

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

October 2015

(Issued November 13, 2015)



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

City Administrator Comments

Mayor and City Council Members,

The Air Choice One enplanements were at 627 and 594 deplaned in October which is an increase over last month and continues an upward trend over the last couple of months. The general aviation ramp project phase one is complete with phase two to be completed in the spring.

Blue Zones Projects recorded over 7200 pounds of produce harvested from the community gardens this year. Staff continues to work writing grant applications to fulfill the matching requirement for the Wellmark Foundation grant of \$75,000 for use in improving the community gardens with greater access to water sources and other improvements at each of our locations.

Development Services has completed loan documents and application materials for the Corridor Loan program to assist businesses located in the Federal Avenue corridor. Staff will be distributing the information by mail by the end of the month. The mailing will also include information regarding the Corridor Micro Enterprise program. A Facebook page has been created by Mandy Pralle for marketing the North End. Search for Historic North End, Mason City to find it. Please take a look at the marketing and pictures being placed there.

City staff in the Parks and Recreation, Operations and Maintenance and Development Services Departments are working with the Mason City iJAG (Iowa Jobs for Americas Graduates) program to design and build a park on buyout land in the Meadowbrook neighborhood. The project will be a great opportunity to work with high school students to make a difference in this neighborhood.

The State of Iowa has reviewed the drawings and approved them to allow for the sale of lots in two new sections of the cemetery. The new sections are the Grandview Gardens and Lakeside East. The number of burials in October was over the monthly projections for the first time this year but still behind yearly projections.

There are many projects that the Engineering Department is working on so please check pages 16 through 18 of this report out for a complete update of each project. The monthly water meter installation numbers are below 100 this month due to some staff absences that are hampering our ability to do as many are targeted for each month.

Kevin has begun to implement the steps to complete each of the items discussed at last month's work session. I have conducted a couple of meetings with members of the fire department and hospital regarding the fatigue concerns. I will be bringing a proposal forward in December for Council to consider addressing these concerns.

The Volunteer Coordinator program conducted a very successful operation Re-Leaf program in October. The program is partnership with the Iowa DNR, Alliant Energy and the City of Mason City. The Mason City Board of Realtors and local United Parcel Service (UPS) employees that volunteered to hand distribute the reduced price trees paid for by the citizens. The special thanks for the coordination efforts of Pam Stecker, Beth Enright, Bob Berggren and the O&M staff.

Sincerely,



Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: October 2015

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 10/1/2015 – 10/31/2015	27,587.20 Gallons	300 Buses
Enplaned 627 – Deplaned 594		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at October Airport Commission Meeting 10/12/2015
- Receipt of Quotations for Overhead Doors and Terminal A/C
- Completed General Aviation Ramp Rehabilitation Project - Phase I, Phase II to begin in the Spring of 2016

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the November Commission Meeting
- Begin installation of Overhead Doors at the Maintenance Facility
- City Code Update

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

0

Community Policy – continued matching grant application work with partners (Cerro Gordo Extension and School District) for Wellmark Foundation grant. Currently nine grants have been submitted for the match with an additional three in process.

Community Gardens end of season work. Over 7200 pounds of produce harvested.

Campaign for Great American Smoke Out developed and unrolled in conjunction with Partnership for a Smoke Free CG County including radio ads.

Meeting with Active Living and Transportation workgroup cancelled due to conflict. Will reschedule in November.

Schools – meeting on school greenhouse and garden work that is included in the Wellmark grant award. Met with representatives at MCHS on the pledge work.

Worksites –Wellmark Kickstart grant ended in first place. The grant is to provide Fitbit and wellness assessment campaign to Blue Zones Project worksites has a Nov. 9 date for announcing the awards.

Met with Chamber liaison on committee to discuss committee dynamics for 2016. Monthly electronic newsletter promoted to worksites. Chamber worksite best practices information provided for their newsletter. Letter of support for Cerro Gordo Public Health grant application to promote best practices lunches for worksites.

Grocery/Restaurant – Farm to Fork debriefing meeting held. North Iowa Food Coalition planning and actual meeting on local food and health assessment for region. (30 in attendance)

Engagement –radio ads finalized and scheduled for Great American Smoke Out. Our sponsor (POET) of the radio ads will record them. They have been spotlighted for a Case Study piece for their tobacco policy success at their worksite (42 smokers to zero). Working with BZP marketing and local committee to develop a local piece for a Worksite toolkit. Presented at Women’s Club and participated at Mercy Family Connections Goblin Gear, hosted (City Hall parking lot) and co-sponsored NICCU Shred Event collecting over 2,000 pounds of shred.

Volunteer Center –Radio program 1st & 3rd Monday of the month. Continued meetings with new members. Promoted to local non-profits and attended Iowa Non-profit Summit in Ames, YTF Leaders Coffee spotlighting area collaborations and partners. Update website info and

Item

	0
	continued work with members. (3 new members in October) Other – Mayor and CPM meeting with investors – Good Shepherd and Mercy. Blueprint 2016 draft finalized and submitted, metrics being gathered. Fielded call from Blue Zones Community/Oskaloosa on our sustainability and have provided support to their staff person. Reviewing possible grant opportunities found by our department and provided by City Hall and outside parties. Continue onboarding of new staff person. Participated on panel for 8 interviewees for City volunteer coordinator position.
Issues/Needs	Reschedule Active Living and Transportation workgroup meeting.
Upcoming Activities	November 9 & 11 Blue Zones Project cooking classes (HyVee East and West) November 19 – Great American Smoke Out

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of October:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Council Meetings on Council Worksession 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 26 Resolutions and 2 Ordinances based on various requirements
- Submission of all Ordinances to Sterling Codifiers for codification
- Upload data for two Council Packets and one Worksession Packet 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 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
- Issuance of animal licenses and miscellaneous licenses including Excavators, Sidewalk Contractors and Sign Hangers and confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: October 2015

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program:

1. WHKS Engineering and Kimley-Horn, Inc. have begun the design of the parking facility.
2. The development agreements with G8 Development for the hotel/parking facility and the mixed use/North Federal Lofts have been delivered to the developer. His attorneys have been working out the details with the City's bond attorneys. We hope to set the public hearings for the agreements at the second City Council meeting in November or the first meeting in November.
3. G8 Development reports that they have completed arrangements with their architect and site designers. We hope to begin reviewing the plans in late November or early December.
4. Smart Solutions Group has been working on the feasibility studies for the projects. We expect to see the final drafts in early November. Their subconsultant, Impact Data Source of Austin, TX, has submitted a draft of the Economic Impact Study, which Staff is reviewing.
5. The City Council held the public hearing for review and approval of the new Downtown Reinvestment Urban Renewal Plan on October 20. The ordinances establishing the urban renewal area and for dividing tax revenues will be approved on third reading at the Council's second meeting in November.
6. Proceedings for sales of bonds for project financing are expected to be approved by the City Council at their November 3 meeting.
7. Discussions continue with groups involved in soliciting private donations (for the Multi-Purpose Arena and Performing Arts Pavilion) to begin capital campaigns.
8. Staff continues to work with the management of Southbridge Mall on terms of the lease for the Multi-Purpose Arena. This process has proceeded smoothly and 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): Loan documents and application materials have been prepared and sent to the City Attorney for review and approval. We have developed a database with names and addresses of all property owners along the affected corridors. Once the documents are approved, we intend to send materials to each owner, inviting them to apply for the forgivable loan and to reach out to the John Pappajohn Entrepreneurial Center to apply for the Corridor MicroEnterprise program.

Developments: 1) Great Clips has opened in the new Fairgrounds Plaza building near the entrance to the North Iowa Events Center. Starbucks is expected to open soon. 2) Signs for the new Caribou Coffee/Einstein Brothers Bagels have gone up on the new retail building under construction in front of the (also under construction) Hampton Inn and Suites; it should open after paving is complete. 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) TJ Maxx: the architect reports that a general contractor has been selected, but final permits have not been requested. We are hoping that construction can begin yet this year. 4) The DRC has reviewed a concept plan for a new Sears Home Town Store, to be located in the former Amish Impressions furniture store at 507 4th Street SW. The new owner is adding a warehouse to the west side of the existing building. Review of the major site plan is expected at the 11/10/15 DRC meeting. 5) The new Alliant Service Center is under construction on 43rd Street SW and is making good progress. 6) Good Shepherd has excavated their site on the north side of the 300 Block of 1st Street NE, and has begun constructing the foundation. They have also done asbestos abatement in the three older rental homes they own on the south side of that street, with the intent of tearing them down this fall. 7) Grading for the new Mason City Motors Nissan dealership at 4710 4th Street SW is nearly complete and the building should be under construction soon.

Other Items of Interest: A North End property owner, Mandi Pralle, has volunteered her skills to develop a social marketing effort for the North End Corridor. Please do a search for the “Historic North End, Mason City” Facebook page. Mandi has contacted the businesses along the Corridor and is providing opportunities for them to advertise their goods and services. She also has coordinated some business promotions and contests and is raising the visibility of North End businesses. Be sure to “Like” the Historic North End Facebook page to keep up with the good things happening in the North End. Thanks to Mandi for volunteering her considerable talent – it’s people like her that make Mason City such a great place to live and do business.

Development Review Committee: 3 meetings held in October: 10/6, 10/13 and 10/27

DRC Activity	October 2015	YTD
Total Development Plans Reviewed	6	65
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	5	38
Concept plans to be resubmitted as a Major Site Plan	1	17
Total Concept Plans	6	55
Major Site Plan Reviews Completed	0	10
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	0	15
TOTAL ITEMS REVIEWED	6	83

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	October 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	4
Conditional Use Permit	0	3
Variance	2	15
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	60
Zoning - Final	1	15

Projects:

- Continuing work on CDBG application for downtown façade project.
- Issued RFQ for architect services for CDBG Façade Renovation application.
- 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 September.
- Historic Preservation Commission: The Commission met and was updated on various City Historic Preservation projects.
- Planning and Zoning Commission: The Commission met and reviewed several chapters of the Zoning Ordinance as part of the recodification project. They also held a public hearing on the Downtown Urban Renewal Area plan.
- Zoning Board of Adjustment: The Board did not meet in October. There were no applications to review.

Other Items of Interest:

Staff from the Parks and Recreation Department, Operations and Maintenance Department and Development Services Department are providing technical assistance to the Mason City High School Iowa Jobs for America’s Graduates (iJAG) program to design and build a park on buyout lots in the Meadowbrook neighborhood. The project, called iJAG Park and Rec, will require students to collaborate with each other, city officials, landscape experts, and, most importantly, the residents of the neighborhood to plan, design, fundraise, and construct a park on vacant buyout lots in the Meadowbrook Neighborhood in Mason City. iJAG students will also partner with MCHS students in the Environmental Science classes and students from Lincoln Intermediate School during the course of this project.

Brian Pauly, Recreation Director, Jack Leaman, actively retired City Planner/Landscape Architect and Tricia Sandahl, Planning and Zoning Manager, visited iJAG classes on October 29, 2015 for the formal project kick-off. They reviewed the history of the property, the culture of the neighborhood and how the students can collaborate with the neighborhood to build a park that is an asset to the neighborhood. iJAG is a graduation, leadership, and success class that helps students have a connection to school and prepare for their next step following graduation. Mason City High’s iJAG program serves 90 students in grades 9-12.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	October 2015		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	32	\$15,373,705.62	231	\$47,914,228.31
Minor Building Permits	15	\$ 96,512.00	164	\$ 1,301,076.92
Electrical Permits	28		225	
Plumbing Permits	20		126	
Mechanical Permits	21		176	
Sign Permits	9	\$ 97,840.00	57	\$ 361,675.00
Demolition Permits	4	\$ 35,359.98	30	\$ 509,433.98
Structure Moving	0	\$ 0.00	9	\$ 27,974.00

BUILDING INSPECTIONS PERMIT REPORT				
Permits				
Inspections	October 2015		YTD	
Number of inspections	129		1,130	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	28	13	330
Multi-residential	0	0	0	2
Commercial	3	12	9	95
Industrial	0	0	2	2
Institutional	0	1	0	3
Other (signs, demo, etc.)	0	13	0	96
Fees Collected	October 2015		YTD	
	\$ 56,610.60		\$ 230,837.71	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	October 2015	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	119	726
Staff Initiated	70	349
Non-Staff Initiated (total):	49	377
Response to Complaint	24	128
Anonymous Complaint	15	193
SeeClickFix	10	56
Case Request Disposition		
Founded Case Requests	104	595
Citations Issued	0	9
Cases to Court	0	9
Unfounded Case Requests	15	77
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	14
Dangerous Building	1	16
Abandoned Vehicle	1	6
Tree/Shrub Maintenance	0	26
Garbage	21	137
Inoperable Vehicle	8	54
Junk, Rubbish or Refuse	43	278
Other	10	94
Writ of Removal	4	41

