

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

November 2015

(Issued December 11, 2015)



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

City Administrator Comments

Mayor and City Council Members,

The Blue Zones Project Power 9 committee has spent time working with Angie Determan to complete the Blue Print for next year. The Blue Print is the guiding document for goals and priorities for the program over the next year. The Healthways/Wellmark team and Blue Zones parent company gave our Blue Print and accomplishments very good comments and they look forward to working with us again next year.

Development Services Director Steven Van Steenhuyse reports that the new Starbucks has opened by the North Iowa Events Center and the Caribou Coffee/Einstein Brothers Bagels will open soon. There is no announcement regarding what businesses will occupy the open space at each of these locations. The Good Shepherd project continues to move forward with completion of their foundation and they completed the demolition of the three homes to the south of their new construction. The framing for the Nissan dealership is under construction. The City has sent out an RFP for Construction Manager Services to assist with the completion of the HVAC system installation in City Hall. Staff will review the RFPs and make a recommendation to Council at the January 5, 2016 council meeting.

Engineering Department has completed a couple of interesting projects this month that deserve mentioning. They conducted a public meeting regarding the options available for the downtown parking structure. The comments relate to the item on the Council agenda for concept approval of the third alternative for the structure. The City replaced the accident damaged traffic signal pole at Hwy 122 and Mercy Drive. The project required the repositioning of the concrete base, repair and reinstallation of the traffic detection and preemption equipment, and installation of new pedestrian push button controls. The Engineering Department received word that we were successful in receiving a grant of \$5,000 for the installation of traffic signs, posts and mounting software. The staff is also preparing plans and coordinating with an underground utility boring contractor for the installation of approximately 1800 feet of new traffic signal conduit to be used for a fiber optic cable that will allow for the connection between traffic signal cabinets at South Taft Avenue and South Grover Avenue along Hwy 122. The connection will allow staff to purchase and use new software to coordinate the lights along Hwy 122 to allow better movement of traffic along this main route.

The Fire Department received our newest ambulance which replaces the last of the original lease/purchase ambulances in the department acquired in 2004. The three new fire fighters are also now working on the shifts of the department. The Police Department's Facebook page went live on November, 30, 2015.

Chief Mike Lashbrook will retire from the Police Department at the end of December and Dennis Mihm will retire from the Airport at the end December after 25 years of service to the City of Mason City. We wish all the best to them and thank them for their service.

Sincerely,

Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: November 2015

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2015 – 11/30/2015	24,887.90 Gallons	300 Buses
Enplaned 579 – Deplaned 617		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at November Airport Commission Meeting 11/9/2015
- Manager attended Iowa Public Airports Association Meeting
- Approved Dignity Radio Marketing Campaign 2016
- Installation of Overhead Doors at Maintenance Facility
- Removal of Asbestos Pipe Fittings in Boiler Room
- Training of New Employee with Snow Removal Equipment

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the December Airport Commission Meeting
- Work on Capital Budget
- Dennis Mihm Retires after 25 Years of Service with the Mason City Airport Commission

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments
& Status

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Community Policy – Community Gardens final clean-up of gardens - THANKS O&M. Community Garden Survey is being developed. Meeting with Active Living and Transportation workgroup. Participated and provided input to City ESAC Committee meeting to discuss Iowa Initiative for Sustainable Communities. Assessing 2nd printing of MC Bicycle Map and sent invoices to sponsors. Participated in BZP Best Practices web conference with communities on active living and transportation policy. Attended DOT public information meeting on Iowa 122 proposed improvements.

Schools – participated in district wellness advisory council meeting. Recertification for schools and them as a worksite was discussed and what each school continues to do to engage students with Blue Zones Project well-being initiatives. Follow up with school liaison on resource material.

Worksites –the Wellmark Kickstart grant ended in first place for voting but was not chosen for their grant request to provide FitBit and wellness assessment campaign to Blue Zones Project worksites. Provided support to Mason City Clinic on their pledge work. Reviewed pledge items for validation. Met with new chair for 2016.

Grocery/Restaurant – participation on web calls and discussion surrounding local food vendors/producers and working through North Iowa Food Coalition. New store director at Hy-Vee East. Radio ads promoting all 7 Blue Zones Restaurants.

Engagement –radio ads developed through the end of year. Finalized Worksite toolkit pieces and submitted for approval. Working on collateral pieces for local real estate offices to use. Developing press release for Blueprint completion and Grant announcement with our partners. Provide Chamber information for their monthly newsletter spotlight on Blue Zones Worksite successes. Facebook posts. Met with new chairs for 2016.

Volunteer Center –Radio program 1st & 3rd Monday of the month. Continued meetings with new members and those entities interested in collaborating such as NIVC and Prairie Ridge clients. Awareness is increasing with non-profits and several partners are reaching out to us to have us speak at Lunch and Learns etc.. Continued work on expanding our knowledge and use of software tracking. Assisted member with inputting opportunities on the website. Developed volunteer job description examples. Updates to website. Facebook posts. Begin work on 2016 Give Back Iowa campaign focused on Iowa worksites/companies and employees

Item

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<p>volunteering. Participated in YTF John Adams Middle School Life Skills program meeting with all 8th graders to discuss volunteerism, how it can help you look at future school plans, college plans, work and profession plans.</p> <p>Other – Continue to support new staff at Blue Zones Community/Oskaloosa on their sustainability work.</p> <p>Meetings with collaborating partners on grants, received Letters of Commitment for 3 grants, <u>minimum cash</u> match requirement has been met (\$37,500). Continued tracking of other outstanding grants. Reached out to new park board and council members to do orientation on Blue Zones Project as it relates to their role with the City. Meeting with local business on Workplace transformation and wellness assessments. Participated in webinar on request of City Dev. Services on CIRD (Citizens Institute of Rural Design) for possible grant application for Better Block exercise.</p>
Issues/Needs
Upcoming Activities Power 9 – 2016 Blueprint Approval meeting. Completion of submission, comments received and approval meeting set.

