

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

February 2016

(Issued March 11, 2016)



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

City Administrator Comments

Dear Mayor and City Council Members,

Development Services completed the “River City Renaissance” final application and Mayor Bookmeyer delivered it to the Iowa Economic Development Authority. Development Services completed the process to review the first application for the Corridor Revitalization Loan program and you see it on the agenda for approval tonight. The project is a good project that supports private investment and improvement of the North End. The NHANS project’s first house is now owned by Mason City as City Council will be considering approval of the deed for the property. The next step is to inspect the property and create the plans and specifications for the renovation of the property. Two of the four buyout homes moved by Community Benefit Mason City have been purchased and work is beginning on the interior remodeling. The work continues on the completion of the foundation for the Egloff house.

The 22nd Street SE buyout project continues to move forward with the City Council consideration and setting of the value of the homes that owners have agreed to participate in the project. Development Services staff approved 12 building permits this month that represented the creation of \$6,650,752.64 in new property value. Nuisance notices picked up in February with 92 notices and 82 founded case requests. Steven Van Steenhuyse has provided additional information regarding the history of the number of nuisance case amounts at various times of the year. He also describes in more detail the process followed by staff to complete the case investigation process. Please review this information and Steven is prepared to answer any questions you may have on this important work in our community.

The Engineering Department is ready to go for spring and construction season with many exciting projects on tap for completion this year. Pre-construction meetings will be held within the next two weeks on a number of projects plus we will see work start up again on the 19th Street SE street project and South Federal Avenue water tower. Mark Rahm is also working on the completion of the plats for the right of way to be vacated at the three railroad crossings to be eliminated in the quiet zone creation. He is also working on the plans and specifications for the supplementary safety measures at the other locations. Please refer to his report also for a more detailed description of these projects and a list of other projects they are working on.

The Fire Department has begun utilizing the new forcible entry door simulator. The \$7,000 piece of equipment was purchased through donations to the department. The simulator will provide for a safer, less expensive way to train on this critical fire fighter technique. The Fire Department also started an Explorers program with 18 people showing up for the first meeting. The program will provide an opportunity for 14-20 year olds to learn about what it takes to be a fire fighter.

The Operations and Maintenance and Park staff will begin making the transition from snow removal operations to clean up from the effects of winter. Staff will conduct more frequent street sweeping operations, cleanup of public property, preparing mowing equipment for the spring growing season, repairing damage to yards from snow plowing operations, filling pot holes and grading alleys once they are firm enough. Staff will also begin to schedule and start maintenance projects for roads and utilities for the new construction season.

Sincerely, 
Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: February 2016

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 2/1/2016 – 2/29/2016	20,809.70 Gallons	300 Buses
Enplaned 494– Deplaned 504		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at February 2016 Airport Commission Meeting 2/08/2016
- Continued working on Operating Budget
- Met with Media Marketing Representatives
- Attended Iowa Public Airports Association Meeting – Ankeny
- City Council approval of the appointment of Airport Commissioner Bob A. Vandebosch

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the March 2016 Airport Commission Meeting

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	o	Action
Accomplishments & Status	<p>Community Policy –Active Living and Transportation Commission ordinance 2nd reading, final scheduled for 3/15/16. Meetings with City Engineer on community garden water enhancement projects. Spring community garden launch/education event planning is ongoing. Bike Rodeo for May 14th planning ongoing.</p> <p>Schools – attended Listening Post hosted by MCCSD board members, met with superintendent on school and worksite pledge items. Met with School regarding LIS greenhouse and school garden project.</p> <p>Worksites –assisting two new worksites on pledge work (Central Park Dentistry, Mason City Clinic). Reconnecting with BZ Worksites.</p> <p>Healthy Foods (Grocery/Restaurant) – will participate in NI Food System & Health Assessment Focus Meeting at NIACC on March 17th. Met with Hy-Vee East/West dietitians regarding cooking classes.</p> <p>Engagement – ongoing work on development of radio ads using testimonials, Facebook posts for both BZP and MCVC, Town in Tennes campaign will be launched in late March for April.</p> <p>Volunteer Center –Radio program 1st & 3rd Monday of the month. Five new members – Friends of 457, ISU Extension & Outreach, Lime Creek Nature Center, Music Man Square Foundation, Newman Catholic Schools Foundation. Promote governor's What's Your 50 and Give Back Iowa campaigns. Feb. education event held at NIACC was attended by approximately 30. Three more VCI training /education events being held. Updating website and tracking software and developing collateral to support it. Assisted City Volunteer Services Dept. in upcoming initiatives. Planning April 14th Volunteer Appreciation Event that will be done with other members including City Volunteer Service Dept.</p> <p>Other –Power 9 governing committee meeting is this week. Looking at long term goals for all sectors of BZP. Fielded call from concerned citizen on proposed Frisbee golf course site</p>	

Item

o	Action
selection.	
Upcoming Activities 3/9, 3/23, 4/6 – host webinar on various topics provided by Volunteer Centers of Iowa 9:00 – 10:00 a.m. – City Hall, 2 nd floor Conference Room D May 13 - Bike Education Event (all 3 rd grade students MCCSD/Newman) Times vary May 14 - Bike Rodeo, parking lot west of MCPD Time tbd August 4 – Iowa Downtown Conference presentation and Walking Audit of Downtown area	

Issues/Needs**Upcoming Activities**

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of February:

- Coordination and review of information provided by City Departments for the recodification of the City Code
- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Council Meetings and two Council Worksessions and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 11 Resolutions and 3 Ordinances based on various requirements
- Submission of Ordinances to Sterling Codifiers for codification
- Upload data for two Council Packets and two Council Worksession 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
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 7 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints

- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$660.00 in animal license fees and miscellaneous licenses including 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: February, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: The final application was submitted to the IEDA on February 25. An additional \$2.9 million was requested (for a total of \$10M), after learning that Davenport had withdrawn and that their \$10.5 million was potentially available to the remaining applicants. Since submittal, the IEDA staff has requested some clarifications. Staff is working on these and will submit a revised application in early March. We remain highly confident that we will receive final approval soon.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): As noted previously, there has been a great deal of interest in the Corridor Revitalization Loan (CoRL) program, and Staff has fielded numerous calls for information. As of the end of February, only one application had been submitted. We would have liked to receive at least one more application before convening the CoRL Loan Review Committee, but since no other applications were received, a meeting of the Committee has been scheduled for March 4. (Note: as of this writing, a second application has been received, and staff is aware of at least two others that are expected in the near future.)