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	October 2015	YTD
Information Request	15	24
Snow Removal/Weeds & Tall Grass	44	608

Rental Inspections Summary:

Rental Inspection Report	October 2015	YTD
Initial Inspections	39	536
Reinspections	109	685
5 yr. Inspections	154	1136
Complaint Inspections	17	134
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	25	266
Inspections cancelled by Inspector	15	65
Failed inspections	45	241
Passed Inspections	108	1047
No Shows	1	114
Total # of Inspections	210	1817
Rental Dwelling Certificates Issued	151	941
New Landlord License Issued	6	53
Units White Tagged	10	59

Animal Control Quarterly Report:

July 1, 2015 through Sept 30, 2015 YTD

CALLS FOR SERVICE

HOURS OF THE DAY

700	800	19	48
800	900	46	99
900	1000	27	63
1000	1100	48	102
1100	1200	44	85
1200	1300	28	82
1300	1400	40	95
1400	1500	32	104
1st shift sub total		284	678
1500	1600	42	95
1600	1700	32	86
1700	1800	27	78

July 1, 2015 through Sept 30, 2015 YTD

CALLS FOR SERVICE

HOURS OF THE DAY

1800	1900	20	65
1900	2000	29	72
2000	2100	28	54
2100	2200	15	43
2200	2300	18	34
2nd shift sub total		211	527
2300	2359	10	27
0	700	36	74
3rd shift sub total		46	101
TOTAL for Quarter		<u>541</u>	1306

CITATIONS

Animal Sanitation or chase/bite	2
Cruelty/Welfare of Animal	2
Vicious animal	1
Disturbing the Peace	1
No Rabies Vaccination	12
No City License (approx)	12
Animal At Large	18

Total Citations **48**

Animal Bites	<u>28</u>	Pickup slips animal count
		July 161
Wild animal calls	<u>90</u>	August 101
		September <u>161</u>
		Total <u>423</u>

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>
October	6	43%	8	57%	14
Year to Date	13	42%	18	58%	31

Burials were over the monthly projections in October for the first time this fiscal year. Year to date burials are still under the projected numbers. Cremations rates continue to be higher than expected which negatively affects the operational revenues.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
October	3	0	3
Year to Date	7	2	9

Lot and Niche sales were still low in October with only 3 spaces 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) Quality checking the data and accuracy of the links to the lots and plots is taking a lot of time and is slowing the full implementation of the system. The Advantage Company has not completed the digitization of the historic records yet and is delaying the closing out of the HRDP grant.

The Monroe Avenue Entrance Improvement project: The retaining wall is close to being done and installation of the sod in November will complete the project.

The Grandview Gardens and Lakeside East sections: The State of Iowa Division of Insurance which oversees cemeteries has reviewed the drawings of the new sections and given us approval to sell plots. A small number of families are on a waiting list for the Lakeside East section who will be contacted now. A sales promotion will be conducted in the spring. We are waiting for the manufacturer to ship the corner markers which will be set as they arrive, weather permitting.

Certified Local Government grant: We are waiting to hear from the consultant regarding additional research that she wants done.

Administration – Over 600 Christmas wreath and flower sales flyers were mailed out to families. The wreaths and flowers have arrived and will be placed after November 9th and as orders arrive. The bid proposal for replacing the minivan was developed for distribution to auto dealers in November.

Operations – Mowing continued throughout October, along with mulching leaves. Preparations for winter continued. Ideas for addressing the proliferation of crabgrass within the grounds have been put together. This will be included in a CIP request. Seven family requests were completed involving leveling markers, repairing vases and cleaning markers.

Board of Trustees – The board addressed two requests for marker regulations exceptions and discussed the marker regulations for the new sections. Statistics for the first quarter of FY 2016 was presented. The annual performance review of the Cemetery Manager was conducted. The September monthly report was presented.

Engineering Department

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

Division: Engineering:

Engineering

○ Engineering	
● DRC Site Reviews	5
● Storm Water Management Plan Review & Approval	1
● Sanitary/Storm Sewer Service Permit & Inspection	
▪ Repair/Replace	3
▪ New Installation	7
▪ Disconnect	3
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	14
▪ New Installation	4
▪ Curb Cut	0
● Pedestrian Ramp Survey & Design	0
● Driveway Approach Permit & Inspection	10
● Iowa One-Call Locates	331
● Emergency Call-outs	6
● Emergency Call-out After Hours	1
● Permit Review & Approval	
▪ IDOT Highway ROW for Utilities Accommodation	0
▪ DOT Perform Work Within State Highway ROW	1
▪ Application for New Utility Construction in City ROW	0
▪ Moving/Oversized Load	18
▪ Review Contractor Traffic Control Plan	1
● Permit Review & Approval - City	
▪ Building	6
▪ Demolition	4
▪ Remodel or Addition	1
● Permit Fees Collected	\$2,290
● Sanitary Sewer Records Drawn and Scanned (GIS)	0
● Field Book Updates (GIS)	0

Sidewalk Programs (Update)

The 2014 Sidewalk Program is complete. The program was approved and accepted by the City Council at the October 6th meeting.

The 2015 Sidewalk Program is nearly complete. There are two outstanding permits for work to be completed by a non-contracted contractor.

Street Panel and Curb Replacement (Update)

The 2015 Street Panel & Curb Replacement Program is complete. The program was approved and accepted by the City Council at the October 6th meeting.

2015 Street Rehabilitation Program (Update)

The 2015 Street Rehabilitation Program is nearly complete. The remaining work includes the adjustment of sanitary manhole castings, manhole box-out construction, and surface restoration and seeding.

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

The water and storm sewer utilities have been completed along the 19th Street SE corridor. A section of existing sanitary sewer main was upgraded by change order, as it was in conflict with the construction of the bridge abutments. That work has caused delays in the paving schedule however, it has been completed and the bridge contractor was able to begin driving piles for the foundation of the bridge. The grading contractor began placing the subbase material on the east end of the project. The contractor will begin the installation of sub-drain as the subbase operation progresses.