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of November:

- 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
- 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 all 23 Resolutions and 2 Ordinances based on various requirements
- Submission of transcripts related to Amendment #3 for the Mason City Unified Urban Renewal Plan and Mason City Downtown Reinvestment Urban Renewal Plan to the County Auditor, Recorder, and City Bonding Attorneys
- Submission of all Ordinances to Sterling Codifiers for codification
- Upload data for three Council Packets to Granicus
- Maintain and update the City's Web page related to Council and Human Rights Minutes, Packets, Board and Commission Members and related events
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- 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
- Preparation of Human Rights Packet, Agenda and Minutes and assistance with Iowa Civil Rights contact information

- Assistance with and Issuance of 12 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when 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
- Issuance of animal licenses and miscellaneous licenses including Excavators, Sidewalk Contractors and Sign Hangers and confirmation of corresponding bonds and Certificates of Insurance
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Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: November 2015

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program:

1. The development agreements from G8 Development for the hotel and mixed use commercial/residential projects have been delayed, mostly due to the lag in communications between the developer, his California attorney and his local attorney. Our last conversation with him indicated that the documents were being prepared by his attorney for the developer's signature. We hope to have them before the City Council at the second meeting in December.
2. The design engineers for the parking facility held a public open house to review alternate designs on November 19. The alternates showed use of additional levels above or below grade, and different access arrangements.
3. Staff has received the final drafts of the feasibility study and the economic impact study from Smart Solutions Group. We are currently reviewing them, but it appears that they are essentially ready to include with the final application.
4. Proceedings for sales of bonds for project financing were approved by the City Council at their November 3 meeting.
5. Discussions continue with groups involved in soliciting private donations (for the Multi-Purpose Arena and Performing Arts Pavilion) to begin capital campaigns.
6. Staff continues to work with the management of Southbridge Mall on the terms of the lease for the Multi-Purpose Arena. We expect to have an agreement soon, with terms to be approved by the City Council shortly thereafter.

Corridor Revitalization (North/South Federal and central IA 122 corridors): Marketing materials for the new Corridor Revitalization Loan (CoRL) Program are complete, and a database of owners along the corridors has been created. Staff is seeking volunteers for the CoRL Review Committee, who will work with the applicants to ensure that program goals are met, and make recommendations for loan approval to the City Council. The committee will consist of the Development Services Director or designee, a representative of the architectural/construction community, a representative of the financial community, and two business or property owners along one of the corridors. We will be sending out notices of the new program (including information on the expanded MicroEnterprise program for properties on the corridors) to all of the corridor property owners in December and we will start taking loan applications in January.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: After much research to identify the right property to get this program started, we have an agreement to purchase a rental house for rehabilitation and resale to an owner/occupant. Details of the purchase will be revealed in a memo to Council on December 15, approving a resolution authorizing the purchase. We are thrilled to get this program underway.

Developments: 1) Starbucks has opened in the new Fairgrounds Plaza building near the entrance to the North Iowa Events Center. 2) The new Caribou Coffee/Einstein Brothers Bagels in the new retail building under construction in front of the (also under construction) Hampton Inn and Suites will open soon; they have been interviewing employees. There is still no word on a restaurant for the other half of this building. The hotel exterior is nearly complete, which will allow construction during the winter. This project appears to be on schedule for its planned spring opening. 3) The foundation for Good Shepherd's new independent living complex on the north side of the 300 Block of 1st Street NE is nearly complete. The three older rental homes they own on the south side of that street have been demolished. 4) The framing for the new Nissan Dealership, in front of Cinema West, is under construction.

Other Items of Interest: The design for the new HVAC system in City Hall is nearly complete. Staff has sent a Request for Qualifications to several Iowa firms to be construction manager for this project. We hope to recommend a construction manager to the Council at the January 5 meeting.

Development Review Committee: 4 meetings held in November: 11/3, 11/10, 11/17 and 11/24

DRC Activity	November 2015	YTD
Total Development Plans Reviewed	8	73
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	5	43
Concept plans to be resubmitted as a Major Site Plan	2	19
Total Concept Plans	7	62
Major Site Plan Reviews Completed	1	11
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	3
Plats of Subdivision		
Preliminary	0	0
Final	0	3
Other Reviews (structure moves, etc.)	2	17
TOTAL ITEMS REVIEWED	10	93

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	November 2015	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	20
Commercial, Accessory Structure	0	0
Residential, Principal Structure	11	57
Residential, Accessory Structure	5	51
Signs	8	55
Floodplain	3	8
Encroachment Permits	0	4
Zoning Board of Adjustment Cases:		
Appeal	1	5
Conditional Use Permit	0	3
Variance	2	16
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	0	3
Preliminary Plat	0	1
Site Plan Approval	0	4
Zoning Ordinance Text Amendment	0	2
Land Subdivision Activities:		
Boundary Line Adjustments	1	9
Lot Splits	0	0
Final Plat (not requiring P&Z review)	1	3
Zoning Violations		
Reported	11	56
Unfounded	1	4
Founded-Resolved without citation	2	49
Citations	0	0
Open Cases	7	2
Zoning Inspections		
Zoning - Complaint	0	26
Zoning - Setback	12	67
Zoning - Final	1	16

Projects:

- Continuing work on CDBG application for downtown façade project.
- Procured pre-application design services for downtown façade project.
- Slum and blight determination for downtown façade project area.
- Finishing final MOA projects related to buyout.
- 22ND St. SE Buyout

- Recodification
- iJAG Park in the Meadowbrook Neighborhood

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in November.
- Historic Preservation Commission: The Commission did not meet due to lack of quorum. Commissioner Callahan submitted her resignation. There are currently two openings on the Commission and Chairman Groninga intends to resign soon. The Commissioners are focusing on recruiting potential appointees. In January, the Commission will host a public meeting to discuss the outcome of the Rock Crest-Rock Glen NRHP Re-nomination.
- Planning and Zoning Commission: The Commission met and reviewed several chapters of the Zoning Ordinance as part of the recodification project.
- Zoning Board of Adjustment: The Board approved on variance application at the November meeting for a loading dock that faces the street.

Other Items of Interest:

- The scope of work associated with the flood mitigation buyouts following the 2008 flood has been completed. Staff is working on closeout of the various grants and project worksheets and we anticipate we will receive final payment for the buyouts in the spring of 2016.
- One of the historic houses that was relocated by Community Benefit-Mason City has been sold to Habitat for Humanity. Habitat will partner with a family and rehabilitate the house.
- The Schneider House in the Rock Crest-Rock Glen historic district has finally been sold. The house was designed by Walter Burley Griffin, who designed the Rock Crest-Rock Glen subdivision with his wife Marion Mahony. Griffin’s sensible and sensitive design has withstood multiple floods. The house has sat empty for several years after coming under bank ownership. The Historic Preservation Commission, Iowa Homeland Security, and FEMA were all very pleased to hear that the house had new stewards. They also wanted to compliment First Citizens National Bank for their community mindedness and diligent attention in managing this property while it was under their ownership.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	November 2015		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	13	\$ 1,217,977.10	244	\$49,132,205.41
Minor Building Permits	11	\$ 70,067.00	175	\$ 1,371,143.92
Electrical Permits	23		248	
Plumbing Permits	15		141	
Mechanical Permits	27		203	