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The Council approved the purchase of 430 1st Street NE for rehabilitation under this program on February 2. Closing took place on March 1. A resolution to accept the deed will be on the Council's agenda on March 15. On March 4, our housing inspector/estimator toured the house and will make recommendations for rehabilitation actions and estimates of cost (a maximum of \$40,000 can be used for the rehab). After review of the estimates, we will advertise for bids and will bring a bid recommendation to the Council at the second March or first April Council meeting.

Developments: 1) The Hampton Inn and Suites exterior is nearly complete and interior work is ongoing; this project appears to be on schedule for its planned spring opening. 2) The recent warming trend has allowed Good Shepherd to complete the foundation walls for the new independent living complex on the north side of the 300 Block of 1st Street. Framing should begin in the next few weeks. 3) The new Nissan Dealership, in front of Cinema West, is enclosed and interior work is ongoing. This business should open in late spring or early summer. 4) Grading is underway for the new TJ Maxx Store east of Staples. Permits have been issued and construction is expected soon. 5) North Iowa Powerlifting and Fitness is completing the interior work for their new gym at Regency Center, next to HyVee West. In addition to powerlifting and

fitness training, this second location will include a smoothie bar. 5) Two of the four flood buyout houses that were moved to the 300 block of East State Street have been sold by Community Benefit Mason City. Contractors have begun interior work on both 330 East State Street and 18 North Connecticut Avenue. CBMC has also been completing the foundation for the Egloff House, allowing Atlas Movers to remove the steel beams from below the house.

Development Review Committee: 2 meetings held in February: 2/2/16 and 2/9/16

DRC Activity	February, 2016	YTD
Total Development Plans Reviewed	3	8
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	1	2
Concept plans to be resubmitted as a Major Site Plan	1	3
Total Concept Plans	2	5
Major Site Plan Reviews Completed	1	1
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	1
TOTAL ITEMS REVIEWED	4	7

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	February 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	3	5
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	1
Residential, Accessory Structure	0	1
Signs	10	14
Floodplain	0	0
Encroachment Permits	0	0
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	1	1
Miscellaneous	1	1
Preliminary Plat	0	0
Site Plan Approval	0	0

Activity	February 2016	YTD
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	0
Lot Splits	0*	0
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	5	11
Unfounded	0	0
Founded-Resolved without citation	1	6
Citations	0	0
Open Cases (as of date of report)	5	6
Cases initiated by staff	3	6
Zoning Inspections		
Zoning – Case Request	6	12
Zoning – Violations	1	7
Zoning –Setback	0	5
Zoning - Final	4	6

* One Lot Split Application was submitted but it was rejected because the application was incomplete and because the building being split did not meet the building code requirements for buildings on a property line.

Projects:

- 22ND St. SE Buyout
- Recodification
- iJAG Park in the Meadowbrook Neighborhood

Boards and Commission meeting highlights:

- Historic Preservation Commission The Commission met to discuss the outcome of the Rock Crest/Rock Glen historic district's review by the State Nominations Review Committee (SNRC) on Friday, February 12.
- Planning and Zoning Commission: The Commission met and reviewed several chapters of the Zoning Ordinance as part of the recodification project. The Commission also reviewed the placement of public art in Central park and reviewed and made recommendation on a rezoning request on 43rd St. SW.
- Zoning Board of Adjustment: The Board did not meet in February.

Other Items of Interest:

- The Cedar River Watershed Coalition has partnered with Iowa Rivers Revival to host a series of Natural River Restoration Workshops. The first workshop will be held in Mason City on March 28, 2016 at the Lime Creek Nature Center. While river restoration is a topic that is usually considered to be rural, Mason City has 31 miles of streams and rivers within the corporate limits. Staff will provide registration information to the Council and staff when it becomes available. There is no charge for the workshop and supper is included.

BUILDING INSPECTIONS DIVISION*Building Permit Summary:*

BUILDING INSPECTIONS PERMIT REPORT				
Permits	February, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	12	\$6,650,752.64	23	\$7,948,332.25
Minor Building Permits	0	\$ 0.00	3	\$ 13,285.39
Electrical Permits	12		30	
Plumbing Permits	13		21	
Mechanical Permits	21		43	
Sign Permits	10	\$ 14,200.00	14	\$ 76,400.00
Demolition Permits	2	\$45,000.00	2	\$ 45,000.00
Structure Moving Permits	0	\$ 0.00		\$ 0.00
Inspections	February 2016		YTD	
Number of inspections	119		236	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	4	0	11
Multi-residential	0	0	0	0
Commercial	3	5	3	11
Industrial	0	0	0	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	12	0	16
Fees Collected	February 2016		YTD	
	\$ 25,563.75		\$ 34,197.05	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION*Code Enforcement Summary:*

CODE ENFORCEMENT REPORT		February, 2016	YTD
Case Request Sources			
Total Requests Initiated (not including snow/weeds ¹)		92	134
Staff Initiated		78	114
Non-Staff Initiated (total):		14	20
Response to Complaint		4	7
Anonymous Complaint		7	9
SeeClickFix		3	4
Case Request Disposition			
Founded Case Requests		82	124
Citations Issued		0	0

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	February, 2016	YTD
Cases to Court	0	0
Unfounded Case Requests	10	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	2
Dangerous Building	2	3
Abandoned Vehicle	0	0
Tree/Shrub Maintenance	0	1
Garbage	1	2
Inoperable Vehicle	28	36
Junk, Rubbish or Refuse	0	3
Other	24	31
Writ of Removal	22	39
Information Request	5	7
Snow Removal/Weeds & Tall Grass	48	95

Rental Inspections Summary:

Rental Inspection Report	February 2016	YTD
Initial Inspections	50	90
Reinspections	33	99
5 yr. Inspections	97	243
Complaint Inspections	7	38
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	26	62
Inspection cancelled by Inspector	1	15
Failed inspections	24	41
Passed Inspections	95	226
No Shows	3	16
Total # of Inspections	156	371
Rental Dwelling Certificates Issued	56	199
New Landlord License Issued	1	6
Units White Tagged	0	2

Notes/Other Items of Interest

There was a question at the February 16 Council meeting regarding the number of cases reviewed by the Code Enforcement Officers as shown in the January monthly report. There were 42 cases in January. We started keeping monthly records in November, 2014. While this results in a sample size of only 16 months, we do notice a seasonal trend for code enforcement complaints (this has also been noticed anecdotally in the years prior to keeping records). We tend to see fewer violations during the colder months. In January, 2015 there were only 41 cases, and only 14 cases in February of that year. However, in March 2015 we had 81 cases. The busiest months of 2015 were July and October, with 119 cases each. This is not an exact pattern – we only had 30 cases in June 2015, but we had 101 in December 2015 and 93 this past February – but for the most part, it appears that the most violations occur during the warm months.