A revised construction schedule was prepared by CFI, which indicates the paving operation beginning by mid-November. With the delay of the bridge work the paving contractor will not be able to begin finished trimming of the grade until the first part of December. The weather has been favorable for the project to continue this late into the season which is not often typical. At this point, paving is probably not going to begin until next spring. The contractor should be able to finish placing the subbase material in preparation for spring paving. As long as the weather continues to remain mild, the project will continue to move forward. If night time temperatures begin falling below the freezing mark consistently, then the paving will be delayed until next spring. That is important to assure that Mason City is receiving the highest quality pavement possible. The trail, street lighting, grade restoration and seeding will also be completed in the spring of 2016.

South Federal Avenue Elevated Storage Tank (Update)

Approximately two-thirds of the steel has been delivered to the site. The welders began the fabrication of the steel on October 21st, and the bowl is taking shape. The extent of the steel fabrication, prior to the beginning of painting next spring, is scheduled to be completed by February of 2016. The contractor believes they will finish the work before the end of this year.

Fairgrounds Plaza Highway 122 Left Turn Lane (Update)

The Highway 122 Left Turn Lane into the North Iowa Events Center was completed, then opened to traffic on October 4th. The Mason City Engineering Department provided inspection and concrete testing services, as well as all coordination with the Iowa department of Transportation throughout this project.

The project was approved and accepted by the City Council at the October 20th meeting. The remaining administration to be completed by the City Engineer includes the preparation of an invoice, through the Finance Department, for Mason City Investors, LLC; followed by application to the Iowa DOT for reimbursement of funds through the USTEP (safety funds)

program. After invoicing and application for reimbursement, the city's contribution to the project is \$14,536.73 of the total \$43,071.80.

Downtown Street Lighting Project (Update)

Engineering Staff is working with V& K to provide the final details of the components necessary to complete the final plans for bidding.

Other Tasks Performed through the Engineering Department:

- Performed final inspection and issued final acceptance of the Asbury 9th Subdivision, street and utility improvements.
- 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 the corridor. Most recently was a collaborative effort with the Water Reclamation Department to electronically inspect several storm sewer segments through televised video.
- Coordinated and met with a resident as a follow up to the receipt of a Request for Consideration of a Restricted Parking Space application. Mason City Engineering and Police Department Staff followed through with the application procedure outlined in the City Council Policy on Guidelines for Restricted Residential Parking for Persons with Disabilities. The application was subsequently approved, followed by the Engineering Department's preparation of a work order which was submitted to the Operations & Maintenance Department for sign installation.
- The final review and approval of the engineered plans and utilities for the new Alliant Energy Operations Center was performed. The Engineering Department also continued efforts with Alliant's Consultant, Shive-Hattery, Inc., for the approval of the final plans and specifications for an approximate 1000' sanitary sewer main extension. The extension lies east from the dead-end of the sanitary sewer at South Pierce Avenue and 43rd Street SW. Engineering Staff also attended the preconstruction meeting with the general contractor and subcontractor to coordinate the project schedule and to discuss requirements for inspection and testing.
- Prepared and worked with the IDOT for approval of a traffic control plan for the upcoming traffic signal pole replacement at Highway 122 and Mercy Drive. Engineering Staff also worked with Mercy Staff to coordinate the replacement of the traffic signal pole with a pavement replacement project they are planning along Mercy Drive.
- Coordination with Michels Wind Energy and their trucking contractor for the shipment of materials through Mason City. The shipments included oversized loads of materials and equipment being used for a wind turbine project being erected east of Mason City Corporate limits within Cerro Gordo County. The oversized loads required the review

and processing of several oversized loading permits for approval on city streets. The Engineering Department also worked with Michels for temporarily widening the intersection of South Iowa Avenue and 11th Street SE to accommodate the turning movement of the trucks transporting the wind turbine components.

- Engineering Staff continues with the survey and field data collection for future street rehabilitation, street panel and curb replacement, and sidewalk replacement projects.

- Traffic

• Traffic Sign Reviews	11
• Traffic Sign Work Orders New/Remove/Replace	75
• Traffic Sign Locations Staked	19
• Traffic Sign Field Inventory Updates	32
• Traffic Sign Orders	0
• Sign Drawings	0
• Bicycle and Pedestrian Sign Reviews	66
• Bicycle and Pedestrian Sign Work Orders	66
• Bicycle and Pedestrian Sign Locations Staked	37
• Bicycle and Pedestrian Sign GIS Mapped	34
• Streetlights	
▪ New Installation Request	0
▪ Repair Request	9
▪ Street Light Repairs	0
• Traffic Signal Repairs	
▪ Respond to Signal Complaints	8
▪ Re-program Video	1
▪ Re-power Following Power Outage	2
▪ Reset Controller Following Power Outage	1
▪ Replace Faulty Pedestrian Push Button	1
▪ Replace Faulty LED Signal Module	1
▪ Replace Faulty Cabinet Components	3
▪ Reset Controller Clock	3
▪ Troubleshoot Network	1
• Iowa One-Call Locates	5
• Iowa One-Call Locate Reviews	248
• Emergency Call-outs	1
• Emergency Siren Repairs	0

Water Supply Division:

- Water Supply Recognition

- The Mason City Water Treatment Plant received a Fluoridation Quality Award from the Iowa Department of Health

- Water Production

• Monthly Total (gal.)	171,549,000
• Daily Average (gal.)	5,533,000

• Daily Maximum (gal.)	7,589,000
• Daily Minimum	4,603,000
○ Water Plant Maintenance and Repair	
• Trouble Shoot conductivity issues with EDR stacks	
• Replace Siding on #14 Well building	
• Clean Ground Probes	
• Replace Air Relief Valve in CIP Line	
• Repair Cable to Temperature Probe	
• Replace Piping on Hypo-Generator Plant	
○ Customer Service	
• Iowa One-Call Locates	311
• Pick up Bills at Hy-Vee West	15
• Monthly Bacteria Samples	36
• Check Water Quality at Residents and Businesses	3
• Hydrant Flow Testing	1
• Service Inspections	30
• Correlate Water Main Breaks and Investigate for Leaks	7
• Water Main Shut Down for Repairs	5
• Water Shut Offs for Non-Payment	84
• Water Service Re-Connects	121
• Assist With Installation of Water Meters	3
• Repair Water Meters and Collect Reading	76
• Deliver Red or Tan Tag	8
• Update Shut Off Data Base and Maps	0
• Water Service Permit/Inspection	
▪ Repair/Replace	5
▪ New Installation	3
▪ Disconnects	0