BUILDING INSPECTIONS PERMIT REPORT				
Sign Permits	8	\$ 46,540.00	65	\$ 408,215.00
Demolition Permits	2	\$ 5,300.00	32	\$ 514,733.98
Structure Moving Permits	1	\$ 200.00	10	\$ 28,174.00
Inspections	November 2015		YTD	
Number of inspections	136		1,266	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	15	16	345
Multi-residential	0	0	0	2
Commercial	0	6	9	101
Industrial	0	0	2	2
Institutional	0	0	0	3
Other (signs, demo, etc.)	0	11	0	107
Fees Collected	November 2015		YTD	
	\$ 13,987.00		\$ 244,824.71	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	November 2015	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	75	801
Staff Initiated	49	398
Non-Staff Initiated (total):	26	403
Response to Complaint	15	143
Anonymous Complaint	6	199
SeeClickFix	5	61
Case Request Disposition		
Founded Case Requests	71	666
Citations Issued	1	10
Cases to Court	0	9
Unfounded Case Requests	4	81
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	14
Dangerous Building	1	17
Abandoned Vehicle	0	6
Tree/Shrub Maintenance	0	26
Garbage	7	144

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	November 2015	YTD
Inoperable Vehicle	5	59
Junk, Rubbish or Refuse	26	304
Other	21	115
Writ of Removal	3	44
Information Request	12	36
Snow Removal/Weeds & Tall Grass	8	616

Rental Inspections Summary:

Rental Inspection Report	NOVEMBER 2015	YTD
Initial Inspections	38	574
Reinspections	97	782
5 yr. Inspections	137	1273
Complaint Inspections	12	146
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	9	275
Inspection cancelled by Inspector	28	93
Failed inspections	16	257
Passed Inspections	125	1172
No Shows	0	114
Total # of Inspections	188	2005
Rental Dwelling Certificates Issued	31	972
New Landlord License Issued	6	59
Units White Tagged	4	63

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>
November	7	47%	8	53%	15
Year to Date	20	43%	26	57%	46

Burials were over the monthly projections again in November countering the very low numbers during the first two months of the fiscal year. Tradition burials are still under the projected numbers for the year while cremations are slightly above projections.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
November	0	1	1
Year to Date	7	3	9

Lot and Niche sales were still low in November with only 1 space sold. Sales of burial spaces are much lower than projected. Sales of spaces in the new section by the pond should resolve this situation in the spring.

Projects

Cemetery Information Management System (CIMS) This HRDP grant is complete and is in the process of being closed out by Beth Enright.

The Monroe Avenue Entrance Improvement project: The retaining walls and sod have been installed which completes this project.

The Grandview Gardens and Lakeside East sections: Four plots were reserved for purchase by a family, pending the Cemetery Board's approval of the pricing. A sales promotion will be conducted in the spring. We are still waiting for the corner markers to arrive.

Certified Local Government grant: The consultant will be coming in January to train us in documenting the historic resources within the cemetery grounds, mainly the mausoleums.

Administration – Wreaths and flower revenue reached \$3,822.00 so far with 114 items being sold. The bid proposal for replacing the minivan was distributed to auto dealers and we are waiting for them to submit newer used vehicles to purchase.

Operations – Grounds Staff were busy with burials this month as well as setting foundations, markers and vases. They continued mowing & mulching, draining waterlines, putting out posts to mark the streets for plowing snow and completed the retaining walls & sodding at the Monroe

entrance. Seven family requests were completed involving leveling markers, repairing vases and cleaning markers.

Board of Trustees – The board addressed a request for a marker regulations exception which was not approved. Approval was given for the marker regulations and plot pricing for Lakeview East. Final approval of the Code Revision recommendations was given. The goals and projects for FY 2017 were discussed. The October monthly report was presented.

Engineering Department

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

Division: Engineering:

Engineering

o Engineering

• DRC Site Reviews	10
• Storm Water Management Plan Review & Approval	1
• Sanitary/Storm Sewer Service Permit & Inspection	
▪ Repair/Replace	2
▪ New Installation	5
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	3
▪ New Installation	1
▪ Curb Cut	0
• Pedestrian Ramp Survey & Design	0
• Driveway Approach Permit & Inspection	2
• Iowa One-Call Locates	219
• Emergency Call-outs	1
• Emergency Call-out After Hours	0
• Permit Review & Approval	
▪ IDOT Highway ROW for Utilities Accommodation	1
▪ DOT Perform Work Within State Highway ROW	0
▪ Application for New Utility Construction in City ROW	0
▪ Moving/Oversized Load	10
▪ Review Contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Building	3
▪ Demolition	2
▪ Remodel or Addition	0
• Permit Fees Collected	\$10
• Sanitary Sewer Records Drawn and Scanned (GIS)	0
• Field Book Updates (GIS)	1

2015 Sidewalk Program (Update)

The Sidewalk Program was completed and the final pay request prepared for approval by the City Council.

2015 Street Rehabilitation Program (Update)

The Street Rehabilitation Program was completed and the final pay request prepared for approval by the City Council.

19th Street SE Street and Utility Extension Project (Update)

Construction of the bridge and other miscellaneous work continued through November. Work on the project will soon be suspended for the winter months. The project will resume in the spring with street paving, lighting installation, construction of a pedestrian side path, and grade restoration and seeding.

South Federal Avenue Elevated Storage Tank (Update)

The welding crew will finish their work by mid-December. They will then load equipment and clear the site in preparation of the painting crews next spring.

Fairgrounds Plaza Highway 122 Left Turn Lane (Update)

An invoice was prepared and sent to the Mason City Investors group for their 25 percent share of the project. Upon receipt of payment, application will be made to the Iowa DOT for additional reimbursement of funds through the USTEP (safety funds) program.

Downtown Street Lighting Project (Update)

Engineering Staff continued collaboration with V& K on details of components necessary to complete final plans for bidding. A public hearing for the project will be requested at the December 15th meeting of the City Council. Project plans will be available for bidding purposes following the approval of plans and the setting of a public hearing.

Downtown Multi-Level Parking Structure Project (Update)

Concept drawings were completed by WHKS along their team Kimley Horn and Miller Dunwiddie. The concepts were presented to the public at a meeting held on Thursday, November 19th. Based on comments received from downtown business owners and the public, and subsequent discussion with City Staff, a recommendation of concept for approval will be presented to the City Council at the December 15th meeting. Upon approval, the concept will progress through schematic design for approval by the city and the Marriott Corporation.

