

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

March 2016

(Issued April 15, 2016)



Monthly report of the City Departments of the City of Mason City

City Administrator Comments

Dear Mayor and City Council Members,

A presentation was made before the Iowa Economic Development Authority Board regarding the "River City Renaissance" project. The IEDA Board is now reviewing the application and will make a decision in the future. The Mason City Airport recorded 642 enplaned and 675 deplaned in the month of March so this was a good month. The Airport officials are meeting with FAA officials regarding the importance of Essential Air Service to our City and region. The creation of the Active Living and Transportation Commission for the City is an important step for the City and interested applicants have already started to apply. The Mason City Volunteer Center continues to see a strong interest in their program and services. They have added three new members to the center in March. The Deputy Clerk had a busy month as renewals for licenses for sidewalk contractors and tree trimmers were due this month. The notices for bids for the first NHANS project house were sent out the contractors on April 6th with bids due on April 26th. Numerous private commercial projects continue to make progress and are listed on page 7 of the report. The majority of the projects will open this summer. Development Services staff inspection numbers continued to increase in building permits, zoning permits and nuisance abatement permits as the weather improves.

Engineering Department worked extensively with Stanley Consultants in preparation of information for water system capacity study. Mark Rahm also met numerous times with SEH regarding the traffic study for the Prestage project. Staff also met numerous times with Epstein Global, the Prestage Foods building engineers/designers, on various facets of their project. The City has many projects that the engineering staff will be providing administration over set to kick off in the last week of April or resume for completion. It will be a very busy summer of construction in Mason City. The 12th Street NW bridge located close to Taft Avenue was posted for a weight embargo this month and will moved forward in the construction schedule for next fiscal year as a project.

The Finance Department completed work on the Time Keeping RFP this month and the RFP has been sent out the vendors for consideration. Kevin Jacobson continues to work with Socrata to prepare for the addition of the financial transparency information to our website. The service is planned to go live in July of 2016. The Information Systems Coordinator is increasing the number of buildings that staff can access WIFI. The next step will be to provide a guest WIFI connection. The access of WIFI by the public in the City buildings has long been desire of many that come to City Hall for meetings so this is a great system improvement.

Perry Buffington added a new report on safety accidents by employees for your information. It will provide information regarding the number of injuries in the month, days missed and the type of injuries experienced. Staff evaluates this information to determine if changes need to be made in the areas of safety training depending on the accident experience.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: March 2016

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2016 – 3/31/2016	23,844.30 Gallons	300 Buses
Enplaned 642– Deplaned 675		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2016 Airport Commission Meeting 3/31/2016
- Met with Representatives from Northern Natural Gas
- Worked on Passenger Facility Charge Extension Request

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the April 2016 Airport Commission Meeting
- Washington DC Trip – Discuss Air Service Issues
- Resume work on General Aviation Ramp Rehabilitation Project AIP 41
- Work on Airport Master Plan Update

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0	Action
<p>Accomplishments & Status</p>	<p>Community Policy –Active Living and Transportation Commission approved 3/15/16.Added Info for City website and two applications have been received. List of possible candidates developed and shared with Mayor. Discussions with State Team for commission training. Meetings with City staff on community garden water enhancement project, Bike Mason City map. Spring community garden launch/education event will be held on April 27th. Soil sample taken at each site and will be discussed along with cooking with honey. Bike Rodeo meeting for May 14th event. Promoted messaging on Park Playgrounds being tobacco free.</p> <p>Schools – continued work on Lincoln greenhouse and school garden project. Healthy Fundraiser District Walk-a-thon event meetings, development of radio ads. Bike education for all 3rd grade classes in City (Newman & MCCSD), coordinating scheduling and hosting international speakers and explorers Tass Thacker and Bruce B. Junek for the all K-5 students — Images of the World the week of May 2-6 Promoted spring start of Walking School Bus.</p> <p>Worksites –promote Town in Tennes, Governor’s Give Back Iowa employer volunteer initiative.</p> <p>Healthy Foods (Grocery/Restaurant) – assisted in NI Food System & Health Assessment Focus Meeting at NIACC on March 17th , participated in Farmers Market meeting. Met with Hy-Vee East/West & Drugstore dietitians regarding cooking classes, Lunch and Learns and Garden Launch education event. Meeting with Public Health on possible restaurant promotion for summer.</p> <p>Engagement – ongoing work on development of radio ads using testimonials, Facebook posts for both BZP and MCVC, established City Website page for Blue Zones Project, Town in Tennes campaign launched, Bike Month in May being finalized. Speaking engagement at Evening Lions. BZP newsletter, Worksite Electronic newsletter, Ambassador newsletter. Assessed software for newsletters.</p> <p>Volunteer Center –Radio program 1st & 3rd Monday of the</p>	

Item

0	Action
<p>month. Met with new and prospective members. New members –Elderbridge, NI Events Center, KCMR. Prospects met with: Wright on the Park. Promote governor’s What’s Your 50 and Give Back Iowa campaigns. Two webinar training events hosted. Assisted City Volunteer Services Dept. in upcoming initiatives. Continued work on April 14th Volunteer Appreciation Event that will be done with other members including City Volunteer Service Dept. Disaster Preparedness collaboration for staffing the Volunteer Reception Center for Emergency Management/Steve O’Neil including identifying ancillary site locations in Rockwell, Thornton, Clear Lake and Mason City.</p> <p>Other –Power 9 committee workgroup meet to plan agenda for June 9th 7:00 a.m. – noon long term goal planning session. Fielded calls on Prestage Project, Green Bay Wisconsin on Blue Zones Project, Oskaloosa on Bike Rodeo. Met with Wellmark and State Team on support needs for 2016.</p>	

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- Coordination and review of information provided by City Departments for the recodification of the City Code
- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for three Council Meetings and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 23 Resolutions and 5 Ordinances based on various requirements
- Submission of Ordinances to Sterling Codifiers for codification
- Upload data for three Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 10 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties

- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$2,341.00 in animal license fees and miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Amusement Games, Tree Trimmers, Solicitors

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: March, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: On March 29, City Administrator Trout, Mayor Bookmeyer, Council Member Kuhn and I attended the Due Diligence Committee meeting of the Iowa Economic Development Authority Board. Each of the four cities in the running for the program did a brief presentation and answered questions from the Committee. Mr. Trout was asked the fewest questions, which indicates that the Board finds our level of preparation and readiness very high. We look for a positive final answer on our funding request in April.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): Staff sent a brochure and letter to all owners of property on the corridors, alerting them of the Corridor Revitalization Loan (CoRL) Program, in January. Thereafter, we received numerous calls and were encouraged by the potential response to this program. As of this date, however, we have received only two applications. The first (YK Construction, 1625 North Federal Avenue) was approved by Council on March 15. The second will be reviewed by the Loan Review Committee in April (date TBD) and forwarded to Council thereafter. Staff is discussing strategies to encourage more participation in this program.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The deed for 420 1st Street NE was accepted by the Council on March 15. Our estimator (Steve Weaver of Building Services Group) has provided specifications for the rehabilitation of the home. A Notice of Bids was sent April 6, and a walk-through/open house for potential bidders is scheduled for April 13. Bids are due April 26, and a recommendation will be brought to Council on May 3.