	<u>October</u>	<u>FY 2016</u>
○ Meter Department		
• Meters Installed	96	336
▪ Industrial	1	3
▪ Commercial	5	15
▪ Residential	90	317
• Meters Repaired	0	0
• Contractor and Garden Meters Installed	0	16
• Meter Reads	11,756	35,273
• Water Meters Ordered	0	360

Other Tasks Performed through the Water Supply Department:

Collected Daily Water Quality Samples

Assisted with the Water Main break at Armour Eckrich

Closed the Bypass on the Pennsylvania Dam for Sanitary Sewer Project

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for October:

Finance

- Prepared and issued 752 payable checks
- Worked with vendors on payable issues
- Prepared and issued 115 receivable invoices
- Prepared and issued 1054 payroll checks
- Recorded \$6512 of State Offset collections on receivables
- Sent 2 letters for State Offset collections
- Completed seasonal employee terminations
- Recorded end of month receipts
- Completed monthly IPERS report
- Sorted 6100 pieces of mail and forwarded to departments
- Recorded 144 ambulance receivables
- Updated vehicle information
- Completed monthly reconciliation for August
- 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
- Completed ACA webinar on Obamacare
- Worked on Reinvestment Iowa financial projections
- Gave information to Council on transparency, time clocks and internal CAFR preparation
- Worked in conjunction with City Administrator on potential bonding for Reinvest Iowa Project

Utility Collections

- Recorded 40 ACH activities
- Prepared 103 utility adjustments
- Issued 10,877 utility bills
- Answered approximately 632 phone calls for customer requests

- Responded to 230 voicemails for utility questions
- Completed 415 utility service orders (finals & new customers)
- Completed 142 tasks related to landlord requests
- Issued 505 shutoff notices
- Processed 6637 customer paid utility bills
- Processed 31 customer deposits
- Replaced 77 meters
- Completed monthly sales tax reports

Information Systems Coordinator

- Update Lieutenant computer at Police Department
- Look at heating software for Fire Department system
- Fix problem with mobile software on computer for PD
- Rebuild City Clerk's computer
- Install application for Airport computer
- Install extra software for Animal Shelter computer
- Clean up active directory for Police Department
- Install Fonts on newly rebuilt computers at City Hall
- Met with City Clerk after computer rebuild
- Configured all new in car mobiles for squad cars
- Get with vender about software regarding creating searchable PDFs
- Check in car video units at PD and get the temporary replacements working
- Fix transcription software for City Clerk
- Conference call regarding document management systems
- Configure audio software for Clerk's computer
- Make changes to scan to folder for City Hall copiers
- Get quote together for Housing computer
- Hook up new computer in Water Billing
- Order extra memory for computer in Water Billing
- Reconfigure scan to folder for new Human Resources employee
- Look at printer issues for Animal Shelter
- Meet with Diana and Pam regarding searchable PDFs
- Contact Verizon about flip phones at FD
- Fix printer at Recreation Department
- Update OS for Water Billing department computers
- Install productivity software for Human Resources
- Set up new user for Youth Task Force
- Close out accounts in Active Directory for former users
- Replace battery at Highland Tower for Wireless network
- Install printer monitor software for printer management survey
- Make changes to Water Billing computers for temporary user
- Install and troubleshoot audio software for PD
- Set up new user for PD
- Complete manually updating computers at PD
- Fix USB drivers for laptop at PD
- Order and install memory for City Clerk's computer
- Attending training for City's new webpage

- Setup user for Museum
- Work with McGladrey for transition to new ISP
- Check the DVR unit in Car 5 again
- Order replacement monitors for Engineering
- Put Document Management Team together
- Ordered memory upgrades for PD computers
- Updated OS for computers at City Hall
- Close out users accounts for Finance
- Rebuild computer to replace Evidence Intake computer at PD
- Order replacement power cables for FD tablets
- Contact vender about problems with new tablet for FD
- Fix the label printer for PD investigations
- Rebuild a newer computer for PD Taskforce
- Try to retrieve data off of failed drive for PD Taskforce
- Worked with vender to troubleshoot scan to PDF searchable issues
- Order tapes for nightly backup
- Performed monthly backup tape routines

GIS Department

- Cemetery GIS Project:
 - Prepared maps of Cemetery Additions/Sections.
- Development Services
 - Make adjustments to zoning map and print to plotter.
 - Made adjustments to GIS layers for transit. Corrected pickup times that were incorrect in GIS.
 - Prepared maps that were submitted to consultants for the Rock Crest Rock Glen area detailing elevation.
 - Provided coordinates of flood buyout homes to Department.
 - Provided map of Meadowbrook for iJAG (Iowa Jobs for America's Graduates) presentation.
- Engineering/Water Treatment/Customer Service
 - Transfer GPS data to GIS system for utilities and bicycle signs.
 - Worked with department staff on importing text files of manhole coordinates into the GPS.
- O&M/Parks/Water Reclamation
 - Attend quarterly meeting for Sustainable Urban Forestry Grant.
 - Collect location of electrical conduit using GPS North of the Delaware Bridge.
 - Submitted a report of the total number of miles of water pipe within the City of Mason City to the Utilities Forman.
 - Transfer GPS data collected for Tree inventory to GIS on multiple occasions.
 - Worked with Streets/Parks Superintendent on a land use program that identifies the percentage of tree canopy along with other land use classifications.
- General and Data maintenance

- Organize aerial photography on server
- Update GIS projects for all departments
- Make various corrections to utility easements GIS layer
- Download new aerial photography from ASI
- Working through formatting issues with ASI
- Research aerial photography file format options
- Standardizing layer symbols for GIS layers
- Attended Iowa Geographic Information Council Meeting
- Address point corrections for apartments
- Mapping
 - Assist Blue Zones office with Healthiest State Walk maps
 - Assist Blue Zones office with site map for greenhouse for Lincoln Intermediate School
 - Provided a map to a Park Board Member showing Citywide parks and flood buyout properties

October initiatives

Finance Department

- Continue paperwork for bonding for Reinvestment Iowa Project
- Work on October financial month end report
- Work on Income Offset letters for state collections
- Update spreadsheets for golf employees
- Update cash basis sheets for departments
- Continue research cities with financial transparency for future city project
- Continue research electronic time system to be included in FY 17 CIP discussions
- Work with City Administrator and Financial Advisor on potential Reinvest Iowa bonding
- Start initial paperwork for FY 17 budget