Other Tasks Performed through the Engineering Department:

- Continuing inspection services for the Stone Pillar 18th Subdivision.

- Continued coordination with the IDOT for the upcoming Highway 122 reconstruction project. In conjunction with, is the on-going planning for a city utility reconstruction and/or replacement project throughout the project corridor that will coincide with the IDOT schedule. As part of the planning, are continued efforts to field verify and GPS recording of utilities along corridor.

- Completion of the traffic signal pole replacement at the intersection of Hwy 122 and Mercy Drive. The extent of work included the removal and replacement of an accident damaged pole, repositioning of the concrete base, repair and reinstallation of the traffic detection and preemption equipment, and the installation of new pedestrian push button controls. The project also included coordination and permitting with the Iowa DOT; and coordination with Mercy for the temporary closure of Mercy Drive.

- Planned and coordinated with Environmental Services Division of Cardno ATC for an upcoming project to remove contaminated soils at an identified Leaking Underground Storage Tank (LUST) site near the intersection of 12th Street SE and South Hampshire Avenue. For the site to meet Iowa DNR compliance, the petroleum impacted soil will be excavated, hauled from the site, and the void backfilled with clean materials. Depending on the impact of the contamination plume, water and sewer mains within the excavated area may need to be replaced with new petroleum resistant materials.
- Received approval of the All Sign Replacement Program grant through the Iowa DOT. The Engineering Department submitted application for the grant in August following City Council's approval. Seventy-nine (79) traffic control signs meeting the parameters outlined in the grant requirements were identified and submitted with the application. The City of Mason City was awarded nearly \$5,000 for signs, posts, and mounting hardware.
- Preparation of plans and coordination with an underground utility boring contractor for the installation of approximately 1800' of new traffic signal conduit. The conduit, and associated ground vault boxes will be used to provide a fiber optic cable connection between traffic signal cabinets at South Taft Avenue and South Grover Avenue along Hwy 122.
- Engineering Staff continues with the collection of field data for future planning of street rehabilitation, street panel and curb replacement, sidewalk replacement projects, and other miscellaneous projects.

○ Traffic

● Traffic Sign Reviews	24
● Traffic Sign Work Orders New/Remove/Replace	18
● Traffic Sign Locations Staked	18
● Traffic Sign Orders	1
● Bicycle and Pedestrian Sign GIS Mapped	36
● Streetlights	
▪ New Installation Request	1
▪ New Installation Requests, Compliance Review	3
▪ Repair Request	12
● Traffic Signal Repairs	
▪ Perform Night Survey	1
▪ Respond to Signal Complaints	8
▪ Re-power Following Power Outage	3
▪ Replace Faulty Pedestrian Push Button	3
▪ Replace Faulty Cabinet Components	5
▪ Replace Accident Damaged Sign Pole	1
▪ Measure Signals for Oversized Load	2
● Iowa One-Call Locates	2
● Iowa One-Call Locate Reviews	126
● Emergency Call-outs	0
● Emergency Siren Repairs	0
● Prepare Final Pay Request (Pavement Marking Program)	1

Water Supply Division:

○ Water Production		
• Monthly Total (gal.)		133,053,000
• Daily Average (gal.)		4,455,000
• Daily Maximum (gal.)		4,844,000
• Daily Minimum		3,422,000
○ Water Plant Maintenance and Repair		
• Wash Down EDR Stacks and Perform Voltage Checks		
• Trouble Shoot Temperature Probe on Hypo Generator		
• Rebuild Air Valve Actuator		
• CIP #4 and #2 EDR Trains		
• Replace Conductivity Probe in #3 EDR Train		
○ Customer Service		
• Iowa One-Call Locates		215
• Pick up Bills at Hy-Vee West		19
• Monthly Bacteria Samples		44
• Check Water Quality at Residents and Businesses		10
• Hydrant Flow Testing		0
• Correlate Water Main Breaks and Investigate for Leaks		3
• Water Main Shut Down for Repairs		9
• Water Shut Offs for Non-Payment		95
• Water Service Re-Connects		71
• Assist With Installation of Water Meters		5
• Repair Water Meters and Collect Reading		85
• Deliver Red or Tan Tag		28
• Update Shut Off Data Base and Maps		40
• Water Service Permit/Inspection		
▪ Repair/Replace		12
▪ New Installation		4

November FY 2016

○ Meter Department		
• Meters Installed	23	405
▪ Industrial	0	3
▪ Commercial	4	27
▪ Residential	19	374
• Meters Repaired	2	14
• Contractor and Garden Meters Installed	1	19
• Meter Reads	11,762	58,501
• Water Meters Ordered	0	360

Other Tasks Performed through the Water Supply Department:

- Collected Daily Water Quality Samples
- Continue to Evaluate Raw Hardness and Finish Hardness for Permit Change
- Pulled Well A1 Pump for Repair

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for November:

Finance

- Prepared and issued 525 payable checks
- Worked with vendors on payable issues
- Prepared and issued 72 receivable invoices
- Prepared and issued 639 payroll checks
- Certified 49 unpaid invoices to the County for collection
- Recorded \$113 of State Offset collections on receivables
- Sent 3 letters for State Offset collections
- Recorded end of month receipts
- Completed monthly IPERS report
- Sorted 5400 pieces of mail and forwarded to departments
- Recorded 124 ambulance receivables
- Processed 2,272 utility payments helping out the Utility Collections Department
- Compiled CIP information for FY 16-17 budget
- Completed monthly reconciliation for October
- Completed monthly golf course deposits
- Completed monthly ambulance deposits
- Had meetings with Department Heads and completed year end CIP update
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings

Utility Collections

- Recorded 31 ACH activities
- Prepared 88 utility adjustments
- Issued 10,867 utility bills
- Answered approximately 829 phone calls for customer requests
- Responded to 392 voicemails for utility questions
- Completed 321 utility service orders (finals & new customers)
- Completed 35 tasks related to landlord requests

- Issued 339 shutoff notices
- Processed 6097 customer paid utility bills
- Processed 486 customer deposits
- Replaced 18 meters
- Completed monthly sales tax reports