Developments: 1) The Hampton Inn and Suites exterior is nearly complete and interior work is ongoing; this project appears to be on schedule for its planned spring opening. 2) Good Shepherd is now framing the first story of the new independent living complex on the north side of the 300 Block of 1st Street. 3) The new Nissan Dealership, in front of Cinema West, is enclosed and interior work is ongoing. This business should open in late spring or early summer. 4) Grading is complete and foundations are being constructed for the new TJ Maxx Store east of Staples. Permits have been issued. 5) Fat Hill Brewing has announced that they will open a new brewpub at 217 North Federal Avenue. 6) Grading of the new Alliant Service Center is nearly complete. Permits for construction of the new building have been issued. 7) Culver's Restaurant began its remodel during the last week of March and recently reopened.

Development Review Committee: 4 meetings held in March: 3/8/16, 3/15/16, 3/22/16, and 3/29/16

DRC Activity	March, 2016	YTD
Total Development Plans Reviewed	6	12
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	0	2
Concept plans to be resubmitted as a Major Site Plan	3	6
Total Concept Plans	3	8
Major Site Plan Reviews Completed	3	4
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	1
TOTAL ITEMS REVIEWED	6	13

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	March 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	0	5
Commercial, Accessory Structure	0	0
Residential, Principal Structure	5	6
Residential, Accessory Structure	3	4
Signs	4	18
Floodplain	0	0
Encroachment Permits	0	0
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	1	1
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	1	1
Change of Zone	0	1
Miscellaneous	1	2
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	0
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0

Activity	March 2016	YTD
Zoning Violations		
Reported	13	24
Unfounded	0	0
Founded-Resolved without citation	7	13
Citations	0	0
Open Cases (as of date of report)	6	12
Cases initiated by staff	11	17
Zoning Inspections		
Zoning – Case Request	13	25
Zoning – Violations	17	24
Zoning –Setback	2	7
Zoning - Final	1	7

Projects:

- Staff coordinated and provided technical support to the City Administrator for the 22nd St. SE value appeal hearings.
- Recodification
- iJAG Park in the Meadowbrook Neighborhood

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in March.
- Historic Preservation Commission: The Commission did not meet due to lack of quorum. Commission Chair John Groninga resigned from the Commission on March 2, 2016. Mr. Groninga was the Planning and Zoning Commission’s representative to the HPC. No other P&Z member is interested in filling this position. The recodification of the establishing ordinance for the HPC contains language removing the P&Z appointed member.
- Planning and Zoning Commission: The Commission met and reviewed several chapters of the Zoning Ordinance as part of the recodification project. The Commission also reviewed and made a recommendation on the vacation of a portion of Enterprise Alley adjacent to City Hall.
- Zoning Board of Adjustment: The Board approved a Conditional Use Permit for a detached accessory structure larger than 1,200 sq. ft.

Other Items of Interest:

- City staff is working with the Iowa Homeland Security and Emergency Management Department to close out PW 9585. This is the last piece of the buyouts that needs to be completed to call the projects “Done!”
- Staff attended a workshop on natural stream restoration techniques sponsored by Iowa Rivers Revival and the Cedar River Watershed Coalition. The workshop will be helpful as we identify strategies to combat increasing damage to private property due to stream bank erosion.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	March, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	16	\$ 1,321,753.00	39	\$9,270,085.25
Minor Building Permits	7	\$ 41,131.00	10	\$ 54,416.39
Electrical Permits	12		42	
Plumbing Permits	15		36	
Mechanical Permits	8		51	
Sign Permits	4	\$ 25,150.00	18	\$ 101,550.00
Demolition Permits	0	\$ 0.00	2	\$ 45,000.00
Structure Moving Permits	0	\$ 0.00		\$ 0.00
Inspections	March 2016		YTD	
Number of inspections	140		376	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	17	1	28
Multi-residential	0	0	0	0
Commercial	0	5	3	16
Industrial	0	0	0	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	20
Fees Collected	March 2016		YTD	
	\$ 11,531.53		\$ 45,728.58	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	March, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	87	221
Staff Initiated	73	187
Non-Staff Initiated (total):	14	34
Response to Complaint	4	11
Anonymous Complaint	7	16
SeeClickFix	3	7

¹ Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.

CODE ENFORCEMENT REPORT	March, 2016	YTD
Case Request Disposition		
Founded Case Requests	104	228
Citations Issued	1	1
Cases to Court	0	0
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	2
Dangerous Building	0	3
Abandoned Vehicle	1	1
Tree/Shrub Maintenance	1	2
Garbage	44	46
Inoperable Vehicle	9	45
Junk, Rubbish or Refuse	36	39
Other	10	41
Writ of Removal	1	40
Information Request	0	7
Snow Removal/Weeds & Tall Grass	8	103

Rental Inspections Summary:

Rental Inspection Report	March 2016	YTD
Initial Inspections	41	131
Reinspections	42	141
5 yr. Inspections	151	394
Complaint Inspections	6	44
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	22	84
Inspection cancelled by Inspector	8	23
Failed inspections	27	68
Passed Inspections	135	361
No Shows	0	16
Total # of Inspections	198	569
Rental Dwelling Certificates Issued	13	212
New Landlord License Issued	6	6
Units White Tagged	5	7

ANIMAL CONTROL

MARCH		2016		YTD
ANIMAL CALLS FOR SERVICE				
HOURS		NO. OF CALLS		
700	800	=	5	7
800	900	=	7	14
900	1000	=	1	10
1000	1100	=	6	19
1100	1200	=	12	24
1200	1300	=	2	9
1300	1400	=	7	21
1400	1500	=	10	24
1st shift sub total			<u>50</u>	78
1500	1600	=	5	10
1600	1700	=	13	15
1700	1800	=	5	8
1800	1900	=	3	4
1900	2000	=	1	3
2000	2100	=	1	3
2100	2200	=	4	7
2200	2300	=	3	5
2nd shift sub total			<u>35</u>	99
2300	2359	=	3	2
0	700	=	4	6
3rd shift sub total			<u>7</u>	15
TOTAL for Month			<u><u>92</u></u>	242
ARRESTS				
Animal Sanitation				0
Chase/bite nuisance violation				0
Cruelty/Welfare of Animal				0
Vicious Animal				0
Disturbing the Peace				0
No Rabies Vaccination				1
No City License (approx.)				2
Animal At Large				1
Total People Arrested			<u><u>4</u></u>	8

Animal Bites	<u>8</u>	17
Wild animal calls	<u>4</u>	20
Pickup slips animal count	<u>56</u>	148

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
March	8	73%	3	27%	11
Year to Date	43	53%	38	47%	81

Burials in March were slightly higher than projected. Traditional burials are slightly higher and cremation burials are slightly under the projected numbers for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
March	4	1	5
Year to Date	14	6	20

Lot and Niche sales improved in March with 5 spaces sold. Sales of burial spaces are still much lower than projected for the year.

Projects

The Mercy Birthing Center contacted the Cemetery about installing a concrete paver path in Lullaby Land where the fetal remains are buried each year. The project will be organized by the Mason City Chamber of Commerce's Leadership North Iowa young professionals group.

Preparing for spring and summer completion of CIP projects.

Administration – Admin staff were busy working with families as warmer weather increases walk in traffic, preparing the Memorial Day sales flyer for mailing, hiring seasonal workers and verifying data in the Cemetery Information Management System.