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
- Continue working on the change of City's ISP
- Implement new firewalls and monitoring system
- Continue to rebuild eligible computers for Windows 7

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	6,452.50	66,782.00
Office/Administrative	1,082.00	9,115.00
Overtime Hours		
Fire	117.00	1,963.00
EMS	645.75	4,779.50
9-1-1 Calls/Emergency Calls		
Fire	68	515
EMS	374	3,089
Non-Emergency Calls		
Fire	9	59
EMS	74	1,052
Personnel Training Hours		
On-Site	631	4,244
Off-Site	36	694
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	52	453
Existing Building Inspections	13	487
Plan Review	12	95
Fire Investigations	3	19
Community Involvement		
Public Tours of the Fire Station (Number)	9	20
Public Fire Safety Appearances/Trainings (Number)	18	87
EMS/Fire Student Ride Along Preceptor Training Hours	8	716

Significant Fire Calls

Oct 9 2015 – 1603 S. Eisenhower Avenue

Other Significant Events

Fire Prevention Week activities were a part of the Department's history but eventually became a thing of the past. Chief Platts was instrumental in bringing back the Open House during National

Fire Prevention Week highlighting the skills of the firefighters. This was Chief Platts' last open house and was a huge success. Hundreds of citizens attended this family-friendly annual event. In addition hundreds of local and area school children toured the Station or attended assemblies presented by the Fire Department encouraging fire safety at home.

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	0	3
Development			
Services	11	17	28
Engineering	17		17
Finance	9		9
Fire	42	1	43
Human Resources	2		2
Library	16	1	17
Museum	6	3	9
Operations & Maint	57	1	58
Parks	6		6
Police	51	2	53
Recreation	7		7
Youth Task Force	3	1	4
Grand Total	239	27	266

Staffing

Activity

Hiring Activity:

- Cashier - Finance: Interviewed candidates, conducted background checks, job offer accepted.
- Refuse Collector - Sanitation: Job filled.
- Volunteer Coordinator: Interviewed candidates and conducted background checks.
- Transit: Processing additional applicants.
- Firefighter: Interviewed candidates, conducted background checks, job offers to 3 candidates.
- Police Utility Person: Job filled.
- Police Officer: Conducted interviews of all remaining candidates.

	- Police Chief: Concluded recruitment process and certified hiring list with Civil Service Commission.
	- Seasonal Staff: Filled two additional seasonal openings.
Positions Filled:	- 2 regular staff and 2 seasonal staff hired.
Turnover:	- 1 resignation regular staff; terminated 14 summer seasonal staff.
Employee Orientations/exit interviews:	- Conducted 4 new employee orientation sessions and 1 exit interview
Civil Service Commission:	- 2 meetings conducted during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire - Conducted grievance meeting with union and Fire Staffing meeting with Union Reps. - AFSCME - Resolved time clock grievance.
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:	- Conducted city-wide 2016 employee benefit meetings.

Employee Involvement	Activity
Wellness Activities:	- Conducted 10 annual biometric employee screening events.

Government Efficiency	Activity
RPI Activity:	-
Other improvements:	- Finalizing plan for conducting a Valuestream Mapping event in December to help identify opportunities for improvements in government efficiency.

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:	- Continued training of new HR Assistant, including an FMLA seminar - Attended PELRA training academy.
Professional/Community Support	- Attended Iowa SHRM Annual Conference.

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: October 2015

Routine Activities:

In the month of October 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. More work continued on the upcoming 50th anniversary.

Fall cleanup of the Museum grounds occurred with the removal of leaves, fall fertilizer, and the cleanup of dead material. The Museum also prepared its equipment for winter storage and prepared the winter tools such as the snow blower for use.

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 is now having the Museum do outreach once a month.

The start of the month contained the Museum's large fundraiser: Artoberfest. The Museum generated much needed revenue from the event, as well as brought many persons into the Museum that otherwise would not have been familiar with the facility. Nearly 200 tickets were sold to this event, and over 120 auction items were auctioned off.

Classes offered:

Classes offered: Lunch 'n' Learn (16), Kids Club (34), DinoChomp (9), Children's ceramics (43), Raku (32), Stained Glass (16), Art Bugs (16), Scratch Art (8), Night at the Museum (9), Minions (20), Monsters Ghost Ghouls puppets (10), My Doll & Me (10).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (59), Kentucky Ridge Outreach (7), Salvation Army Outreach (17), Manly (8).

Programs: Board Meeting (5).

Special Event: Artoberfest (191).

Groups touring: -- Webster City (3/20) was a drop in, no scheduled tour.

Outreach locations: Prairie Ridge Outreach (59), Kentucky Ridge Outreach (7), Salvation Army Outreach (17), Manly (8).

Membership:

373 members

Attendance:

Membership:

371 members

Attendance:

Gallery / Open Studio / Shop: 770

Programs: 0

Outreach: 89

Rentals: 542

Classroom: 232

Playground: 31

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(11 Cement Work)
General Maintenance	(6 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Lane closure	(1 Lane closure)
Road Box Repair	(2 Road Box Repair)
Safety	(2 Safety)
Sewer Main Repair	(1 Sewer Main Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(4 Valve Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Tap	(2 Water Service Tap)

Internal Service Division:

Mechanical

Service Engineering Department
vehicle

Service and repair 11 fire trucks and ambulances

Service and repair 9 police cars

Repair and service 5 Sanitation trucks, brakes and seal repair and new fuel tank

Repair and service 11 Street Department
vehicles

Service 1 Water
Reclamation vehicle

Service and repair 2 Water Supply vehicles, set up with emergency lights

Service and repair 2 water utility vehicles

Electrical

Install electrical and poles for garden terrace project in East Park

Repair streetlights as needed.