Information Systems Coordinator

- Trouble shoot tablet for FD and get it sent in for repairs
- Prep new engineering backup tapes
- Set up user for scanning at Water Rec
- Look at logon credential issue for PD computer
- Work with Tech to fix scan to searchable PDF function on copier
- Meetings regarding exploration of document management solution
- Run updates on Museum computers
- Replace monitors for engineering computer
- Work with Council Tablet to fix app issue
- Check issue with failed live stream council meeting
- Manually upload council meeting to archives on Website
- Get with GIS to resolve issues with IE10 and document search on County website
- Reconnect wireless radio at Airport after building repairs
- Meets regarding printer assessment with vender
- Run updates on server at City Hall to see if it fixes scanning issue
- Look at issue with Water Rec lab computer
- Reconfigure DVR in Car 8
- Get with heating tech at FD to fix software monitoring issues
- Help Finance with software install
- Reboot Email system for maintenance and troubleshooting
- Set up new users for Finance and Volunteer Coordinator
- Get next group of venders working on printer assessment
- Look at video unit in Car 8
- Help museum user with email on phone
- Help Finance user with reinstall of Finance software
- Met with City Admin Assistant about programing council meetings
- Show City Clerk how to use scan to searchable PDF
- Got Tech to look at new issue regarding scan to searchable PDF
- Look at issue with L-3 playback for PD
- Work in instructions to fix issue with L-3 playback for PD
- Restore file for O and M user
- Replace DVD drive at Internal Services
- Program keys for new City Hall Employees
- Order new computer for Water Rec Lab
- Put a short term committee together to look at printer management

- Dealt with emergency overheating situation for computer room at City Hall
- Monitored cooling situation for computer room at City Hall closely
- Contact River City to check phones system after computer room overheated
- Get environment monitor equipment for computer room
- Troubleshoot PD mobile server
- Configured PD tablet
- Contacted cell vender about connection for new PD tablet
- Checked GPS system in Car 7
- Discussions with RSM about necessary DNS changes
- Final configuration of mobile equipment in new Car 2 at PD
- Reprogram connection for PD Ipad
- Checked call log issue for Investigator at PD
- Coordinate with vender for printer assessment
- Contact Granicus about issues with removing agendas from council tablets
- Performed monthly backup duties

GIS Department

Cemetery GIS Project:

- Prepared a land description to be used for registering new additions with the State

Development Services

- Address point modifications relating to apartments
- Inquiry about GIS layer relating to Contours
- Map showing two possible routes for house move and comparing the two
- Assisted staff in adding GIS layer for proposed disc golf course

Engineering/Water Treatment/Customer Service

- Import utility GPS data into GIS
- Troubleshoot problems with use of County web page for document searches
- Submit data to WHKS Relating to Hotel Project
- Inquiry about Federal Functional Classification GIS layer
- GPS preparation for traffic sign inventory
- Re-ordered columns in GIS data for traffic sign inventory
- Update the Customer Service Database used by City Hall
- Compare Customer Service Database to Customer Service points in GIS system and rectify any discrepancies
- Problem with GIS project crashing while editing. Solution found
- Correction made to traffic sign GPS raw data
- Added on street bicycle trails to a GIS project
- Adjust incorrect link to sewer report in sanitary system

Finance

- Added historical imagery to Grant Writer's GIS project

O&M/Parks/Water Reclamation

- Prepare GPS for tree inventory data updates

Police

- Prepare map relating to a robbery case

Recreation

- Preparation of a map relating to proposed disc golf course
- Prepared preliminary excel file of addresses nearby proposed disc golf course

General

- Discussion with County staff regarding best format to use for aerial imagery
- Research best alternative for using aerial imagery in GIS projects by comparing ECW vs. Mr. Sid file formats
- Review aerial imagery by comparing actual targets displayed in imagery to coordinates provided by surveyor
- Meeting Tami Pals with Ricoh regarding document management
- Update indexes to GIS data
- Assist IT director with server room cooling problems
- Update GIS web page. Add interactive web mapping pages for emergency shelters and neighborhoods

December initiatives

Finance Department

- Work on November financial month end report
- Work on Income Offset letters for state collections
- Update spreadsheets for golf employees
- Update cash basis sheets for departments
- Work on paperwork for FY 17 budget
- Complete City payables
- Update vehicle information

Information Systems Coordinator

- 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
- Complete the change of City's ISP
- Implement new firewalls and monitoring system
- Continue to rebuild eligible computers for Windows 7
- Install and configure environmental controls for computer room at City Hall

- Schedule and perform maintenance for City Hall generator
- Continue final configurations for new cars at PD

GIS

- Assist with Cemetery GIS mapping project
- Assist with Tree inventory project
- Import GPS data from GPS units for utilities
- Assist with Traffic Sign GIS project
- 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
- Finish edits to zoning map
- Update utility easements layer
- Provide ongoing support for water distribution GIS layers

Fire Department

Reported by Bob Platts, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6,611.25	73,393.25
Office/Administrative	1,005.25	10,120.25
Overtime Hours		
Fire	78.25	2,041.25
EMS	680.50	5,460.00
9-1-1 Calls/Emergency Calls		
Fire	55	570
EMS	290	3,379
Non-Emergency Calls		
Fire	2	61
EMS	93	1,145
Personnel Training Hours		
On-Site	912	5,156
Off-Site	24	718
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	70	523
Existing Building Inspections	8	495
Plan Review	16	111
Fire Investigations	4	23
Community Involvement		
Public Tours of the Fire Station (Number)	0	20
Public Fire Safety Appearances/Trainings (Number)	1	88
EMS/Fire Student Ride Along Preceptor Training Hours	46	762

Significant Fire Calls

11-07-2015 – 1055 Crestmore Way; 11-20-2015 – 810 Commercial Alley

Other Significant Events

The Fire Department took possession of its newest ambulance – 2413. 2403 was used as a trade-

in and marked the departure of the last of the original ambulances acquired by the Fire Department in 2004 when it started its ambulance services. 2403 had almost a quarter of a million miles on it.

The Fire Department also welcomed its three newest members, Eric Maki, Nathan Kremer and Walker Wilson. They spent November working office hours for training.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6	0	6
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	18	28
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	16	1	17
Museum	6	2	8
Operations & Maint	56	1	57
Parks	6		6
Police	51	2	53
Recreation	7		7
Youth Task Force	3	1	4
Grand Total	242	28	269

Staffing

Activity

Hiring Activity:

- Cashier - Finance: Job filled
- Lead Refuse Collector - Sanitation: Posted job internally, filled internally
- Refuse Collector - Sanitation: Posted job internally.
- Volunteer Coordinator: Conducted interviews, Job offer made, job filled
- Firefighter: 3 openings filled.
- Police Officer: Finishing background checks of all remaining candidates.
- Police Chief: Conducted interviews/assessment panel, job offer made.