Operations – Grounds Staff were busy with burials, maintenance and clean up after winter.

Board of Trustees – The Perpetual Care Cemetery Ordinance was approved to forward to the City Council for approval. The final budget for 2017 was accepted as approved by the City Council. The Draft of the Survey and Evaluation report was reviewed. Moving forward with planning the request for the Lullaby Land project from the Mercy Birthing Center was the consensus of the board. Jenny Thada was recommended for reappointment to the board. Discounts on plots during the Memorial season were approved. Revisions to the decoration guidelines were discussed. The February monthly report was presented.

Engineering Department

Reported by Mark A. Rahm, P.E., City Engineer

Division: Engineering:

Engineering

○ Engineering	
● DRC Site Reviews	6
● Storm Water Management Plan review & approval	2
● Sanitary/Storm Sewer service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	3
▪ New Installation	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	4
● Driveway Approach permit & inspection	0
● Iowa One-Call Locates	336
● Emergency call-outs	2
● Emergency call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	5
▪ Review contractor Traffic Control Plan	2
● Permit review & approval - City	
▪ Commercial Building	4
▪ Residential Building	2
▪ Demolition	0
▪ Remodel or Addition	5
● Permit Fees Collected	\$40
● Sanitary Sewer records drawn and scanned (GIS)	0
● Field Book updates (GIS)	2

Water System Capacity Evaluation

Staff has worked extensively with Stanley Consultants with the preparation of the Water System Capacity Evaluation Report, with the end effort providing improvement options to meet the water demand needs of the Prestage Foods of Iowa project proposed in the southwest area of the city. The report also addresses and includes future development growth in the same area. Staff provided current daily and historic information used in the analysis for predicting and calculating

projections and estimated costs of the improvements to the water supply, treatment, distribution, pumping, and storage aspects of the overall system. The report was drafted and reviewed on a number of occasions and as of this time a 99% completed report has been provided to the city by Stanley Consultants. Additional refinement will most likely result as more system modeling is performed.

43rd Street, Pierce Avenue, and Southwest Industrial Area Traffic Study

Staff consulted and met with SEH on numerous occasions regarding a traffic study being performed as a result of the proposed Prestage Foods of Iowa project in the southwest area of Mason City. SEH, a local consulting firm was hired by Prestage Farms, Inc. to perform the traffic study which will be used to determine improvements to the area, which could include all or some of the following: pavement widening, turn lanes, traffic signals, signage, etc.

Prestage Foods of Iowa Development

Staff has worked extensively with EPSTEIN Global, a Chicago based engineering firm hired by Prestage Farms, Inc. to prepare plans and specifications for the Prestage Foods of Iowa project. Much of the collaboration has included initial discussions to share questions and answers regarding Mason City and more specific, the proposed site on which the project will be located. Each time, information was researched from files and provided to EPSTEIN to assist them in continuing their work in a factual and efficient manner. Most recently, the Iowa DOT Avenue of the Saints construction plans were referenced, studied, and information gleaned for submission in regards to drainage in the surrounding area to assist EPSTEIN with their site Storm Water Management Plan.

2016 Sidewalk Program (Update)

Plans and specifications are currently out for bid. Bids are due on April 12th.

2016 Pavement Marking Program

Plans and specifications are currently out for bid. Bids are due on April 12th.

2014 Pedestrian Trail Improvements – Phase 2 (Update)

The preconstruction meeting was held on March 23, 2016. The project is scheduled to begin in the third week of April. The contract completion date is August 1, 2016.

Monroe Avenue Pedestrian Trail (Update)

The preconstruction meeting was held on March 23, 2016. The project is scheduled to begin in the third week of April. The contract completion date is August 1, 2016.

Downtown Street Lighting Project (Update)

A contractor hired by Alliant Energy is in the process of removing steam tunnels at three locations in Commercial Alley that are in conflict with the new street lighting conduit. A preconstruction meeting was held on March 17th. K&W Electric is in the process of procuring light poles and precast light pole bases, boring for conduit and associated pavement removals are scheduled to begin towards the end of April. Coordinated with TJ Just with Southbridge Mall for the use of the mall's lower parking lot for staging materials and equipment.

Drainage District No. 17 (Update)

The project was let in March and the award of contract presentation at the April 5, 2016 meeting of the City Council.

Union Pacific Railroad Quiet Zones (Update)

Engineering staff continues working with the Union Pacific Railroad Real Estate Office and SEH to complete the preparation of the plats for vacation of crossings at the 4th Street SW, 9th Street NW, and 15th Street NW. New information was received from the UP Railroad which altered the course being taken, but since then forward progress is being made. The Engineering Department also progressed with the preparation of plans and specifications for Supplementary Safety Measures (SSMs) to be constructed at crossings within the zone that are not being vacated. Those crossings are a 6th Street SW and 1st Street NW.

South Federal Avenue Elevated Storage Tank (Update)

Neumann Co. mobilized at the South Federal Avenue Elevated Storage Tank site in March to begin the preparation of the tank for painting. They thoroughly cleaned the weld joints and other areas that were scuffed during the assembly steel bowl. As the surface area was blasted and cleaned, a prime coat was applied to protect the steel from the elements while awaiting the application of the top-coat. The painting contractor will remobilize when daytime temperatures consistently remain in the desired range for applying the top-coat. The bowl will then be hoisted into place atop the pedestal, before multiple operations begin to finish the project.

Downtown Multi-Level Parking Structure Project (Update)

Staff has been working with WHKS and vendors to explore alternate options for construction of the parking structure due to a lagging schedule and revised completion date of the hotel project.

Other Tasks Performed through the Engineering Department:

- Continued coordination with IDOT for the upcoming Highway 122 reconstruction project. Reviewed additional storm sewer inspection videos and are preparing comments for the IDOT design engineers.
- Surveyed the two parking lots and are preparing plans for the North End Improvements project, also surveyed the right-of-way near the South Federal Water Tower for the South Federal Avenue sidewalk extension project.
- Coordinated with Henkel for street and sidewalk closures along 1st Street SW for the mobilization of a large crane to hoist new equipment to the roof top of the Principle Building.
- Met with Travis Tinken of the IDOT Railroad Division and Perry Louwagie with the Canadian Pacific Railroad to inspect the work completed and discuss remaining work for the 8th Street SE railroad crossing. Due to a conflict with the railroads newly installed crossing arms, the sidewalk needs to be redesigned and relocated to meet ADA compliance.
- Ordered signs, created a work order and staked locations for the embargo of the 12th Street NW Bridge near Taft Avenue.
- Surveyed locations where pedestrian ramps will be removed and replaced by the Operations and Maintenance Department. ADA compliant ramp designs were also prepared and provided for the same locations. The improvements are being made at the

intersections of S Adams Avenue and 28th Street SW and N Rhode Island Avenue and 17th Street NE.

- The concrete testing Slump Cones were picked up after being blasted and cleaned; and additional wood products, lathe and hubs, were purchased for the upcoming construction season.
- Began inspections for the new sanitary sewer main extension being installed for the new Alliant Energy building. Popp Excavation made connection to the existing sanitary sewer manhole south of the intersection of South Pierce and 43rd Street SW, then began installing new sanitary sewer main pipe within the right-of-way along 43rd Street SW.
- Laid out garden plots on GIS map for community graders for Angie Determan.
- Met with Randy Opheim, Elmwood Cemetery Director, to coordinate status of cemetery lot staking layout project, engineering staff will continue setting spikes to mark corners of each lot for cemetery addition.