Repair and work on the pool sump with Henkel Construction

Repair street lights at Southbridge Mall and along 2nd Street SW

Repair traffic signals as needed

Repair sludge pump in the pre air building at Water Reclamation

Replace exhaust fan and wiring in digester building at Water Reclamation

Repair streetlights on the north end loop

Replace 3 lamps outside concession building at youth diamonds, also 1 ballast and 2 lamps in breezeway, field 1 and 2 area lights, repair batteries, and check scoreboards power and communications

Repair lights at the Water Supply plant

Wastewater Division:

Wastewater Treatment:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month: **October** **2015**

Division: Wastewater

- Wastewater treated:
 - Monthly Total: 165.254 million gallons
 - Daily Average: 5.331 million gallons per day
 - Daily Maximum: 6.526 million gallons per day
 - Sludge processed: 1.93 million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed

- Lines cleaned, Ft. 1,000
- Televised 1,000
- Sewer calls 2
- Helped with locating sewer lines for the Delaware sewer project
- Replaced three sewer manhole box outs

Laboratory Activities:

- Performed laboratory analysis on five Industries
- Completed DNR Monthly Operating Report
- Laboratory is certified

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries in delinquencies in reporting
- Calculate totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Inspection of seven Industries
- Hauled 3,411,688 gallons of biosolids
- Installed new doors in three buildings
- Removed #2 raw pump for repair
- Replaced carbon in odor control vessel
- Changed oil in all small blowers

Sanitation Division:

Refuse collected	408.23 tons
Recycling collected	148,080 pounds
Yard waste collected	286.73 tons
Large item number of stops	51

Materials collected

Large furniture	33
Small furniture	45
Tubs & toilets	2
Appliances & TVs	22
Electronics	2

Request for service calls 281

Street Division:

- Clean and maintain shops and equipment as necessary
- Grade alleys and streets as needed
- Fill potholes operating the hot patch machine
- Trim trees away from Willowbrook Drive bridge over Cheslea Creek
- Sweep route for the St. James 5k run and the glow for hope run
- Haul mulch and wood as needed
- Trim trees and weeds in the Southbridge Mall area
- Pick up dead deer as needed
- Help volunteer projects with supplies, support and clean up
- Handle 21 tree calls, 21 removals, limbs down, trimming, etc.
- Clean up dead end alley at 22 9th Street NW, 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 Engineer's office
- Installed repainted handrails as needed along Hwy 122 and S. Monroe Avenue
- Repair and maintain storm sewers as needed
- Repair statue in the plaza
- Hot patch Highways 65 and 122 as needed
- Repair sinking alley behind Holy Family Church, water in basement

Repair lights on City Hall

Prepare equipment for snow removal

Tree trimming training with the IDNR sustainable urban forest training

Plant 73 trees with grant received through the branching out program

Park Department:

Mow and trim Frederick Hanford, MacNider Woods, East Park, Big Blue, Dustin Colby, Georgia Hanford

Mow and trim buyout lots, Parkers Woods, Kipper, Morgan, West Haven, Kentucky Park, 19th St. SW

Mow and trim the dog park, Gooch Park, Rud, downtown, hilltops, Meadow Brook Dr. , youth complex, and more buyouts, mow Monroe Park and 12th Street NW overpass area

Trim along Delaware bridge

Clean shelters as needed

Remove all weeds at PPG

Mow viaducts with the spider mower

Trim dead ends as needed

Repair and maintenance on equipment and shops as needed

Collect garbage and trash at all parks on Mondays and Fridays

Trim and clean the Federal Streetscape and Plaza

Feed and care for deer

Remove 4 dead trees from PPG

Mulch trees as needed in various parks

Add dirt and grass seed in low area in Kentucky water tower park

Support for the Glow for Hope run

Support for party in east park shelter 2 and 3

Haul tables to campground for end of season celebration

Finish landscaping in Georgia Hanford Park

Trim trees at Lewis Kipper Park

Repair damaged bench at the Southbridge Mall

Remove the pumps for the duck pond waterfalls

Minor repairs at skate rink

Fill potholes along trails

Repair sign at Asbury Park

Install memorial signs at PPG for donated trees

Trim trees away from the pedestrian bridge at Southbridge Mall

Repair damaged dock at Big Blue park

Remove all drinking fountains and winterize all the shelters

Tree trimming training with Iowa DNR sustainable urban forest training

Police Department

Reported by Mike Lashbrook, Police Chief

Total Calls for Service – 1,839

Top Ten Calls for Service:

1. Medical	177
2. Suspicion	169
3. Animal	151
4. Disorderly	128
5. Traffic Contacts	119
6. Collision	105
7. Welfare Check	104
8. Theft	93
9. Alarm	85
10. Domestic	53
Harassment	53

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 October 2015:

I continued to use Twitter to build connections with our community including the following; Participation in the 5th Global Police Tweet-a-thon put on by Laws Communications (I have already forwarded a wrap up of that event), re-tweets and other interactions with Mason City Community Schools Twitter activity, promotion of the Red-Ribbon campaign to fight use of drugs by children, and posts of pictures of MCPD Officer “ticketing” the Back to the Future Delorean.

I completed the planning and promoted the 1st MCDP Coffee With a Cop event which was held on Oct 24 at Hy-Vee East. I participated in the planning and putting on of the SALT Forum at the Mason City Senior Activities Center.

I made routine reviews of Nuisance property reports. I prepared a notice and order to abate on a property to be reviewed and signed by the City Administrator.

In addition to those responsibilities I assisted in teaching Defensive Tactics In-service training, assisted with self-defense training for the Fire Department, worked patrol one day and filled in briefly on a couple other days due to staff shortages, and I completed a computer forensic exam case for an outside agency.

Training:

In-Service

- Defensive Tactics
- Update from County Attorney’s Office

Non- In Service

- Two officers attended the Law Enforcement Intelligence Network (LEIN) Conference.
- Two employees became certified Owner/Operators for DNR purposes relating to our underground fuel storage tank.
- One officer attended training regarding Emergency Responses to School Incidents.
- Two officers attended the Iowa State Police Association (ISPA) Conference.
- One officer attended Practical Stats for Accident Reconstruction.