In addition, the number of cases listed only represents the new calls for service during that month – it does not reflect ongoing work on complaints received in prior months that are still unresolved. We are working on finding a way to report this, so that the Council has a more complete picture of code enforcement workload on a monthly basis. We know that, on average, each new call for service entails an average of two site visits. Unless a case is unfounded, each case generates several calls to property owners or alleged violators, one or more notices of violations, and if the initial efforts do not lead to resolution, working with the City Attorney's office on citations and court filings. Since our focus is on compliance and not citations, we work with individual violators, which may result in additional time and effort needed for that case. This increases the workload, but usually has a more positive outcome. We are reviewing our code enforcement and permitting software to see if there is a way to report more accurately the time it takes to complete a case from initiation to resolution. This should help to give a fuller picture of the amount of effort expended by the code enforcement staff, even in slower months.

It's also important to note that, during 2015, just over half of the code enforcement cases reviewed (457 out of 902) were initiated by staff. This trend has continued so far this year, with 114 of the 134 new cases initiated by the staff. While the code enforcement officers do not patrol specifically to look for violations, any issues observed during the normal course of the day are investigated. This increases the effort necessary to enforce the City's nuisance codes.

In addition, the code enforcement officers provide other services during the course of a typical week; they open City Hall in the morning and help with routine maintenance of doors, locks and closing mechanisms, keep the area in front of City Hall and the Transit Comfort station clear of snow and ice, work with the housing inspector to enforce writs of removal, and provide general maintenance to the City Animal Shelter, among others. While these only represent, on average, a few hours per week for each of the code enforcement officers, providing these services in-house saves the City thousands of dollars that would otherwise be spent on outside contractors.

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>
February	3	50%	3	50%	6
Year to Date	35	50%	35	50%	70

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
February	1	0	1
Year to Date	10	5	15

Lot and Niche sales were not good in February with only one space sold. Sales of burial spaces are still much lower than projected.

Projects

Certified Local Government grant: The draft report from the consultant indicates that the entire cemetery is a potential historic district. This draft was submitted to the State Historical Society of Iowa for their review and comments. Additional research is needed before finalizing the report and moving to the nomination stage.

Administration – Admin staff were busy budgeting for FY 2017, verifying data in the Cemetery Information Management System and doing research for the survey and evaluation regarding the National Register of Historic Places.

Operations – Grounds Staff were busy with burials, maintenance and snow removal.

Board of Trustees – The budget progress for FY 2017 was discussed. The response to the perpetual care audit was reviewed. A request for an intern to assist with the completion of the Cemetery Information Management System was approved by the GIS & Finance Departments. Jenny Thada's term on the Cemetery Board of Trustees will expire in April. Thada indicate she is willing to serve another term and will submit an application. The Mercy Birthing Center would like to install a concrete paver path to their lots in Lullaby Land. The consensus of the board was to move forward with the plans and costs prior to final approval. The rules and regulations along with a sample operating rules and guidelines for cemeteries from the Iowa Insurance Division was passed out for the boards reference as they consider updating them over the next few months. The January monthly report was presented.

Engineering Department

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

Division: Engineering:

Engineering

○ Engineering

• DRC Site Reviews	4
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Installation	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	8
• Driveway Approach permit & inspection	0
• Iowa One-Call Locates	133
• Emergency call-outs	5
• Emergency call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in city ROW	1
▪ Moving/Oversized load	9
▪ Review contractor Traffic Control Plan	1
• Permit review & approval - City	
▪ Building	1
▪ Demolition	2
▪ Remodel or Addition	0
• Permit Fees Collected	\$130
• Sanitary Sewer records drawn and scanned (GIS)	1
• Field Book updates (GIS)	2

2014 Pedestrian Trail Improvements – Phase 2 (Update)

The contract and bonds were approved by the City Council at the first meeting in January. We are currently awaiting a preconstruction meeting with the contractor. The project will begin as soon as possible this spring. The contract completion date is August 1, 2016.

Monroe Avenue Pedestrian Trail (Update)

The contract and bonds were approved by the City Council at the first meeting in January. We are currently awaiting a March preconstruction meeting with the contractor. The project will begin as soon as possible this spring. The contract completion date is August 1, 2016.

Downtown Street Lighting Project (Update)

Alliant Energy has hired a contractor to expose for asbestos abatement several steam tunnel locations where new conduit and lights will be installed. A preconstruction meeting with contractor is scheduled for March 17th and the project is expected to begin shortly afterward.

Downtown Multi-Level Parking Structure Project (Update)

Revisions were made to Concept 3A following meetings with G8 Development and their representative. The revisions were approved by the City Council on March 1st and sent onto G8 Development, Inc. and the Marriott Corporation for final approval.

Drainage District No. 17

Plans and specifications were completed and presented to the City Council on March 1, 2016. The project is out to contractors for bidding.

Union Pacific Railroad Quiet Zones

Engineering staff is working with the Union Pacific Railroad Real Estate Office and SEH to complete the preparation of the plats for vacation of crossings at the 4th Street SW, 9th Street NW, and 15th Street NW. The Engineering Department is also preparing plans and specifications for Supplementary Safety Measures (SSMs) to be constructed at crossings within the zone that are not being vacated. Those crossings are a 6th Street SW and 1st Street NW.

Other Tasks Performed through the Engineering Department:

- Engineering staff has completed the design and contract documents for a number of projects for March bidding, and continues to work on the preparation of plans and specifications for additional 2016 Capital Projects.
- Provided estimates for additional items related to the North End Improvements Project and for the South Federal Avenue sidewalk extension to be constructed adjacent to the South Federal Avenue Water Tower site.
- Review and make revisions to the City Code.
- Signs were delivered for the All Towns Sign Replacement Program through the Iowa DOT. The Engineering Department submitted a sign work order for the placement and installation of the new signs to the Operations & Maintenance Department.
- Coordination with the Iowa DOT for the upcoming US 65 Resurfacing and Storm Sewer Improvements project. Engineering staff attended a preconstruction meeting and met with Iowa DOT staff and the contractor to coordinate storm sewer intake replacements and adjustments.
- Surveyed property boundaries for the MacNider Museum. Staff marked the location of the property line dividing the MacNider Museum and the Mason City Library.