○ Traffic

● Sign Work Orders	11
● Stake sign locations	97
● Retrieve reported downed signs	4
● Traffic Sign Orders	1
● Remove and record labels from discarded signs (GIS update)	68
● Streetlights	
▪ New Installation	0
▪ Repair Request	6
● Traffic Signal Repairs	
▪ Respond to signal complaints	14
▪ Repaired damaged conduit 2 nd Street SE and Delaware Avenue	
▪ Replaced LED module at Hwy 122 and Illinois Avenue	
▪ Replaced LED module at 19 th Street SW and Eisenhower Avenue	
▪ Repaired “sticky” pushbutton at Hwy 122 and Indiana Avenue	
▪ Reset video at 19 th Street and South Federal Avenue	
▪ Replace MMU at 19 th Street SW and Taft Avenue	
● Iowa One-Call locates	19
● Iowa One-Call locate reviews	245
● Emergency Call-outs	0

Other Tasks Performed by Traffic:

- Prepared invoice for damage caused by a traffic accident
- Reviewed Mason City bicycle map for 2016 publication
- Worked with Alliant Energy to complete a street lighting project on 7th Street NE
- Prepared a plan for new electrical service for street lighting on North Benjamin Avenue
- Prepared a plan with Alliant Energy for a street light at 9th Street SW and Village Green Drive
- Performed a night time street light and traffic signal survey
- Prepared a street light repair list and submitted to Operation and Maintenance
- Prepared a street light repair list and submitted to Alliant Energy
- Worked with Alliant Energy to revise and correct street light billing

- Updated Traffic Signal Meter spreadsheet
- Worked on completion of 2016 Pavement Marking Program for bidding
- Solicited quotes for extension of west side fiber conduit
- Prepared traffic control plan for the Hwy 122 and Pierce Avenue traffic signal project
- Attended preconstruction meeting for the Downtown Street Lighting project
- Prepared plan for relocation of signal hand-box conflict (Hwy 122 and Taft Avenue)
- Attended preconstruction meeting for pedestrian trail projects
- Performed a photometric lighting layout for the north end parking lot project
- Prepared a breakdown of electrical usage for the Cemetery
- Provided traffic control for accident
- Reviewed street lighting ordinance for revisions
- Reviewed through street ordinance for revisions
- Reviewed a request for additional lighting in the NE mall parking lot
- Created a tornado siren GIS layer with photos
- Participated in a CPRR crossing inspection at 8th Street SE

Water Supply Division:

○ Water Production	<u>March</u>	<u>FY 2016</u>
● Total (gal.)	174,175,000	1,333,973,000
● Daily Average (gal.)	5,618,000	4,646,553
● Daily Maximum (gal.)	6,836,000	7,589,000
● Daily Minimum (gal.)	4,210,000	3,210,000
○ Water Plant Maintenance and Repair		
● Wash down EDR stacks and perform voltage checks		
● Replace ground points on #1 EDR train		
● Service on-line analyzers		
○ Customer Service		
● Iowa One-Call locates		315
● Monthly bacteria samples		30
● Collect project bacteria samples		4
● Check water quality at residents and businesses		6
● Hydrant Flow Testing		3
● Correlate water main breaks and investigate for leaks		3
● Water Main shut down for repairs		2
● Water shut offs for non-payment		78
● Water service re-connects		52
● Assist with installation of Water Meters		26
● Repair Water Meters and collect reading		13
● Deliver Red or Tan Tag		21
● Update shut off data base and maps		52
● Hydrant flushing		522

- Water Service Permit/Inspection
 - Repair/Replace 2
 - New Installation 3

	<u>March</u>	<u>FY 2016</u>
○ Meter Department		
• Meters Installed	135	612
▪ Industrial	2	5
▪ Commercial	6	38
▪ Residential	127	568
• Meters Repaired	0	14
• Contractor and Garden Meters Installed	3	22
• Meter Reads	11,771	104,112
• Water Meters Ordered	0	365

Other Tasks Performed through the Water Supply Department:

- Prepare service repair letters
- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Torque EDR #1 Stacks
- Snow removal at Water Treatment Plant, well sites, towers, and booster stations

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for March:

Finance

Item	March	Year-to-Date
Prepare payable checks	649	1,743
Prepare receivable invoices	24	161
Prepare payroll checks	623	1,890
Certify invoices to County	-	16
Send letters to State Offset Collections	63	328
Record State Offset collections	\$ 7,318.65	\$ 7,318.65
Sort Mail	6,150	17,200
Record ambulance receivables	185	556
Process utility payments	2,753	8,057

- Worked with vendors on payable issues
- Recorded end of month receipts
- Completed monthly IPERS report
- Completed monthly reconciliation for February
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Completed 1095-C forms for health insurance
- Worked with Socrata on financial transparency
- Worked on Timekeeping RFP

Utility Collections

Item	March	Year-to-Date
Record ACH activities	30	100
Prepare Utility adjustments	50	160
Estimate billings		-
Issue utility bills	10,777	32,257
Answer phone calls	474	1,167
Respond to voicemail	266	835
Complete utility service orders	353	812
Complete landlord tasks	35	110
Issue shutoff notices	532	1,474
Process customer paid utility bills	6,675	19,597
Process customer deposits	542	1,528
Record replace meters	136	195
Complete monthly sales tax report/hours	4.00	12.00

Information Systems Coordinator

- Look over the Time System RFP information from Finance
- Check permissions on EOB folder for Finance
- Reboot Engineering server to see if it resolves backup issues
- Get recertified for PD systems
- Check memory in Water Billing computer
- Look at scanner in Car 3 at PD
- Recreate nightly backup for Engineering servers to see if it resolves issues
- Reprogram scanner in Car 9 at PD
- Send computer from PD Car 2 in for repairs
- Get Woodman Controls in contact with RSM to resolve VPN issues
- Set up new user for Operations and Maintenance
- Set up new tablet for FD
- Take temp computer from Car 3 and install in Car 2
- Reinstall Car 3 computer
- Reboot DVR at PD to see if it resolves disk burner issues
- Get with Blue Zones to talk about email blocking issues
- Get quote for new Proxium software
- Look more at issues with Engineering backup and files on FD server to see what the issue is
- Contact RSM to find out why Recreation printers cannot be accessed from City Hall
- Set up new printer for Recreation
- Install card printer for Recreation
- Put IT Committee Meeting agenda together and send out
- Conduct IT Committee Meeting