	- Seasonal Staff: Filled one additional seasonal opening.
Positions Filled:	- 5 regular staff and 1 seasonal staff hired.
Turnover:	- 1 resignation regular staff; terminated 7 summer seasonal staff.
Employee Orientations/exit interviews:	- Conducted 3 new employee orientation sessions and 1 exit interview
Civil Service Commission:	- No meetings conducted during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire - No activity. - AFSCME - No activity.
Labor Negotiations:	- Continuing preparations for AFSCME labor negotiations
General HR support:	- Conducted several employee disciplinary investigations; provided HR consultation to various departments.

Benefits	Activity
Employee benefit support:	- Resolved employees benefit issues
Other related topics:	- Processed 2016 employee benefit enrollments for all employees.

Employee Involvement	Activity
Wellness Activities:	- No activity.

Government Efficiency	Activity
RPI Activity:	-
Other improvements:	- Conducted planning meeting for a Valuestream Mapping event to be held 12/16/15 on Operations & Maintenance continuous improvement opportunities.

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

Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Training:	- Attended Employment Law Conference locally.
Professional/Community Support	-

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: November 2015

Routine Activities:

In the month of November 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.

The Museum had its first major snow storm and the staff had made sure in the weeks prior to be prepared. The lawnmower was taken to city storage and the snow blower removed, the oil was changed, engine tuned, etc. Sand reserves were filled, and shovels brought to the main building. The Museum also returned 2 exhibitions, which took an extraordinary amount of time due to the nature of them. The exhibition “Samara” required a lot of packing because it consisted of mostly 3 – d artifacts. In addition, the Richard Bock exhibition required Museum personnel to return the crates to Greenville, IL which was a 2 day trip for 2 of the staff members.

The Museum also conducted a Girl Scout Overnight for Brownies (2nd and 3rd graders) in the area. Girls completed the work for 2 full badges and then had a slumber party at the Museum. This was an excellent example of the Museum partnering with other organizations to spread the mission of the Museum yet accomplish the group’s core goals of completing badge work. The Museum participated in a number of outreach programs including classes at Kentucky Ridge, Salvation Army, and Prairie Ridge. Many of the classes offered at the Museum this month were filled, and one class even had to have a second class added. The Manly Care Center continued “trying out” the Museum’s outreach programing by having a staff member teach outreach once a month.

The Museum also produced and distributed the quarterly newsletter. In addition they printed and distributed the class brochure in the city’s water bill. The Museum staff also prepared for Holiday Open House, which typically takes a month of preparation. This requires the preparation of crafts, hanging holiday decorations, as well as scheduling volunteers.

Classes offered:

Classes offered: Lunch 'n' Learn (12), Kids Club (28), No School Fun Day (14), Children's ceramics (24), Ceramics (35), Encaustic Art (6), Art Bugs (13), Docent Class (8), Bagels & Bob White (9), Book as Art (6), and Calendars (16).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (32), Kentucky Ridge Outreach (7), Salvation Army Outreach (17), Manly (7), and Girl Scouts Overnight (26).

Programs: Board Meeting (5).

Special Event: Puppet Shows (271), Bock Speaker (14), Iowa Crafts Reception (54).

Outreach / Specialty Tours:

Here I will list the names of schools and adult groups touring. I will also list any outreach that we have going on, such as partnerships we have in the community.

Groups touring: -- BGM Schools High School (2/10).

Outreach locations: Prairie Ridge Outreach (32), Kentucky Ridge Outreach (7), Salvation Army Outreach (17), and Manly (7).

Membership:

370 members

Attendance:

Gallery / Open Studio / Shop: 565

Programs: 271 puppet shows

Outreach: 94

Rentals: 718

Classroom: 171

Playground: 84

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(1 Cement Work)
Dirt Work	(1 Dirt Work)
General Maintenance	(3 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(4 Hydrant Repair)
SNOW PLOW	(2 SNOW PLOW)
Valve Installation	(1 Valve Installation)
Water Service Tap	(1 Water Service Tap)

Internal Service Division:

Mechanical

Service 2 Engineering Department vehicle

Service and repair 7 fire trucks and ambulances

Service and repair 9 police cars

Repair and service 7 Sanitation trucks, brakes, etc.

Repair and service 15 Street Department vehicles

Service 3 Water Reclamation vehicle

Service and repair 2 Water Supply vehicles

Service and repair 3 water utility vehicles

Electrical

Installed ballast in lunchroom at the Police Department

Repaired streetlights as needed

Reprogram parking lot light timers at the Southbridge Mall

Repaired traffic signal at 19th and S. Monroe that lost power, battery back-up failed, broken junction in power supply, reset controller and reset traffic signal

Repaired additional traffic signals as needed

Replaced 6 lamps and 4 capacitors on Northbridge Loop

Replaced 4 lamps and reset timers for electrical at the Golf Course

Assembled controller parts for the dewatering pump at the Aquatic Center

Replaced ballast and lamps at pump station #1 at Water Reclamation Plant

Replaced 4 lamps and tested photocell near car dealer on north loop

Replaced street light on south east corner of e. state and Commercial alley and rebuild heads at shop

Repaired and installed switch pedestal for the pool and verify operation and float switch function

Repaired exhaust fan at pump station #1 and replace control panel fuses at Water Reclamation

Replaced ballast and lamps in light by elevator in City Hall

Troubleshoot and reset traffic signal controller for 19th and S. Taft

Repaired traffic signal pole damaged in accident at 122 and Mercy Drive

Replaced and repaired outside lighting at city hall, also repaired lobby light

Replaced motor for exhaust fan at pump station #1 at Water Reclamation

Repaired lights and timer, replaced photo cell at State and Pennsylvania

Installed and adjusted traffic detection cameras at 122 and Mercy Drive

Wastewater Division:

Wastewater Treatment:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month:

November

2015

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 170.991 million gallons
 - Daily Average: 5.516 million gallons/day
 - Daily Maximum: 7.449 million gallons/day
 - Sludge processed: 1.354 million gallons

Collection System :

- Lift station inspection/maintenance M/W/F and as needed
Lines
- cleaned, Ft. 1,000
- Televised 500
- Sewer calls 3

Laboratory Activities :

- Performed laboratory analysis on six Industries
- Completed DNR Monthly Operating Report
- Sample collection / Annual inspections completed

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries in delinquencies in reporting
- Calculate flows, organic and inorganic totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Recertification of Laboratory
- Repair LP leak in digester building
- Installed new sump pump in humidification manhole
- Check all clarifiers for proper oil level for winter
- Changed oil in small air compressors
- Changed oil in small blowers
- Monthly inspections
- Repaired vent
- fan
- Cleaned and stored all biosolids equipment for the winter

Sanitation Division:

Refuse collected	371.27 tons
Recycling collected	142,840 pounds
Yard waste collected	301.6 tons
Large item number of stops	43

Materials collected

Large furniture	31
Small furniture	48
Tubs & toilets	3
Appliances & TVs	9
Electronics	0

Request for service calls	380
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Street Division:

Clean and maintain shops and equipment as necessary

Grade alleys and streets as needed

Fill potholes with cold patch

Trim trees away from Willowbrook Drive bridge over Cheslea Creek

Haul mulch and wood as needed

Pick up dead deer as needed

Help volunteer projects with supplies, support and clean up

Handle 25 tree calls, 9 removals, limbs down, trimming, etc.