- Coordination with Alliant Energy on their upcoming gas main project. Two 12" steel gas mains will be installed along Pierce Avenue from 6th Street SW to 12th Street NW.
- Inspected the installation of, and monitored the pressure testing of a new 2,600' sanitary sewer force main installed by a contractor for Golden Grain. The main was installed as part of the Cogeneration Building site improvements and expansion project.
- Inspected the installation of the final storm sewer structure for the 19th Street SE storm sewer extension.
- Coordinated with the Iowa DOT for the calibration of the two concrete air meter pots in preparation of the upcoming construction season. The slump cones were also sent out to be sand blasted prior to beginning inspections this season.
- Traffic
 - Traffic Sign Work Orders new/remove/replace 7
 - Traffic Sign locations staked 7
 - Traffic Sign Orders 1
 - Remove and record labels from discarded signs (G.I.S. update) 26
 - Streetlights
 - New Installation 0
 - Repair Request 5
 - Traffic Signal Repairs
 - Respond to signal complaints 9
 - Check pre-emption system in squad car 1
 - Iowa One-Call locates 1
 - Iowa One-Call Locate Reviews 44
 - Emergency Call-outs 1
 - Emergency Siren Repairs 0

Water Supply Division:

- Water Production

	<u>February</u>	<u>FY 2016</u>
• Total (gal.)	160,699,000	1,159,798,000
• Daily Average (gal.)	5,541,000	4,646,553
• Daily Maximum (gal.)	6,591,000	7,589,000
• Daily Minimum	4,171,000	3,210,000
- Water Plant Maintenance and Repair
 - Wash down EDR stacks and perform voltage checks
 - Repairs water leaks on EDR stacks
 - Replace piping on Hypo-chlorite Generator
 - Clean-In-Place (CIP) #2 EDR train
 - Troubleshoot conductivity issues
 - Replaced ground points on EDR #1 train
 - Service on-line analyzers
- Customer Service

• Iowa One-Call locates	98
• Monthly bacteria samples	30
• Check water quality at residents and businesses	2
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	1
• Water Main shut down for repairs	1
• Water shut offs for non-payment	46
• Water service re-connects	38
• Assist with installation of Water Meters	34
• Repair Water Meters and collect reading	47
• Deliver Red or Tan Tags	28
• Update shut off data base and maps	64
• Water Service Permit/Inspection	
▪ Repair/Replace	4
▪ New Installation	0

	<u>February</u>	<u>FY 2016</u>
○ Meter Department		
• Meters Installed	34	477
▪ Industrial	0	3
▪ Commercial	2	32
▪ Residential	32	441
• Meters Repaired	0	14
• Contractor and Garden Meters Installed	0	19
• Meter Reads	11,771	92,341
• Water Meters Ordered	0	365

Other Tasks Performed through the Water Supply Department:

- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Performed snow removal at water treatment plant, well sites, towers sites, and booster stations

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for February:

Finance

Item	February	Year-to-Date
Prepare payable checks	468	1,094
Prepare receivable invoices	100	137
Prepare payroll checks	639	1,267
Certify invoices to County	16	16
Send letters to State Offset Collections	97	265
Record State Offset collections	-	-
Sort Mail	5,250	11,050
Record ambulance receivables	187	371
Process utility payments	2,628	5,304

- Worked with vendors on payable issues
- Recorded end of month receipts
- Completed monthly IPERS report
- Completed monthly reconciliation for January
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Gave CIP presentation to City Council
- Updated FY 17 operating budget
- Completed 8 hours continuing education

Utility Collections

Item	February	Year-to-Date
Record ACH activities	36	70
Prepare Utility adjustments	50	110
Estimate billings		-
Issue utility bills	10,730	21,480
Answer phone calls	319	693
Respond to voicemail	202	569
Complete utility service orders	239	459
Complete landlord tasks	35	75
Issue shutoff notices	438	942
Process customer paid utility bills	7,340	12,922
Process customer deposits	507	968
Record replace meters	36	59
Complete monthly sales tax report/hours	3.50	8.00

Information Systems Coordinator

- Perform monthly backup duties for January
- Adjust permissions regarding personnel changes for Fire Marshal
- Try to access information from damaged laptop hard drive
- Check repaired Datalux computers to see if anything needs to be reinstalled
- Install Housing software on new computers
- Re-install mobile computer in Car 8
- Configure repaired computer from Datalux to be temporary mobile unit
- Check emails filters for missing emails for City Admin
- Check the Government Channel for sound errors
- Set up new users for Blue Zones
- Double check antivirus updates list
- Take computers to Housing for final install
- Start working on new computer for Water Reclamation
- Get RMA for mobile unit for Car 9 and get sent in for repairs
- Finish temporary mobile unit and install in Car 3
- Send Car 3 computer in for repairs
- Check scanner in Car 11 for PD
- Look at mobile software for Car 3
- Look at computer at Fire Department for malware
- Get new quote for laptop for PD
- Get laptop running for new City Attorney

- Order monitor for Water Reclamation
- Contact RSM about VPN issues for Water Treatment
- Look at GPS issue in Car 11
- Look for printer for Housing
- Get with PD about access for City Attorney
- Help FD user set up email on phone
- Add user for Animal Shelter and remove former users
- Restore files for Finance
- Get with PD to finalize City Attorney accounts
- Change permissions on various shared files for PD
- Take new computer to Water Reclamation for final install
- Install remote software on Water Reclamation computer
- Get with Caterpillar about Transfer Switch Test/maintenance
- Check PD in car video system for error
- Contact vender about laptop for PD
- Help Tech with drive mapping at Water Reclamation
- Restore missing files for PD user
- Create custom install package for IE 11
- Order laptop for PD
- Start testing IE 11 in various departments
- Look for missing emails for engineering
- Help PD user set up email on phone
- Check video downloads for Car 8
- Change voice mail deliver settings for user at PD
- Order dual video cards for Water Reclamation
- Reboot server at Water Treatment for maintenance reasons
- Reboot all wireless network equipment to Water Treatment
- Set up additional scan to network folders for YTF
- Reset password for user in miViewpoint for FD User
- Help user at Water Reclamation sort out her archived emails
- Set printer software for new copier at YTF
- Set up new printer for housing
- Get with Tech at Water Reclamation to straighten out IP address issue
- Find new drivers for new copier at YTF
- Install IE 11 on select computers for testing
- Look at tablet for FD to determine problem synching with Zoll Software and equipment
- Contact Fujitsu about damaged tablet
- Reconfigure all hotspots at FD to work with IPads
- Check for missing Emails for City Admin
- Add memory to GIS computers
- Order memory for computers in Finance
- Get printer management software working for vender so they can put printer assessment together
- Check computer at Internal Services
- Check printer at Operations and Maintenance
- Look at software issue with PDFs for Water Reclamation