- Restore file for user in Finance
- Set up new laptop for Police Chief
- Look for emails for Fire Department User
- Contact RSM about switch issue at Water Treatment
- Get a hold of FD to discuss issues with files and the nightly backup
- Set up new user for FD
- Call ESO about issues with tablets
- Restore file for City Clerk
- Look at scanner issue in Car 4 at PD
- Check permissions on folders for new user at Operations and Maintenance
- Remove former council members user account after information has been archived
- Take laptop to PD Chief
- Get quote for replacement card printer for Recreation
- Get a quote for a new monitor for Water Reclamation
- Order dual video card for Cemetery
- Standardize com ports on trouble cars at PD to trouble shoot disconnect issues
- Help City Clerk access City's website
- Get quote for bigger monitor for Water Reclamation
- Get quote for tablet for GIS Department
- Trouble shoot medical monitor connection to tablets at FD
- Trouble shoot phone system for PD
- Find server and rebuild phone system for PD
- Restart Highland nightly backups
- Look at malware issue for computer
- Look for email for Grown Development and Planning
- Look at YTF computer to see what issues are slowing it down
- Get a quote for a new permanent phone sever for PD
- Restore file for City Clerk
- Order memory for PD phone server
- Help with card printer at Recreation
- Install dual video card for computer at Cemetery
- Order monitor for Water Reclamation
- Set up computer for Maintenance at PD
- Add memory to shoretel server
- Get quote three additional Firehouse software licenses
- Help PD user set up email on phone
- Time clock system RFP meeting
- Reprogram key for water treatment
- Order memory for computer at Water Reclamation
- Install dual video card for computer at Water Reclamation
- Look at scanner in Car 4 again
- Register new license key for PD Phone system
- Check domain controller issues for server at PD
- Remove Xerox printer software from GIS server
- Re-adjust Engineering server nightly backup to trouble shoot back up issues
- Get a replacement dual video card for bad unit at Water Reclamation

- Look over changes in RFP for Finance
- Pick up external hard drive for FD
- Look at printers at Staples for Animal Shelter
- Update LEA databases for PD
- Order DVDs for PD burner
- Install memory for Water Reclamation computer
- Hook up printer for Animal Shelter
- Standardized all com ports for PD computers and create shortcuts to change scanner ports
- Look over email issues for Data Processing
- Check status on computer for Car 2
- Fix wiring in Car 6
- Install replacement dual video card for Water Rec Computer
- Replace all pistol grip scanners in PD cars with Mic style scanners
- Standardize com ports in SRO vehicle and add CJIS information for computer
- Test Car 2 computer before reinstalling it in squad
- Help user at O and M with display orientation issue
- Check printer connection issues in PD Car 5
- Update Investigator computer with newest version of Java
- Install Malware software on FD computer to see if it finds issues
- Install computer back in Car 2
- Put temp computer in Car 5 so computer can be sent in for repair
- Download Tracs report for officer before sending car 5 computer in for repair
- Look at problem on Investigator computer regarding hard drive
- Check Car 4 computer after hub replacement
- Find emails for Community Outreach officer at PD
- Get RMA for Car 5 computer and get unit sent in for repairs
- Look at laptop for Museum
- Order memory for computers at Museum
- Get with RSM about final settings for PD phone system
- Check over Car 8 computer after it comes back from repair shop
- Set up new user for PD
- Perform Monthly backup duties

GIS Department

Airport

- Arrangements made for aerial photography acquisition relating to Pictometry this spring
- Cemetery GIS Project:
 - Map prepared of cemetery tree points based upon recommended maintenance

Development Services

- Question about parcels and NIACC relating to Smart Gov and new dorms
- Helped code enforcement officer with map relating to neighbor dispute
- Review procedure for buffer parcel supermajority zoning related issue
- Questions and assistance with floodway mapping for symbolization
- Assisted staff member with project to show city limits
- Troubleshoot Pictometry Online GIS project

Emergency Management

- Organize emergency management GIS data
- Edit layer for electrical substations, outdoor warning sirens, adult day services, assisted living, Senior Housing, medical supplies, churches, and critical facilities
- Preparing for planned emergency management exercise (Mapping)
- National Grid Mapping

Engineering/Water Treatment/Customer Service

- Question about county GIS layer titled “Drain” and researched its purpose (Retired data previously used to evaluate agricultural land values now replaced by new CSR2 Math)
- Troubleshooting project not labeling properly
- Import utility and traffic GPS data

Fire

- Set up Fire Marshall with GIS project, provided brief training over phone, and fielded questions related to project content
- Question about data availability of fire flow rates (This is handled by Customer Service Dept.)
- Future data planning discussion with Fire Marshall

Finance

- Added historical imagery to IT project
- O&M/Parks/Water Reclamation
- Edits to structure of tree inventory layer
- Training Streets Superintendent GIS editing sanding routes layer
- Discussions about GPS work to be completed on east-west alley north of 12th St SE and South of Canadian Pacific Rail Yard
- Discussion about GIS data for area of 3rd Street Southwest near Monroe Avenue

General

- Research on GPS equipment
- Edits to the Landmark, address point, and easement layers
- Attended IT meeting and homeland security advisory committee meeting
- Assist IT director when out of office with password resets and printing problem at O&M
- Tornado warning planning and assistance with city hall exercise
- Citizen phone call about 311 Meadow Lane
- Citizen phone call asking questions about property lines
- Added Mason City park map pdf to web

April initiatives

Finance Department

- Work on March financial month end report
- Work on Income Offset letters for state collections

- Update cash basis sheets for departments
- Complete City payables
- Process city payroll
- Continue committee meetings for City-wide timekeeping system
- Continue work towards financial transparency

Information Systems Coordinator

- Continue working with Finance on new time keeping system
- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- Continue with expanding the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Start updating IE 10 to IE 11 after testing

GIS

- Keep apprised of Pictometry project
- Assist with Cemetery GIS mapping project
- Assist with Tree inventory project
- Update utility easements layer
- Update emergency management data
- Attend Homeland Security Advisory Committee and provide support when needed for exercises and in the event of an emergency
- Finish National Grid maps for Mason City
- Maintain edits to zoning map
- Import GPS data from GPS units for utilities
- Assist IT manager when he is out of office
- Provide support for GIS users within City Government
- Prepared maps per user requests
- Edit and maintain GIS layers
- Provide ongoing support for water distribution and traffic GIS layers

Fire Department

Reported by Bob Platts, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6,935.25	20,874.50
Office/Administrative	964.75	2,807.75
Overtime Hours		
Fire	160.75	432.75
EMS	379.75	1,343.00
9-1-1 Calls/Emergency Calls		
Fire	62	169
EMS	314	923
Non-Emergency Calls		
Fire	2	13
EMS	94	292
Personnel Training Hours		
On-Site	637.50	2,072.50
Off-Site	68.00	213.50
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	98	325
Existing Building Inspections	78	174
Plan Review	19	37
Fire Investigations	1	5
Community Involvement		
Public Tours of the Fire Station (Number)	2	5
Public Fire Safety Appearances/Trainings (Number)	4	16
EMS/Fire Student Ride Along Preceptor Training Hours	47.50	160.50

Significant Fire Calls

Other Significant Events

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	0	5
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	17	28
Engineering	18		18
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maint	56	1	57
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	242	28	270

Staffing

Activity

Hiring Activity:	- Police Officer: Completed final processing before hire
	- Custodian - Library: Job remains on hold
	- Heavy Equipment Operator-Utilities: Posted opening internally and awarded job
	- Meter Utility Person: Awarded job internally
	- Youth Task Force Support Staff: Interviews conducted, job offer made, hired externally
	- Transit Driver - Development Services: Continue recruitment
	- Seasonal Jobs - Job offers extended to rehires, accepting applications for new hires, processed 3 hires
Positions Filled:	- 2 regular staff and 3 seasonal staff hired