Clean up dumped brush, debris, etc.

Mow roadsides, etc. as needed

Water and mulch trees as needed

Sweep all streets as needed

Repair signs as requested by Engineers office

Installed repainted handrails as needed along Highway 122 and South Monroe Avenue

Repair and maintain storm sewers as needed

Snow removal as needed

Excavate campground for playground equipment

Hang Christmas decorations in Central park, streetscape, etc.

Clean ditches

Park Department:

Mulch leaves at Frederick Hanford, MacNider Woods, East Park, Big Blue, Dustin Colby, and Georgia Hanford

Mulch leaves buyout lots, Parkers Woods, Kipper, Morgan, West Haven, Kentucky Park, 19th Street SW

Mulch leaves at the dog park, Gooch Park, Rud, downtown, hilltops, Meadowbrook Drive, youth complex, Monroe Park and 12th Street NW overpass area

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Mulch trees as needed in various parks

Minor repairs at skate rink

Mow community gardens per Angie Determan's request

Clean up downed trees at Kentucky Water Tower Park

Excavate, pour pads and install park benches donated by citizens

Trim trees in various parks and along trails and snow routes

Set out urban deer hunting signs

Repair main heaters at campground

Police Department

Reported by Mike Lashbrook, Police Chief

Total Calls for Service – 1,660

Top Ten Calls for Service:

1. Medical	181
2. Traffic Contacts	170
3. Suspicion	162
4. Disorderly	134
5. Animal	113
6. Collision	103
7. Theft	78
8. Welfare Check	75
9. Alarm	61
10. Harassment	46

Administrative Monthly Activity:

Youth Task Force Executive Board
Mason City Housing Authority Executive Board
North Iowa Crime Stoppers Executive Board
Community Policing Advisory Board
Seniors and Law Enforcement Together (SALT) Board
Dispatch Advisory Committee
MCPD Command Staff Meeting
Mason City Green Team Committee
Mason City Development Review Committee
Iowa Peace Officers Association Executive Board
Mason City Wellness Committee
Iowa Criminal Justice Information System Advisory Board
System Administrator for PD RMS, Mobile Data and AIM software
Oversight of Nuisance Property Reports generated by the Police Department
Police Department Representative for OSHA and City Safety Committee

Crime Prevention Coordinator:

Here is the summary of my activities as Crime Prevention Coordinator for the Month of November 2015:

Once again, the weather provided some of the best opportunities to engage the community on Twitter. With the first major winter weather event of the season on Nov. 20, I was able to post pictures and short videos of the snowfall as well as posting info on Alternate side parking. I was pleased to see the amount of activity that was generated from the picture of the buck that Ofc. Schissel snapped downtown which Lt. Vande Weerd posted on Twitter. Molly from the Globe called about that looking for a story line which I was able to connect her with. The platform audience has continued to grow steadily and as of November 30 was at 680 followers. For other social media activity, I prepared the October 30 launch of our official Facebook account by developing some winter/holiday messages to post over the coming weeks. I also updated parts of our website.

I attended the SALT Committee meeting and the CrimeStoppers board meeting. I also met with the Community Policing Advisory Board and provided them information on the Dog Walker Watch program that I plan to implement this coming spring. I took the opportunity to fill them in on my activities over the few months I last met with them. I prepared a presentation that I put on at the MCHS Career expo which consisted of 10 minute talks with small groups of High School Juniors who were there to hear about career opportunities available in Mason City.

I began planning for the Citizen Police Academy, tentatively scheduled for Spring of 2016.

I made routine reviews of the Nuisance property reports. I completed a nuisance abatement agreement on a residential property for continuing issues with animal complaints which was signed by the city administrator.

In addition to those specific responsibilities, I covered patrol on two days and completed a background investigation on a police officer applicant.

Training:

In-Service:

- Taser recertification
- Domestic Assault Update
- Legal updates from County Attorney's Office (search warrant exceptions, search incident to arrest, stop and frisk).

Non- In Service:

- Two employees attended the Iowa Association of Identification Officers Conference in Cedar Falls. Topics involved case reviews of criminal investigations, discussion of current drug trends and other legal updates.

Other Activity:

- November 30 was the launch date of the Police Department's Facebook Page. The police department looks forward to using Facebook to continue to build upon existing partnership in the community as well as creating new.
- Police investigated a shooting incident that occurred in the 200blk of 6th St. SW. The Victim was struck in the upper body as the attacker pulled up in a car. The Victim was treated and released, the incident is still under investigation.
- Police were dispatched to a Mason City residence on the report of a burglary in progress, as officer arrived on scene and investigated the incident a Subject was taken into custody for 3rd Degree Burglary.
- Interviews were conducted with our certified list of entry level applicants. That list was narrowed down to five who then were recalled for polygraph examinations. After the polygraphs, background investigations were conducted, with conditional offers to be made soon.
- A pre-construction meeting was held with the contractor who will be working on our lateral sewer line replacement project.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, City Council, City Staff Meeting, Friends of the Library, Library Staff Meeting, MCPL Morning Book Club, PEO, NIACC Common Read Committee, Regional Library Director Round Table and Training.

The library is preparing for holiday live music between Christmas and New Year's and other special activities during the holidays. We are planning and ordering items for Summer Reading 2016.