- Install dual video card in computer at Water Reclamation
- Replace memory in computer at Internal Services
- Contact AIM Tech Support to fix issues with database for PD
- Clear printer queue for FD
- Get quote and order new printer for Rec Department
- Order new tablet for FD
- Install new memory for Finance computers
- Order replacement UPS battery for Water Treatment
- Figure out issue with Engineering backup again
- Check equipment in server room at FD
- Replace battery for Water Treatment
- Reinstall mobile in Car 9 with new hand held scanner
- Replace scanner in Car 4 with new unit
- Perform monthly backup duties for February

GIS Department

Cemetery GIS Project:

- Preparation of Cemetery major features map
- Discussion about historical expansion of cemetery

Development Services:

- Provide list of property owners who own more than one property to the department
- Assist Director to geocode list of addresses relating to urban renewal project
- Edits to downtown historic district layer
- GIS project setup to assist with clean up of landlord database
- Prepare legal description for urban renewal area changes

Engineering/Water Treatment/Customer Service:

- Tech support questions
- Review pavement marking layers and utility easement layers
- Discussion about sewer districts and water data
- Correction to sanitary sewer labeling error
- Set up address search on a project
- Assist traffic control technician with GPS project for traffic data
- Assistance with utility GPS data collection

Finance:

- Assist with mapping related to Certified Local Government Grant to evaluate cemetery for its potential to be a historic district
- Grant writer question distance Memorial Park Cemetery from City Limits

O&M/Parks/Water Reclamation:

- Discussion with WHKS regarding sewer cctv files
- Sent tree inventory data to IDNR staff
- Help Street Superintendent with tree data evaluation and analysis

- Helped Street Superintendent set up maps on his own
- Field to office question to check GIS about sidewalks
- Helped Street Superintendent with tree inventory
- Set up link to IDNR website relating to tree inventory on Mason City website

General:

- Correspondence with County officials to discuss mutual GIS initiatives including software versions, coordinate systems, and emergency management
- Attend monthly Homeland Security Advisory Committee
- Edits to GIS Layers including landmarks and easements
- Organize GIS projects and renamed several projects to be more user friendly
- Assist IT director as needed including troubleshooting for printers, ftp access, software updates, and data access via wireless
- Preparation for mapping initiatives for upcoming emergency operations center exercise

March initiatives

Finance Department

- Work on February financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Certify FY 17 budget
- Complete City payables
- Process city payroll
- Start committee meetings for City-wide timekeeping system

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
- Implement new firewalls and monitoring system
- Start updating IE 10 to IE 11 after testing

GIS

- Assist with Cemetery GIS mapping project
- Assist with Tree inventory project
- Attend Homeland Security Advisory Committee and provide support when needed for exercises and in the event of an emergency
- Maintain edits to zoning map
- Import GPS data from GPS units for utilities

- Assist IT manager when he is out of office
- Provide support for GIS users within City Government
- Prepared maps per user requests
- Edit and maintain GIS layers
- Provide ongoing support for water distribution and traffic GIS layers

Fire Department

Reported by Bob Platts, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6907.75	13939.25
Office/Administrative	971.25	1843.00
Overtime Hours		
Fire	138.25	271.50
EMS	361.75	963.25
9-1-1 Calls/Emergency Calls		
Fire	52	107
EMS	309	609
Non-Emergency Calls		
Fire	5	11
EMS	92	198
Personnel Training Hours		
On-Site	759	1,435.00
Off-Site	73.50	145.50
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	99	227
Existing Building Inspections	65	96
Plan Review	8	18
Fire Investigations	1	4
Community Involvement		
Public Tours of the Fire Station (Number)	1	3
Public Fire Safety Appearances/Trainings (Number)	5	12
EMS/Fire Student Ride Along Preceptor Training Hours	32	113

Significant Fire Calls

Other Significant Events

02.18.2016 MCFD had its inaugural use of a new forcible entry door simulator. This \$7000 piece of training equipment was purchased with donations.

02.19.2016 MCFD wins their first Battle of the Badges!!!!!! 😊

MCFD hired their newest Firefighter Josh Deverell and he will start next month.

02.17.2016 MCFD started an Explorer's program for 14-20 year olds that initiates young people into the fire service. The first meeting saw 18 people sign up.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	0	5
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	17	28
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maint	57	1	58
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	1	4
Grand Total	242	27	269

Staffing

Activity

Hiring Activity:

- Police Officer: Coordinated physical.
- Custodian - Library: Job placed on hold, notified applicants.
- Civil Service Foreman List: Posted & conducted testing to create promotional list.
- Utility Foreman: Created job description, posted opening, collected internal applicants from promotional list, awarded job.
- Meter Utility Person: Updated job description, posted opening internally.
- Youth Task Force Support Staff: Posted externally & collected applicants.
- Transit Driver - Dev Services: Began job search.

Positions Filled:	- 1 seasonal staff hired.
Turnover:	- 1 resignation regular staff.
Employee Orientations/exit interviews:	- Conducted 1 new employee orientation session
Manpower Planning:	- Begin verifying seasonal hiring rehires
Civil Service Commission:	- 1 meeting conducted during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No new activity. - Teamsters: No new activity. - AFSCME: No new activity.
Labor Negotiations:	- Several meetings with new AFSCME leadership
Unemployment:	- Participated in Unemployment Fact-finding
General HR support:	- Provided HR consultation to various departments.