Turnover:	- None
Employee Orientations/exit interviews:	- Conducted 5 new employee orientation sessions
General Recruitment:	Participated in NIACC Career Fair featuring Police and Fire department careers
Manpower Planning:	- Updating job descriptions in advance of multiple upcoming vacancies/job changes
Civil Service Commission:	- No meetings conducted during the month

Labor

Relations/Legal

Activity

Grievance Activity:	- Fire: No new activity - Teamsters: No new activity - AFSCME: No new activity
Labor Negotiations/Relations:	- Developed MOU with Teamsters on staffing
General HR support:	- Provided HR consultation to various departments on disciplinary and other issues

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Other related topics:	- Met with BLA on 2016/17 medical plan renewal discussion

Employee

Involvement

Activity

Wellness Activities:	- Identifying priorities for next quarter
Misc	N/A

Government

Efficiency

Activity

RPI Activity:	- Soliciting project ideas from each department
Other improvements:	- Participated in IT Committee meeting - Participated in Timekeeping System committee meetings

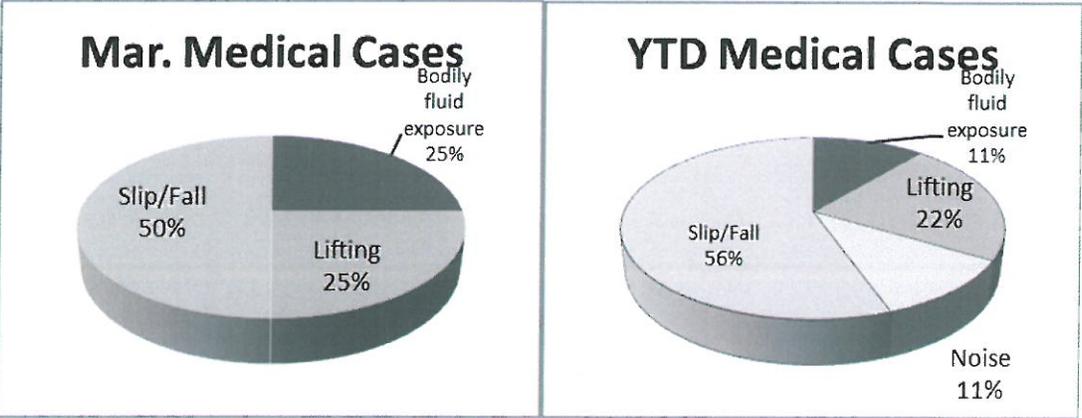
Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and management team on multiple claims
---	---

411 Medical Screening Changes:	- Met with Healthworks staff to review and discuss new changes to MFPRSI requirements for pre-employment physicals
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Safety:	Met with work comp carrier on safety improvement ideas
	- Developing transitional plan for Safety Director responsibilities
Training:	- HR Asst. attended NIACC employee development course
Professional/Community Support	- Attended HRANI local meeting

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	4	9	7
# of OSHA Injuries	2	6	5
# of Days Missed	14	110	5
# of Employees Off	2		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: March 2016

Routine Activities:

In the month of March the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working conditioning, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in a rental of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting.

As spring began to appear the Museum did have one last major snow removal event. It then began focusing on clearing away much of the sand / gravel spread over the winter. The custodian began cleaning the carpets because of the large amount of grit that is tracked in by the public. It takes about half a day for him using a commercial grade carpet cleaner to remove the winter residue.

The Museum has been busy speaking to area service clubs to make them aware that the Museum will turn 50 this year, and with this comes several events that have been planned out. Each group is also shown the 50th anniversary short that we created to document the Museum's history.

The topic for March for Lunch and Learn was Bill Mateer. Bill is an area farmer that is also an artist. He also is the instructor for the NIACC ceramics class. His lecture discussed the many different processes used to create pottery and the guests toured the galleries, viewing the different types and styles.

The MacNider Off the Clock for March was Dean Schwartz, a Decorah area pottery who had a ceramic retrospective exhibition in the Kinney Lindstrom Gallery at that time. The Museum also hosted the Youth Art Month Exhibition, which hosted over 60 youth artists from all over the AEA region. The youth and their parents came for a reception and certificate presentation.

Last but not least, the Museum hosted Spring Break Art Camp. This was a week-long adventure into the arts. The ages who attend were 5-12. Themes this year centered around aquatic and sea life and the class ended the week with a presentation to the parents.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (15), Kids Club (15 kids, 4 volunteers), Adult Ceramics (15), Children's ceramics (32), Dollhouse Bedroom (10), Fairy Houses (12), Coloring Mandalas (4), Art Camp (82 kids, 40 adults), Art Bugs (13 kids, 12 adults)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (65), Kentucky Ridge Outreach (4), Salvation Army Outreach (23), Manly (9), Boy Scouts (10 kids, 10 adults)

Specialty Programming: Movies in March: (43)

Programs: Board Meeting (5), 50th Acquisitions Meeting (5), Film Committee (3)

Special Event: Off the Clock (143), School Art Show Reception (129)

Outreach / Specialty Tours:

Groups touring: -- West Fork School (30 kids, 4 adults)

Outreach locations: Prairie Ridge Outreach (65), Kentucky Ridge Outreach (4), Salvation Army Outreach (23), Manly (9)

Special Projects:

The Museum began the wiring of the Salsbury Room and Museum for the new audio system.

Membership:

363 members

Attendance:

Gallery / Open Studio / Shop: 932

Programs: 254

Outreach: 121

Rentals: Salsbury (138), birthdays (17 kids, 11 adults), NIACC (50)

Classroom: 254

Playground: (147 kids, 101 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(4 Cement Work)
Equipment Maintenance	(1 Equipment Maintenance)
General Maintenance	(4 General Maintenance)
Hydrant Installation	(2 Hydrant Installation)
Hydrant Removal	(1 Hydrant Removal)
Hydrant Repair	(7 Hydrant Repair)
Public Notification	(1 Public Notification of Road Closed)
Road Box Repair	(2 Road Box Repair)
Safety Training	(1 Safety Training Entire Crew)
Snow Plowing	(3 Snow Plowing (Entire Crew))
Storm Sewer Repair	(2 Storm Sewer Repair)
Valve Installation	(5 Valve Installation)
Valve Removal	(1 Valve Removal)
Valve Repair	(7 Valve Repair)
Valve Turning	(6 Valve Turning)
Water Service Repair	(4 Water Service Repair)

Along with press releases and the City web page we try to knock on every door in neighborhoods where we will have the street closed or water shut off. If the resident is not home, we leave a door hanger explaining the dates planned for our work and a short description of what work will entail along with contact information in case our customers have any questions or concerns. Obviously this does not happen in emergency situations where a leak has the potential to cause damage to private properties, roadways or other utilities. In these situations, we shut the water off immediately.

With flushing of fire hydrants, this year we have a large list that are in need of repair. So part of April will be devoted to getting these hydrants back into working condition.

