency.

Below is a list of Wastewater Division employees.

<b>Employee</b>	<b>Position</b>
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	SW Plant Operator Grade 1
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. Lift stations are designed to pump sewage up hill where a gravity sewer cannot be used. Sometime early in FY 2014 a new lift station will be added to serve development in the far west portion of the city.

In FY-2013 1013 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. One of the original sewage pumps was replaced this FY in M Street lift station.



World Food Park 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 6 intakes and contracted repairs on 3 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. Wastewater personnel will recheck each facility at least annually to ensure the traps are being maintained.

In FY 2013, a total of 20,400 lineal feet of sewer pipe was cleaned mainly in the south half of the City. After the lines have been cleaned, they are televised and recorded if any problems exist. This year over 909.50 man-hours were used cleaning sanitary sewers and storm sewer catch basins and intakes. The man-hours spent cleaning sewers accounted for over 60% of the total man-hours spent on the collection system. In addition, to 7 pipe repair or replacement, there were 3 manholes built or repaired.



High Pressure Jetter used to clean and maintain collection system

Using the Seeker camera, the Wastewater Department televised sanitary sewer services in problem areas. A total of 12 private sewer lines were televised; finding 3 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 focus on in the winter.

## STORM SEWER IMPROVEMENTS

TK Concrete was low bidder on the Trolley Place storm sewer improvements. A total of 490' of pipe and 5 new intakes were added on High Avenue and North A Street. The final cost of the project was \$96,230.00. Wastewater employees worked with MUSCO and installed approximately 200' of new storm sewer in the north—south alley behind Brown's Shoe. In addition, all sump pump and perimeter drains were connected to the new storm sewer.



New Storm Pipe Near Recreation Trail.

## 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, 331,660,000 gallons of raw sewage were treated at the Southwest Plant. This computes to 908,658 gallons per day. Treatment efficiency was 89% in FY-2013. 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-2013.

Treated effluent from the SW Plant is chlorinated to kill bacteria and pumped to Edmundson Golf Course to be used for irrigation. In FY-2013, 14,803,000 gallons of effluent were pumped to the holding pond at the golf course. Sludge hauling from the digester was done during September and October. A total of 404,800 gallons were sub-surface injected in agricultural ground at two separate locations. Improvements at the south plant included painting all exterior piping and cover on the digester roof, replacing the lagoon return pump and adding new piping and valves to allow for hauling out sludge, replacing 18' of grit piping, installing a new water hydrant and 8' of water line and replacing all boiler water line and valves.

The laboratory facilities are located at the Southwest Plant where all analysis for the North and South plants, as well as 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-2013 work was done for Oskaloosa Food Products, City of Blakesburg, MCH, Mr. Rooter, Lynndanna Acres, Mahaska County and Meland Septic Service. Revenue of \$555.00 was generated from analysis of the above mentioned agencies. The City received additional revenues of \$13,472.00 for accepting septic waste from haulers.

Approximately 4,122.75 hours were used for operating, maintenance and lab analysis at the southwest plant.



Southwest Wastewater Treatment 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 includes 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, 321,683,000 gallons of raw sewage were treated at the North plant. This averages out to 881,302 gallons of raw sewage treated per day. The treatment efficiency for the Northeast Treatment Facility for this same time period was 92%. The IDNR requires facilities remove 85% of the pollutants. In FY-2013, 2,282.25 man-hours were recorded at the Northeast treatment plant for operation and maintenance. Improvements at the north plant included replacing the bar screen chain, replacing one sewage pump and repairing the bridge.



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 and \$50 / load hauled. The South Plant received 171 loads (approx. 1,026,000 gallons) from Oskaloosa Food Products, which led to revenue of \$44,651.17 in sludge handling fees. A total of 14,663,000 gallons of wastewater were pre-treated at the facility before flowing to the South Plant. This is an average daily flow of 40,173 gallons with an efficiency of 99%. This flow total resulted in \$67,737.20 in sewer rental charges. This completed the 13th year of a pre-treatment agreement between the City and Oskaloosa Food Products. City personnel check the facility on a daily basis and make operational adjustments. All maintenance work and materials are the responsibility of Oskaloosa Food Products. During FY 2013 approximately 168.5 city hours were spent on operations.



During FY 2013 two submersible pumps and a new flow meter with controls were replaced at the facility.

## MOWING

In addition to mowing city owned property, the Wastewater Division also takes care of complaints concerning mowing and weeds.

In FY-2013 Wastewater mowed 44 privately-owned lots, resulting in \$11,350.00 of mowing charges being billed to property owners. Wastewater employees spent 165.5 hours mowing private lots, while 381 hours were spent mowing the recreation trail and roadsides.



## URBAN FORESTRY

The purpose of 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 2013 a total of 94 tree trimming notices were sent to property owners. A total of 20 damaged trees were removed and 83 new trees were planted by Trees Forever throughout the city. Wastewater personnel trimmed numerous trees to improve visibility around signage. A total of 712 hours were used for urban forestry.



New Trees Planted in Edmundson Park

## WASTEWATER FUTURE PROJECTS

The membrane gas storage system on #2 digester failed last October. The system has been in operation since 1992. The replacement of both membranes, gas safety valves and a new control system is scheduled to begin in late August of 2013. The bid was awarded to WesTech out of Salt Lake City, Utah. The cost for the project is \$356,000.



## COMPLETED PROJECTS

Based on our annual inspection report on the bridge and culvert into the north plant, repairs were needed. McCulley Construction was low bidder on the project. Work included repairing the culvert structure underneath the bridge, adding liner and 50' of rip-rap to the bank on each side and trenching out the creek bed to allow for a straight flow through the bridge. This will help to eliminate future erosion issues on the embankment. The total cost of the project was \$18,457.90.



## PARKS DEPARTMENT TRANSITION



After using seasonal employees to maintain the parks last year, Grant Vroegh was hired as full time parks operator in March of 2013. The mowing of Edmundson and Vanderwilt Parks was contracted to Century Lawn at \$1,350 / mowing.



## PARKS DEPARTMENT PROJECTS

Throughout the year the Parks Department helps with many community activities. Working closely with the Chamber of Commerce the Parks Department 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 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. In the 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. Other projects completed in FY 2013 included replacing the merry-go-round, removing and replacing the mulch in the wooden playground, adding electric hand dryers in all restrooms as well as soap dispensers. rooms.oms.rooms.emoval of 10 dead or dying trees, grinding out 23 stumps and reseeding the area, pouring a new concrete floor in Shelter D and 15 new trees were planted in the parks.



## SWIMMING POOL

The number of patrons at the pool last season totaled 18,279 a decrease of 582 from the previous season. Revenues from admissions totaled \$69,252.35 and concessions totaled \$ 21,469.04. The day to day maintenance of the pool was performed by Kevin Bork and Bill Almond from the Wastewater department. Kevin received the necessary training and testing to become a State-Certified Pool Operator. This FY all four pool heaters were cleaned and flushed and new umbrellas for the guard stations were purchased. As in past years, Gladys Genskow was hired to manage the daily operations.