Benefits	Activity
Employee benefit support:	- Resolved several employees benefit issues
Other related topics:	- Met with BLA for medical plan review

Employee Involvement	Activity
Wellness Activities:	- Held planning discussion with new Wellness Coordinator.
Misc	N/A

Government Efficiency	Activity
RPI Activity:	- Continue planning for 2016 RPI events
Other improvements:	- Evaluating future valuestream mapping events for 2016

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company on multiple claims, met with retiree.
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Training:	- Updating harassment training materials.
Professional/Community Support	- Attended HRANI local meeting

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: February 2016

Routine Activities:

In the month of February 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 custodial staff worked to keep the walk ways and driveway clear of snow obstructing the facility, as well as general care to the facility related to winter conditions: increased cleanup of sand and grit, daily checks of the sidewalk and areas where freezing could occur, checking reserves of winter supplies. The Museum is happy to report that it has received many compliments about how clear it has kept its public walk ways.

The winter months often see a surge for the Museum in attendance to the Imagination Playground. This winter was no different, with many families coming to use the blue blocks. Saturday mornings are particularly busy with the blocks open until the room is used for the movie program.

The Museum shows films during Films in February and Movies in March in order to enhance the lives of north Iowa residents. This year 6 films were shown. All of the funds to pay for the movie program are raised privately, as it costs on average \$300 per showing of the films. Over the years attendance has steadily grown for this program and often the films shown are completely packed. The Museum also completed the short documentary film created by staff and volunteer Paul Micich that details the Museum's growth over the past 50 years. This was created last summer by interviewing a dozen individuals that had been involved with the Museum at various points in its growth over the past 50 years. An effort was made to interview a wide variety of persons from many different backgrounds and experiences with the Museum. In March, the film will be made available on both channels 4 and the Museum's website.

The topic for Lunch and Learn this month was Chihuly, who is a well-known American Glass artist. Pam Jost, one of our programming staff, led a very informative talk in which she discussed

his influences, including the accident that prevents him from creating art himself any longer. The class then also toured the Museum to see the Chilhuly that is owned by the Museum.

Special Events / Programs:

Here I will list the classes we offer, as well as special programs.

Classes offered: Lunch 'n' Learn (41), Kids Club (18 kids, 2 volunteers), Wood Chip Carving (29), Children's ceramics (39), Ceramics (24), Docent Class (2), Art Bugs (8 kids, 8 adults).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (56), Kentucky Ridge Outreach (8), Salvation Army Outreach (9), IOOF (11), Manly (6).

Specialty Programming: Films in February, Movies In March: $(37+78+55+62=232)$

Programs: Board Meeting (8), 50th Anniversary Mtg (5).

Special Event: n/a.

Outreach / Specialty Tours:

Special Projects:

The Museum solicited bids for the Salsbury Room updates. The project was originally planned to have wireless speakers for the updated sound system. However, the Museum was informed that due to the thick wall construction, this is not possible. This has proved challenging for the Museum and the contractor involved, however, the Museum has determined a low bidder and will proceed with the installing using wiring and not wireless. This should be completed by the end of April at the latest.

Membership:

Groups touring: -- 50's Art tours (18 adults).

Outreach locations: Prairie Ridge Outreach (27), Kentucky Ridge Outreach (28), Salvation Army Outreach (21), Manly (4).

Membership:

Individual 305

Business 53

City 8

Attendance:

February 2016

Gallery attendance	519
tour attendance	18
event attendance	344
Classes	172
Playground	92
Outreach	86
TOTAL	1231

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Exploratory Dig	(1 Exploratory Dig)
General Maintenance	(4 General Maintenance)
General Maintenance (equipment)	(1 General Maintenance (Equipment))
Hydrant Repair	(7 Hydrant Repair)
Hydrant Repair (snow removal)	(3 Days Snow Removal From around hydrants)
Road Box Repair	(1 Road Box Repair)
Sewer Main Repair	(1 Sewer Main Repair)
SNOW HAULING	(2 SNOW HAULING)
SNOW PLOWING	(2 SNOW PLOWING)
Storm Sewer Repair	(1 Storm Sewer Repair)
STREET SANDING	(4 STREET SANDING)
Valve Installation	(1 Valve Installation)
Valve Repair	(1 Valve Repair)
Valve TURNING	(17 Valve TURNING)

The Utility Crew shoveled out a total of 221 fire hydrants in February and we had to use the backhoe on another 64 hydrants.

We also have locates called in on 6 different locations for upcoming repairs or replacements of valves and or fire hydrants.

So be aware the construction season is starting and watch out for work zones and workers in these areas.

Internal Service Division:

Mechanical

Service and repair 7 fire trucks and ambulances

Repair bad wiring on park tractor

Service and repair 6 police cars

Repair and service 4 Sanitation trucks, brakes, etc.

Repair and service 19 Street Department vehicles

Service 2 water rec vehicle

Service and repair 2 water utility vehicles

Service and repair 2 water supply vehicles

Plow snow as needed

Electrical

Repair and replace streetlights as needed in parking lot at State and Pennsylvania

Repair streetlights as needed at Northbridge near Moose Lodge

Worked on HVAC at City Hall

Checked operation of backup generator at Campground

Repaired traffic signal head at E. State and N. Delaware

Repaired aeration building lighting at Water Reclamation

Checked traffic signal problem at 19th and S. Federal

Repaired lighting at Pump station #1 at Water Reclamation

Repaired streetlights at 0 block of E. State, South Pierce Ave. and 19th and S. Pierce Ave.

Repair heaters at campground

Repair relay in basement air compressor at police dept and also some wiring

Reconnect pump #2 terminations and replace hibay light with new, Water Reclamation

Repair street light at 2nd and N. Pennsylvania

Plow snow as needed

Wastewater Division:

Routine Activities for the
month:

February

2016

- Wastewater treatment:

Monthly Total:	107.44	million gallons
Daily Average:	3.837	million gallons per day
Daily Maximum:	4.543	million gallons per day
Sludge processed	1.55	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Inspected the progress of Hydro Klean lining on Winnebago Way

Laboratory Activities:

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

Treatment Plant Activities:

- Removed snow from plant and dog kennel
- Installed repaired #2 pump in PS #1
- Did monthly inspections
- Conducted rounds of the plant every four hours
- Installed dampeners on all 4 check valves in PS #1
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of Violations
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Sanitation Division:

	<u>February</u>	<u>Year-To-Date</u>
Refuse collected	326.68 tons	690.66 tons
Recycling collected	134,080 pounds	265,740 pounds
Yard waste collected	0 tons	6.43 tons
Large item number of stops	14	43
Materials collected:		
Large furniture	12	39
Small furniture	6	22
Tubs & toilets	0	0
Appliances & TVs	10	15
Electronics	0	0
Request for service calls	246	485

Street Division:

Clean and maintain shops and equipment as necessary

Build and Maintain barricades

Fill potholes with cold patch

Remove ice created by numerous sump pumps

haul mulch and wood as needed

Pick up dead deer as needed

Sweep main routes as needed

Remove and trim trees as needed

Set up handrails

Split wood for the campground

Attend CPR and 1st aid training

Repair signs as requested by Engineers office

Plow, haul snow and sand/salt as needed

Build new barricades for the band fest parade

repair storm sewers as needed

Restock sand for ice control

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Make ice on the rinks at Ray Rorick, East Park and Hoover school area

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

Split firewood for the campground

Clean and pick up dog waste stations

Attend CPR and 1st Aid training

Sustainable Urban Forest tree trimming event on Feb 27th, 2016

Haul snow from downtown with the Street Department

Clean up sledding debris at the sledding hill

Building maintenance at campground, heaters , etc.

Trim trails as needed

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls for Service: Feb – 1,688; YTD – 3,332

CFS Type	Month Total	Year To Date
Traffic Contacts	237	455
Medical	211	409
Suspicion	144	270
Disorderly/Disturbance	113	208
Collision	98	198
Welfare Check	84	165
Theft	75	143
Alarm	73	154
Animal	65	152
Parking	57	94

Officers are regularly following-up on and charging theft cases from local stores. In many cases they are able to identify repeat offenders who are then charged on an enhancement with a more serious theft charge. The work of the officers has many times resulted in stolen property being returned to the owner before it is used, sold, or damaged.

We were also able to use our Forward Looking Infrared (FLIR) camera this month to locate a male on an attempted burglary case, after he fled from officers into a wooded area when they arrived at the scene. Officers secured a perimeter and then were able to secure the male after finding him inside of a business compound. As a result, there were no injuries to the suspect or officers because of the use of technology in the apprehension.

Criminal Investigations

CID personnel spent several hours this month working on the Asian Body Works investigation – conducting interviews, preparing court documents, and the ongoing follow-up investigation. This case is ongoing and we are working with partnering law enforcement agencies as we learn more.

We completed three forensic interviews at Allen Hospital at the Child Protection Center. These are all ongoing investigations at this time. We also completed a thorough audit of our evidence inventory.

An officer working a light duty assignment due to a work-related injury was able to identify a stolen trailer that our department had recovered. His thorough work discovered a brand name and a hidden identification number that had not be located previously. We were able to find the owner in Rochester, MN, and return the trailer to him. He was very grateful to get it back.

Administration

We continued to have a presence at numerous meetings each month that affect our community in the areas of mental health, outreach, domestic abuse and sexual assault prevention, and crime prevention.

Our social media presence continued to grow this month. We picked up 35 new followers on Twitter in February for a new total of 842. On Facebook, we had 417 new likes for an end of month total of 1,269.

Our crime prevention officer is continuing to work on finishing touches for the Citizen Police Academy that starts on March 24, in partnership with the Cerro Gordo County Sheriff's Office. We are also working on other outreach programming for spring. There were two nuisance property violations that were processed this month.

All department personnel completed Youth Mental Health First Aid training in February. This is an effort to help get mental health intervention, when appropriate, for youth that we encounter during our daily work. One of the instructors is our own Captain Mike McKelvey and much of the support has come from the Mason City Youth Task Force, after they wrote a grant that helped to fund the training for the instructors.

We are wrapping up our sewer lining project from the Capital Improvement budget. We met in February with the consultant for our HVAC project which will start later this year.

Public Library

Reported by Mary Markwalter, Library Director

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

This month strategically placed windows that open are being installed at the library. Plans for upcoming events for Spring and Summer 2016 are being finalized and grants and requests for funding are being completed. All library policies are being reviewed by library Staff and updates will be reviewed and approved by the Library Director and Board of Trustees.

Some changes are being made at the Commons circulation desk. Materials on hold for patrons are now available at the Commons Desk. A printer for public and staff use is being installed at the Commons Desk and fines and fees can be paid at the Commons Desk. The Information Services Librarian work station will be installed at the Commons Desk during the month of March 2016.

The Friends of the Library are accepting pre-orders for geraniums until March 31, 2016. Geraniums can be picked up in the Mason City Room of the library on April 29 and 30, 2016. There will be geraniums for sale on those dates without pre-ordering. The benefit of pre-ordering is that you will get the colors you want.

Winter Reading Bingo, a reading program for adults sponsored annually by the Friends of the Library began on January 18, 2016 and goes through March 31, 2016. Program registration is available at the Commons Desk. The Friends offer many great prizes for Winter Reading Bingo Winners!

February 2016 Statistics Highlights:	Monthly	YTD (7/1/15 to present)
Internet Users	1145	9111
WI FI Users	509	6158
Website Visits	3772	25035
Volunteer Hours	193	1586.5

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Basketball
- Adult Volleyball
- Before and Afterschool Care
- Tiny Tot Basketball
- Youth Cheerleading
- Tiny Tot Cheerleaders
- Youth Tumbling
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	421
Tuesday	401
Wednesday	659
Thursday	386
Friday	188
Saturday	1,202

Total People Served in 2016 thru February: 26,427

Total People Served in 2015 thru February: 23,315

Highland Park Golf Course Monthly Activities:

- Take 2008 fairway to shed and bring in 1998 6700 tractor
- Pull and grease bearings in all 7 "1998" 6700 reels
- Reassemble putting on bed knives and adjusters
- Inspection of front and rear rollers
- Order bearings and axles for bad rollers
- Disassemble 9 rollers pulling bad bearings
- Pack bearings and clean roller parts for reassembly
- Reassemble 7 rear and 2 front rollers
- Put front and rear rollers on units
- Adjust bed knives to reel and adjust to contact and cut
- Level front rollers to get appropriate cutting attitude
- Set to height of cut