Internal Service Division:

Mechanical

Service and repair 9 fire trucks and ambulances
Repair 3 Inspection Department vehicles
Service and repair 6 police cars
Repair and service 6 Sanitation trucks, brakes, etc.
Repair and service 19 Street Department vehicles
Service and repair 1 Water Reclamation vehicle
Plow snow as needed

Electrical

Coordinate the final light at the Cannonball Project
Repair streetlights as needed at Northbridge near Moose Lodge
Repair emergency lights at O&M
Checked operation of backup generator at Campground
Check blown contactor at Water Reclamation
Repaired heat exchanger at water reclamation
Repaired lights at O&M
Repaired light at 1st and North Delaware
Repaired traffic signal at 19th and S. Eisenhower
Repaired parking lot light s at the water supply plant
Repaired pedestrian signal at Hwy. 122 and Monroe Avenue
Repaired elevator sump pump at Police Department
Repaired light at 1st and S. Delaware

Plow snow as needed

Repaired VFD at Water Reclamation

Repaired traffic signal at Hwy. 122 and Winnebago Way

Repaired lights in the parking lot at 1st and N. Pennsylvania

Repaired lights at the Southbridge Mall parking lot

Replaced highbay lighting at the Water Reclamation Plant

Repair street lights at Northbridge

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the month: **March**

2016

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 265.725 million gallons
million gallons per
 - Daily Average: 8.572 day
million gallons per
 - Daily Maximum: 11.545 day
 - Sludge processed: 1,864 million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Assisted WHKS with sanitary sewer flow meter installation
- Sewer calls 2
- Assisted street dept. with snow removal

Laboratory Activities:

- Performed laboratory analysis on six Industries
- Completed DNR Monthly Operating Report

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries in delinquencies in reporting
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance

- Track mileage for all vehicles

Treatment Plant Activities:

- Got hauling equipment ready for spring application
- Changed oil in all small blowers
- Cleaned final weirs
- Cleaned and made shelving for storage room
- Rebuilt three storm sewer manholes on plant grounds
- Monthly inspections
- Riggers training
- Got UV system ready to be installed for the upcoming season
- Met with WHKS about plant digesters
- Installed new VFD for #4 & 5 recirculation pumps

Sanitation Division:

	<u>February</u>	<u>Year-To-Date</u>
Refuse collected	373.66 tons	1,064.32 tons
Recycling collected	142,740 pounds	408,480 pounds
Yard waste collected	0 tons	6.43 tons
Large item number of stops	30	73
Materials collected:		
Large furniture	26	65
Small furniture	19	41
Tubs & toilets	1	1
Appliances & TVs	9	24
Electronics	0	0
Request for service calls	335	820

Street Division:

Clean and maintain shops and equipment as necessary

Build and maintain barricades

Fill potholes with cold patch

Repair storm sewers that are falling apart

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep east and SW sides of Mason City

Remove and trim trees as needed

Set up handrails

Split wood for the campground

Grade alleys as needed

Repair signs as requested by Engineer's office

Plow, haul snow and sand/salt as needed

Build new barricades for the Band Festival parade

Check mystery post at 730 8th SW

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Install history boards for the 457 Cannonball Committee

Snow removal on all city owned sidewalks, plaza, lots, bridges, trails, ice rinks, etc.

Split firewood for the campground

Clean and pick up dog waste stations

Install pea gravel at the new campground playground

Clean all parking lots in East Park

Clean Plaza in the downtown area

Power wash west park tennis courts

Remove and trim trees for the new trail which will be installed from Ray Rorick Park to Frederick Hanford Park

Remove stumps at Wild Wood Park

Remove 2 dead maples at Washington Park

Fill landscape area in front of city hall with mulch

Clean up all cigarette debris at the Dog Park

Repair the gate at the Willow Creek Community Garden

Paint soccer fields at Hoover School

Paint and maintenance at the youth ball diamond for tourney

Assemble benches for the 457 Cannonball Committee

Remove and store tires from the East Park Sledding Hill

Repair bandshell benches

Repair drainage area at Black Pit

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls for Service: March – 1,843; YTD – 5,175

CFS Type	Month Total	Year To Date
Traffic Contacts	263	718
Medical	214	623
Suspicion	182	452
Collision	110	308
Disorderly/Disturbance	106	314
Welfare Check	96	261
Animal	90	242
Alarm	66	220
Theft	66	209
Parking	48	142

Patrol had a busy month and worked several noteworthy cases. We have already done some media releases, but they are worth noting.

- 1st Detail – Officers worked with CGSO deputies to locate and identify a male in an indecent exposure case. That teamwork led to the arrest and charges of a local man for the incident at a local business.
- 2nd Detail – An officer on a business check discovered a fire in an unoccupied building that resulted in several arrests and charges for trespassing and reckless use of fire.
- 3rd Detail – Officers responded to a sexual assault in-progress and were able to help ensure the safety of the victim and quickly identify the suspect. The suspect was taken into custody, without incident, a short time later.
- 3rd Detail – Another local residence was identified as a nuisance property and the process for a nuisance ordinance was initiated. We are optimistic that his action will improve the quality-of-life for the neighborhood as this gets resolved.

Criminal Investigations

CID continues to work several cases. We are following up on a shooting this month and have executed two search warrants as a part of this ongoing investigation.

We also responded to an infant who was at the Emergency Room with a fracture. During the investigation we learned that a young sibling had been playing with the infant and had inadvertently caused the injury. There will no charges in that case.

CID personnel assisted with our training day for March and presented on Field Sobriety Testing, Search Warrants, and Court Orders. Other assignments worth noting this month included: four Child Protection Center interviews; assisting a federal agency with a fraud case; assisting at the Iowa Law Enforcement Academy with Basic Academy Driving Training; and making a presentation to the Noon Lions Club.

Administration

MCPD personnel attended several meetings in the community this month. We also completed our 1st Quarter 2016 property and evidence audit. We also held the first command staff meeting since I started in January.

We are continuing with projects that update and improve our facilities. We are almost complete with the sewer lining project. We have also begun work on the HVAC upgrades. Both of these are Capital Improvement Projects.

We continue to interact with the community through Social Media. We picked up 49 followers on Twitter in March for a total of 891. We also added 72 Facebook likes this month for a total of 1,345. We continue to get good feedback from the community about our social media presence.

All MCPD sworn personnel received training this month at in-service on health and nutrition; less lethal munitions; active shooter response; search warrants; court orders; and field sobriety testing. The media attended one of our sessions and did a story about our live drinking lab that allows officers to learn and practice on persons who are under the influence of alcohol.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, City Staff Meeting, YMCA Board, Friends of the Library, Library Foundation meeting, Library Staff Meeting and MCPL Morning Book Club.

All MCPL Staff attended training on April 1, 2016 with Job Coach Heather Woody. Librarians from all over North Central Iowa attended the training in the Mason City Room.

I met with representatives from Moxie Solar and Sun Powered Solutions to talk about the upcoming solar plant installation at the library which should begin in April 2016.