November 2015 Statistics Highlights:	Monthly	YTD (7/1/15 to present)
Circulation-Print Books	7008	42287
Circulation E-Magazines	748	3122
Circulation Print Magazines	333	1818
Meeting Rooms Used	140	687
New Patrons Registered	71	567

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

November 2015

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	231
Tuesday	597
Wednesday	161
Thursday	449
Friday	88
Saturday	341

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2015	2014
○ Family	37	37
○ Class A	218	219
○ Class B	28	31
○ Youth	40	39
○ Punch Cards	58	42
- Season Concession Sales:

	2015	2014
	\$59,939	\$53,485
- 760 rounds played at Highland
- Ordered food and beverages for concession
- Mowed greens 18 times

- Rolled greens 2 times
- Mowed fairways 12 times
- Mowed rough 3 times
- Raked traps 11 times
- Mix up and fill par 3 divots 2 times
- Blow greens and tees everyday including weekends before play
- Cut cups 14 times practice cups 4

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new staff
- Raised \$465 for our campground playground fund
- Worked with the Disc Golf Course focus group for December approval at Park Board
- Did a community mailing asking for neighborhood input about the propose Disc Golf Course
- Addressing Winter Staff needs (email/letter)
- Installed the MacNider Camp Grounds playground project
- Continue the research the BMI license for the city usage
- Assisted Bandfest Committee with paperwork
- Attended the WESLS Advisory Board for NIACC
- Worked with AAA Living Magazine of Iowa on the feature family activity article, Mason City Parks and Recreation Ice Fishing Derby
- Sat in a conference call on topics dealing with our state government and local parks and recreation policies
- Gave a Recreation Tour to Troy Levenhagen
- Assisted in Police Chief community tours
- Held 2 different focus groups on Senior Citizen Programs for Recreation Department
- Assisted in 8th grade mock interviews
- Work with the I JAG Class on a pocket park project

Highland Park Golf Course Special Activities/Accomplishment:

- Scheduled an business outing for 2016
- Sprayed greens with protectants once and with wetting agent once
- Cut 2 Ash trees on 12 near green cut up remove brush rake and clean up area
- Finish tree inventory
- Ball washer maintenance empty garbage on course 9 times
- Drain water in ball washers and replace with windshield washer
- Mow tees and collars 8 times
- Blow leaves in wind rows and pickup with vacuum approximately 60 loads
- 2 tandem loads bunker sand 26 ton
- Haul sand in traps on 7, 10, 14, and 17 level with trap rake push sides and rake
- Dig up small leak on 13 uncovered approximately 1 yard of concrete around gate valve dig approximately 20 to cart path, wait till water is off.
- Fix 2 private cart shed doors and also rental cart shed door
- Cut down 12 stumps to below 6 inches in prep for stump grinder

- Grinded the tree stumps
- Shut water down on 10-19
- Open all drain lines to drain water from system
- Blow front irrigation lines on front
- Blow back irrigation lines on back along with bathrooms
- Recheck both front and back to make sure lines are clear
- Haul 2 more load soil to 15 short tee till and level
- Cut in new irrigation line in 15 short tee seed and roll new tee
- Pickup all ball washers, club washers rinse and drain for winter
- Remove and store all drinking fountains
- Dismiss all seasonal employees

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Hold a community input meeting on the East Park Place Disc Golf Course
- Run Santa Calls
- Run Lunch with Santa
- Host Winter Break Camp and other specialty day camps
- Attend Valuestream Mapping event

Highland Park Golf Course Work to Done in Coming Month:

- Continue tee box marketing
- Develop and start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Spray greens for winter disease and protection
- Top-dress all greens
- Order top dressing for green winter cover
- Continue with leaf removal
- Removal of concrete on irrigation line on 13 and replace section with new valve
- Evaluate all equipment for repairs and maintenance

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Volunteer Hour Logs for all programs
- Channel 4 (EG Channel) updates and programming
- Park Watch
- Appreciation event planning
- Branching Out Tree Planting Project event
- Kinney-Lindstrom Foundation Beautification grant report
- Trees for Kids event planning
- Santa Calls recruiting and planning

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Elmwood-St. Joseph Cemetery	Adopt-A-Section	11
	Miscellaneous Projects	22
Total		33
Miscellaneous Projects	Community Service	16
	Housing Authority	16.50
	Police Department	26
Total		58.50
Grand total		91.50

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- All Youth Action Teams are active for this year. The 32 youth members are prioritizing focus areas for this year's behavioral health projects using 2014 Iowa Youth Survey data.

Health / Safety Focus Areas

- 5 adult volunteers on the Health & Safety Promise Team met on Oct. 15 to begin work on this year's projects.
- Billboard locations were secured for messages about cannabis, underage drinking, and bullying.
- 7th grade students at JAMS continued Positive Action model program delivery sessions this past month.
- MOUs and orientations were completed with Behavioral Health Resources Work Group organizations and Youth Mental Health First Aid Instructor organizations for the new North Iowa Project AWARE.

Marketable Skills / Effective Education Focus Areas

- 11 adult volunteers on the Marketable Skills Promise Team met on Oct. 15 to begin work on this year's projects.
- 12 adult volunteers were recruited for JAMS 8th grade mock interviews scheduled for November.

Relationships / Volunteering Focus Areas

- 5 adult volunteers on the Relationships/Volunteering Promise Team met on Oct. 15 to begin work on this year's projects and serve as the Mentoring Advisory Board.
- There are now 37 active matches in the county. (MC-18 & Clear Lake/West Fork-19) 2 new mentors were recruited and 4 mentors were matched this month. There are 19 youth waiting for a mentor.
- 12 adults are registered for Sparking Connections, a lunch and learn for adults who work with youth, scheduled for Nov. 3.
- The Mentoring Coordinator made a presentation about mentoring and the Sparking Connections workshop to a regional planning group.

Staff/Other

- 34 people attended the Youth Task Force Annual Meeting on Oct. 15. Annual reports were distributed and Community Partners, Express Employment Professionals and Goodwill Industries, were recognized. Outgoing Executive Committee members, Hal Minear and Chief Mike Lashbrook, were honored.
- All staff completed on-line training in the Strategic Prevention Framework from the Center for Applied Prevention Technology.
- The Director and Mentoring Coordinator attended a required grantee meeting for the Iowa Dept. of Public Health on Oct. 19.

- 24 adults attended the Leaders Coffee on Oct. 27. Six coordinators presented information on collaborative efforts in the North Iowa area.

MEETING SCHEDULE

- Nov. 3: Sparking Connections Workshop
- Nov. 3 & 17: Alternative High School Youth Action Team
- Nov. 9 & 23: Newman Youth Action Team
- Nov. 13: MCHS Youth Action Team
- Nov. 10: Youth Listening Circle at Alternative High School-Cannabis & Vaping
- Nov. 17 & 18: JAMS 8th grade mock interviews
- Nov. 18: Executive Committee