- Fix broken ram on 1998 6700
- Change oil, air cleaner, grease, check all fluids 6700
- Replace ignition switch and repair micro switch 6700
- Grease pivot points and place reels back on machine
- Place jack stands under rear end
- Remove 5 transmission cables and mark
- Remove electrical wires and plugs and mark
- Remove exhaust, hydraulic lines and drain hydro and transmission
- Remove PTO drive from transmission
- Remove motor mounts and secure engine
- Uncouple u joints going to rear wheels
- Unbolt transmission and remove
- Reassemble in reverse order using torque specifications
- Order and replace clutch cable (stretch beyond specs)
- Drain and remove radiator in 3200 take in to get repaired
- Order new batteries for beer/utility cart
- Receive flags, pins, club washer stands and assemble
- Bring in shop 1993 sprayer and 2011 Cushman utility
- Purchase orders
- Safety meeting
- Safety inspections for month of February
- Staff Took Vacation
- Process Time Cards
- Order Season Pass Bag Tags

Recreation Special Activities/Accomplishments:

- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Continue to preparation for a city wide track meet
- Continue preparation for Easter Egg Hunt
- Continue preparation for Earth Day
- Continue working with the I JAG Class on a pocket park project
- Assisted in answering a number of questions to help the City of Nora Springs
- Wrote, met, and submitted a Pickleball Grant to the two different foundation
- Brainstormed ideas for new items for the Camp Grounds store for resale
- Attended a community neighborhood meeting on the proposed Disc Golf Course
- Continue working on the disc golf course
- Recruited an intern for the Recreation and Golf Department
- Worked on the Soda Pop Bid for the department
- Worked with a local bicycle group to possible bring a cycle cross race to East Park this summer
- Work with Alliant Energy on moving Power Lines and Easements for Roy Rorick Soccer Complex

Highland Park Golf Course Special Activities/Accomplishment:

- Provided over 80 hours to Street Department
- Build 17 new tee collectors
- Remove clutch and pressure plate upon inspection of flywheel noticed damage and order new
- Order clutch and pressure plate for 3200
- Remove dump box
- Bring in 2002 Toro 3200 utility cart
- Finalized and approved the Golf Cart Rental Bid with Miller and Son's Golf Carts out of Britt, Iowa
- Worked on the Soda Pop Bid for the department
- Worked on the New Website design

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Spring Break Camp
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Youth Tumbling
- Prepare for Youth Soccer
- Find Youth Sponsor for Spring and Summer Sports
- Continue to work on finding resolution on the New Disc Golf Course Area
- Continue to work on site preparation for Ray Rorick Soccer Complex
- Host the City Wide Easter Egg Hunt on March 19th

Highland Park Golf Course Work to Done in Coming Month:

- Rebuilt generator/starter in 2011 Cushman
- Finish Toro 3200 radiator and assembly
- Tune up and inspect 1993 Cushman sprayer
- Install 8 6 volt batteries in beer/utility cart
- Inspect and service grounds masters and 4 greens mower tractors
- Begin cleanup for opening and start of season

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day meetings
- Earth Day marketing
- Searching for transit tokens assistant
- Hour logs for volunteers
- Tracking Park and Rec coaching for games and practices
- 457 marketing
- Channel 4 updates and programming
- Preparing for April's Volunteer Luncheon
- Preparing for Beautification Program
- Mason City Volunteer Center Webinar
- SUFTA Tree Pruning event with Iowa DNR
- Planning for Trees for Kids Event

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Blue Zones Project	Volunteer Committee	15.5
Total		15.5
Earth Day	Committee/Event Staff	10
Total		10
Miscellaneous Projects	Housing Authority	18.5
	Total	18.5
	Miscellaneous	16
	Police Department	28
	Transit Tokens	14
	Total	14
Total		76.5
Parks and Streets Projects	Landscaping or Tree Planting	179
	Other Outdoor Maintenance	4
Total		183
Recreation Department	Basketball Games	140
	Basketball Practice	60
Total		200
Youth Task Force	Meeting	4
Total		4
Grand total		489

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Youth have identified potential kick off projects for their violence and vaping focus areas
- Staff formatted the work of the Youth Action Teams into the Strategic Prevention Framework process and language acceptable to the IA Department of Public Health

Health / Safety Focus Areas

- The Health/ Safety Promise Team adult volunteers met on February 24 to plan projects for the rest of FY16
- A total of 161 staff from the Mason City Police Department, Cerro Gordo County Sheriff's Office, Mason City Fire Department, and Clear Lake Police Department were trained in Youth Mental Health First Aid during February
- A marijuana update presentation was given by the Director to those attending the first two Youth Mental Health First Aid workshops and Promise Team meetings in February
- 2nd semester Positive Action program delivery continued at JAMS

Marketable Skills / Effective Education Focus Areas

- The Marketable Skills Promise Team adult volunteers met on February 24 to discuss how they can partner with the NIACC Careers Connection program on job shadows in the future and continue project plans for the remainder of FY16
- Adult volunteer Job Coaches for 36 students in the 11th and 12th grade iJAG students at MCHS were oriented on the LifeWORKS program and attended their first session at school on February 11
- Recruitment began for adult volunteer mock interviewers for JAMS 8th grade students in March

Relationships / Volunteering Focus Areas

- Promise Team/Mentoring Advisory Board members met on February 23 to discuss sustainability of the mentoring program and a volunteer recognition event in April
- There are 42 active adult/youth mentoring matches in the county. (MC-23 & Clear Lake/West Fork-19) There are 18 youth waiting for a mentor
- There are 17 active peer mentor matches in Mason City
- 11 mentors and mentees gathered for a fun pizza and game night on February 29

Staff/Other

- The Director assisted Four Oaks, Wellsource, Crisis Intervention Service, and United Way in submitting a grant to the Telligen Foundation
- Staff hosted a funding & administration study group with an Executive Committee member and a City staff person who is also a Promise Team member
- A Facebook posting schedule has been developed to improve Youth Task Force communications with the community

- The YTF Director participated in steering committee meetings for the Cerro Gordo County Dept. of Public Health assessment and planning for their new 5 year plan

MEETING SCHEDULE

- March 2, 3, 4, 8, & 10: LifeWORKS program job shadows
- March 8: Alternative High School Youth Action Team meeting
- March 11: MCHS Youth Action Team meeting
- March 21-25: Profiles of Student Life Survey at Mason City Schools
- March 22: YTF Director state-level Youth Development Workshop presentation
- March 23 & 24: Mock interviews with JAMS 8th grade students
- March 28: Administration & Funding Study Group meeting