March 2016 Statistics Highlights:	Monthly	YTD (7/1/15 to present)
Ancestry.com	1304	3828
Program Attendance	516	4793
Website Visits	3291	28326
Volunteer Hour	208	1794.5

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Basketball
- Adult Volleyball
- Before and Afterschool Care
- Preschool Sports Class
- Tumbling
- Youth Cheerleading
- Youth Tumbling
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	175
Tuesday	203
Wednesday	568
Thursday	257
Friday	135
Saturday	518

Total People Served in 2016 thru February: 34,879

Total People Served in 2015 thru February: 29,542

Highland Park Golf Course Monthly Activities:

- 556 rounds played at Highland (last year 816)
- Remove 2011 Cushman starter/generator
- Disassemble starter/generator inspect order parts
- Change oil, air filter and replace put in new spark plug check all fluids 2011 Cushman
- Receive starter/generator parts
- Clean and reassemble starter/generator and put in 2011 Cushman Test
- Order new back tire for 2011 Cushman
- Pick up radiator for 3200 Workman
- Reassemble radiator assembly fill with anti-freeze and check for leaks

- Fill transmission on 3200 with 80-90wt adjust clutch test
- Motor running on 2 of the 3 cylinders traced to coil pack #3
- Order new coil pack for 3200 Workman
- New coil pack installed change oil new plugs 3200 drive and readjust clutch
- Make wire diagram of beer/utility cart preparing to change out 8 6-volt batteries
- Order new batteries and remove old checking all connections for corrosion
- Take old batteries and exchange for new
- Install all batteries cart runs well
- Checking charger found it was not charging right
- Take charger to Britt to have checked, left there to get fixed
- Pull sprayer from 93 Cushman
- Check and fill fluids in trans and rear end great shafts 93 Cushman
- Inspect plugs governor fluid and change oil and blow out air filter
- Reinstall sprayer and service electric solenoids that operate spray booms reinstall test
- Service 4 greens mower tractors oil, air cleaners, hydro, tires and batteries
- Put on greens mowers on tractors 1 & 2 units
- Back lap units and wash
- Back lap all cutting units on 1998 6700 and wash getting ready for first cut
- Put box on 3200 Workman
- Clean up front parking and north side of clubhouse area and pickup
- Blow off all greens of sticks and debris and pick up twice due to wind events
- Blow off all tees of sticks and debris and pick up twice due to wind events
- Put out tee markers, ball washers, garbage receptacles
- Put on new flags on poles
- Order fairway marker flex stakes
- Clean drive and parking of wet snow
- Order pre-emergent fertilizer for fairways
- Mowed greens 2 times
- Cut cups 2 times and move tee markers as needed
- Mowed fairways
- Check and service weed eaters and chainsaws
- Fix 2 cart shed doors adjustments
- Closed and reopened due to cold and snow
- Highland Park Advisory Meeting

Recreation Special Activities/Accomplishments:

- Ran the city wide Easter Egg Hunt and Snack with the Easter Bunny
- Continued preparation for a city wide track meet

- Ran the citywide Easter Egg Hunt
- Continued preparation for Earth Day
- Recruited Youth Sports Sponsors
- Start Preparations for Youth Soccer
- Finish fall surfacing installation for MacNider Campgrounds
- Marketing Mass emails for Spring and Summer Programs
- Youth Sports Shirt Bid
- Fire Extinguisher equipment checked
- Work with Aliant Energy on the rerouting of power lines for the Ray Rorick Soccer Complex Project
- Recruited efforts on finding a summer intern
- Research for the Moonlight Movies Program
- Attended the North Iowa Sports Authority Meeting
- Assisted in the Time Keeping RFP Preparation
- Attended the Iowa Parks and Recreation Conference for CEU for our CPO staff certification

Highland Park Golf Course Special Activities/Accomplishment:

- Opened course March 21st (last year March 19th)
- Finished up 18 hole sponsors for the next 5 years
- Talked to 6 new leads on Season Pass Holders
- Booked 5 outings for the summer
- Blow and rake and pickup sticks and debris on 1,4,8,10
- Picked up set of vertical mowers (used) from Bunker Hill G.C. in Dubuque
- Pick up larger limbs and downed branches front and back 14 loads
- Back drag lot near new building
- Worked with Jim Lensing of North Iowa Golf on setting up the ProShop
- Created new cart storage master files
- Cleaned and prepared the kitchen for start of season
- Ordered food and beverages for concession
- Assisted in the Time Keeping RFP Preparation

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Run Youth Tumbling
- Find Youth Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Spring Sports

- Run Spring Break Camp
- Run Archery Program
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Service 1998 Groundsmaster and Kubota blower
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Continue to level around new cart paths
- Get employees hired for summer crew
- Continue to shape and put gravel around new shed
- Applications of pre-emergent fertilizer on fairways
- Applications of fertilizer to greens and tees and approaches
- Get sprayers ready
- Open the full kitchen around April 20th

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Recruit and marketing for Earth Day, Adopt-A-Programs and Friends of the 457
- Earth Day Meetings/ Radio Ads / Press Releases
- Hour Logs
- Trees for Kids- planting agenda
- Branching Out/Trees forever- planting agenda
- Preparing for Volunteer Recognition Lunch, Adopt -A-Programs, Beautification Program, and Park Watch
- Volunteer Webinars with Blue Zones
- Channel 4 updates

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Blue Zones	Volunteer Committee	32.00
Total		32.00
Earth Day	Organize Cleanup Kits	4.25
	Committee/Event Staff	32.00
Total		36.25
Miscellaneous Projects		
	Housing Authority	20.00
	Police Department	28.00
	Transit Tokens	4.75
Total		52.75
Recreation Department	Basketball Games	10.00
	Basketball Practice	14.00
Total		24.00
Grand total		145.00

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Youth Action Team senior volunteers will be recognized at the community volunteer appreciation event at Music Man Square on April 14.

Health / Safety Focus Areas

- The Health/ Safety Promise Team worked with the school principals, the Mason City Police Dept. and the CG County Sheriff's Office to send letters to all parents of graduating seniors about underage drinking/social host laws related to graduation parties.
- Youth Mental Health First Aid Instructors met in March to schedule training assignments for workshops at Francis Lauer Youth Services, NIACC, and Partners for Children in April and May.
- Health and Safety Promise Team volunteers held a Listening Circle with young women in the day program at Francis Lauer Youth Services.
- Over 40 "Table Talk" brochures on marijuana were distributed in March.

Marketable Skills / Effective Education Focus Areas

- The Marketable Skills Promise Team recruited adult volunteers to conduct mock interviews with John Adams 8th grade students on March 23 and 24.
- Adult volunteer Job Coaches for 36 students in the 11th and 12th grade iJAG program at MCHS participated in work site visits with their students during March.

Relationships / Volunteering Focus Areas

- There are 42 active adult/youth mentoring matches in the county. (MC-23 & Clear Lake/West Fork-19) There are 15 youth waiting for a mentor.
- There are 17 active peer mentor matches in Mason City.
- A mentor training on underage drinking was held in March.

Staff/Other

- The Youth Task Force received the 2016 Corporate Partner Award from the Mason City YMCA at their annual meeting on March 1st.
- The Director conducted a youth engagement workshop for 26 people at the state-wide meeting of the Iowa Alliance of Coalitions 4 Change on March 22.
- The Iowa Dept. of Public Health conducted a funder site visit on March 29.

MEETING SCHEDULE

- April 5 & 19- Mason City Alternative High School Youth Action Team meetings
- April 6 – Behavioral Health Resource Work Group Leadership Team meeting
- April 6- Youth Mental Health First Aid training-Francis Lauer Youth Services
- April 7-Administration & Funding Study Group meeting
- April 11 & 25-Newman HS Youth Action Team meeting
- April 12-Marketable Skills Promise Team meeting
- April 14-Volunteer Recognition event

- April 14-Director presents on panel for Youth Mental Health First Aid at NIACC
- April 20- Executive Committee meeting
- April 21- Final LifeWORKS class session
- April 22- MCHS Youth Action Team meeting