Other Activity:

- The police department began accepting applications for bow hunting deer in city parks.
- An investigation into an incident where a man had accidentally shot himself was initiated. The Subject was transported to Mercy Hospital for a non-life threatening wound to the abdomen.
- The State Medical Examiners report was returned regarding the death of William Whipple. Whipple was the victim of a robbery and was injured during the incident. Whipple died a few days later. The ME report determined the death was caused by mixed drug toxicity, and determined to be accidental.
- An investigation was initiated into the distribution of counterfeit money. A press release was issued warning the business community.
- Lt. Ron Vande Weerd received the ILEA 5 Star Leadership Award for his participation in training session related to innovative leadership and organizational strategies. Lt. Vande Weerd is one of eleven officers in the state to receive the recognition. MCPD holds the distinction of having two 5 Star Leadership Award holders, Lt. Logan Wernet received the award earlier this year.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, Friends of the Library, MCPL Morning Book Club, Mason City Public Library Foundation, and the YMCA Board Meeting. I attended an Iowa Library Association workshop on teaching patrons and staff about how to use the library collection. I attended an American Library Association class about managing difficult collection development challenges. I continue to work on grant applications and the solar installation and LED quotes for the library energy cost reduction projects.

October 2015 Statistics Highlights:	Monthly	YTD (7/1/15 to present)
Website Visits	3387	11522
Patron Photocopies/Prints	2599	14287
Tumblebooks (Online service for kids)	343	921
Puppets Circulation	105	384

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

Prepared by Brian Pauly, Superintendent of Recreation

Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 223 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Monday	469
Tuesday	996
Wednesday	573
Thursday	1,146
Friday	229
Saturday	1,474
Sunday	67

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
	\$58,986	\$53,214

- 2001 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
- Blow greens and tees everyday including weekends before play
- Cut cups 14 times practice cups 4
- Ball washer maintenance empty garbage on course 9 times
- Mow tees and collars 8 times
- Blow leaves in wind rows and pickup with vacuum approximately 60 loads

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 2 new summer staff
- Raised \$785 for our campground playground fund
- Worked with the Disc Golf Course focus group
- Addressing Fall & Winter Staff needs (email/letter)
- Started sit prep for the MacNider Camp Grounds playground project with November install
- Certified 13 youth coaches with NYSCA
- Hosted NFL Regional Punt, Pass, and Kick event at Norris Youth Complex – 27 youth
- Research the BMI license for the city usage
- Hosted our 3rd Annual Camper Appreciation Potluck at MacNider Campgrounds
- 369 people from 6 to 82 played Pickleball

Highland Park Golf Course Special Activities/Accomplishment:

- Scheduled an business outing for 2016
- Hosted 1 outing – 38 people (45 came and eat)
- Made preparation with the county on making Highland Club house a voting location for Mason City
- 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
- Mix up and fill par 3 divots 2 times
- Finish tree inventory
- Drain water in ball washers and replace with windshield washer

- 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
- 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
- Shut water down on October 19th
- Open all drain lines to drain water from system
- Blow front irrigation lines on front on the 29th
- Blow back irrigation lines on back along with bathrooms on the 30th
- Recheck both front and back to make sure lines are clear
- Haul 2 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 Tiny Tot Flag Football
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Adult Dodgeball
- Run Preschool Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Finish the MacNider Camp Grounds playground project install

Highland Park Golf Course Work to Done in Coming Month:

- 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 Pamela Stecker, Interim Volunteer Program Coordinator

Routine Activities for the Month:

- Volunteer Hour Logs for all programs
- Channel 4 (EG Channel) updates and programming
- Park Watch
- Beautification season wrap up
- Updates on city website
- Appreciation event planning
- Adopt a Street cleanups
- Operation ReLeaf tree distribution event
- Branching Out Tree Planting Project event
- Interviews for Volunteer Service Program Coordinator Position
- Kinney-Lindstrom Foundation Beautification grant report

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt A Park Adopt A Street	
Total		124.83
Beautification Project	Garden Maintenance & Clean up	
Total		90
Elmwood-St. Joseph Cemetery	Miscellaneous Projects	
Total		36.5
Mac Nider Art Museum	Gallery Attendant	
Total		3
Miscellaneous Projects	City Event/Festival Miscellaneous Police Department Transit Tokens	
Total		127.58
Park Watch Ambassadors	Park Watch Tour	

Total		36
Parks and Streets Projects	Landscaping or Tree Planting	
Total		60
Grand total		477.91

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Youth Action Teams recruitment continued and Teams began meeting at MCHS and Newman this past month.
- Welcome letters with meeting schedules were mailed to parents of Youth Action Team volunteers.
- The Director worked with the City on development of a trail sign for the NIACC walking trail.

Health / Safety Focus Areas

- A brochure on prescription and over the counter medicine abuse was finalized for the Governor's Office on Drug Control Policy.
- 7th grade students at JAMS began Positive Action model program delivery sessions this past month.
- The Director facilitated a state-wide web meeting on development of cannabis awareness messaging.
- The Director attended a 2 day meeting of the statewide alliance of coalitions at Camp Dodge in Des Moines.
- A conference call was held with the federal Program Officer for the SAMHSA grant received by the YTF.

Marketable Skills / Effective Education Focus Areas

- Adult volunteer recruitment began for JAMS 8th grade mock interviews scheduled for November.
- Staff facilitated the low ropes challenge course for students in the Chamber's YIELD program.

Relationships / Volunteering Focus Areas

- 2 new mentors were recruited this month. There are now 16 youth waiting for a mentor.
- Three mentor/mentee matches attended an event at NIACC.
- The Mentor Memo newsletter was distributed to all mentors and parents.
- The Youth Task Force had a table for mentor and tutor recruitment at the NIACC volunteer fair.
- 5 mentors participated in training about cannabis and vaping.
- A presentation was made about mentoring to the P4C, three county regional planning group.
- An application for funding assistance for mentoring program activities and food was submitted by the Mentoring Coordinator to the Mason City Clinic Foundation.
- Sparking Connections-a lunch and learn for adults who work with youth-has been scheduled for Nov. 3.

Staff/Other

- Staff attended training with the U.S. Dept. of Labor sponsored by the Mason City Volunteer Center.
- 8 facilitators were certified or re-certified on the low ropes challenge course.
- The CONNECTIONS quarterly Youth Task Force newsletter was distributed.
- The Director and Mentoring Coordinator participated in web training about sustainability with the Center for Applied Prevention Technology.
- A candidate from Express Employment was interviewed to potentially assist with clerical support needs for the new SAMHSA grant.
- The Director met with several local collaboration coordinators in preparation for the Youth Task Force Leaders Coffee scheduled at the end of October.

MEETING SCHEDULE

- Oct. 8 & 22: Newman Youth Action Team
- Oct. 14 & 28: MCHS Youth Action Team
- Oct. 15: Annual meeting and all Promise Teams meet
- Oct. 26 & 27: Leaders Coffee