

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

April 2016

(Issued May 13, 2016)



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

City Administrator Comments

Dear Mayor and City Council Members,

The Airport saw another good month of service and had very good meetings with the FAA in Washington DC. The general aviation ramp rehabilitation project is substantially complete now and is a better area for access for planes to the airport. The 1st Active Living and Transportation Commission meeting will be conducted on May 19, 2016. The community garden water access enhancement project was completed on May 6th for the community gardens. Planting in the gardens is well underway and the additional water access will make life easier on the gardeners. Directors in various departments spent a large amount of time working on the development of information for the Prestage project this month.

Development Services department spent time reviewing and approving two new CoRL loan applications this month. They also worked with the Iowa Initiative for Sustainable Communities staff to discuss the projects we want to work with them on. Their staff will now work with the professors to determine which projects fit field experiences for the students. Development Services staff permit application and inspection numbers continue to be strong for building permits, zoning permits and nuisance abatement permits as the weather improves. I did conduct ride along trips with Electrical Inspector John Arp, Rental Housing Inspector Ray Quayle, Code Enforcement Officers Jim Sberal and Kyle Peterson and met with Pat Otto in April. The time was very informative and useful in understanding the processes they use in their day to day actions. I had to reschedule a couple of the other ride along trips that were scheduled due to time spent on the Prestage project. I will be meeting with Steven Van Steenhuyse after the last ride along to discuss my observations.

The 2014 Pedestrian Trail Project Phase 2 and Monroe Avenue are underway and work will be ongoing for the next 3 months to complete the project. The downtown street lighting project is moving forward with installation of underground conduit and wire. The base installation for the light poles has also begun. The Federal Avenue water tower painting that can be done from the ground has been completed and 'Mason City' and 'Mr. Toot' have been painted on as well. The next step will be the hoisting of the tank into position on the pedestal which is expected to occur mid-May.

The Finance Department completed work on the Time Keeping RFP this month and received quotes from the vendors. The quotes were higher than the budget provided so Kevin is evaluating alternatives for covering the additional costs from other budget items in order to move the project forward. A report and recommendation will be provided for council approval.

Operations and Maintenance had one swing worker work in the Sanitation Department 13 out of 21 working days in April due to the addition of a third route truck to handle the yard waste volume. The utility crew made 26 fire hydrant repairs in April due to the flushing of hydrants identifying repair needs. The utility crew also repaired one water main break in April.

The City had a very successful Earth Day community clean up with 874.5 hours of volunteer time spent in the process. Volunteer Coordinator Drew Verstegen will make a report on all volunteer programs at the June 7th Council meeting.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: **April 2016**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 4/1/2016 – 4/30/2016	24,152.60 Gallons	300 Buses
Enplaned 574 – Deplaned 609		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at April 2016 Airport Commission Meeting 4/30/2016
- General Aviation Ramp Rehabilitation Project AIP 41 substantially complete
- Worked on and submitted FY17-IA DOT CSVI Application/Resolution
- Accepted Hay Ground Bids
- Met with FAA Officials in Washington DC

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the May 2016 Airport Commission Meeting
- Attend Iowa Association of Public Airports Annual Conference

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0	Action
Accomplishments & Status	<p>Community Policy –Three appointments to Active Living and Transportation Commission approved 4/26/16.Contnined assistance on other candidates. Communications with appointees and meeting scheduled to review resources. Working with State Team for possible training in June. Attended League of American Bicyclists on Bike Friendly Communities & Businesses presentation along with Steve Schurtz (commission member). Worked on Community garden water enhancement project facilitation, it was completed 5/6, promotion and held spring community garden launch/education event held on April 27th with over 40 in attendance. Soil samples taken at each site showed very favorable soil. Worked at both sites to assign, stake, and prepare for season. Bike Rodeo meetings for May 14th event. Ride of Silence May 18th.</p> <p>Schools – Attended district wellness council meeting and promoted continued activity on Blue Zones Project work within the schools, continued work on Lincoln greenhouse and school garden project. Healthy Fundraiser District Walk-a-thon event held May 6, hosted State Team at three locations of the walk. Hosted national speakers and international explorers Tass Thacker and Bruce B. Junek for the all K-5 students —Images of the World/Blue Zones Kid Power presentation on May 4,5, & 6. Very favorable comments from schools and from Tass and Bruce on our wonderful City!! Bike education for all 3rd grade classes in City (Newman & MCCSD),</p> <p>Worksites –Committee meeting, finalized survey for worksites. Town in Tennies campaign month of April, Bike Month promoted in May, promote Governor’s Give Back Iowa employer volunteer initiative. New worksite signed up for pledge work. Reached out to City wellness committee representatives to update new employee/members on Blue Zones Project work.</p> <p>Healthy Foods (Grocery/Restaurant) – continued work with</p>	

Item

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<p>NI Food Coalition on System & Health Assessment for region (9 county) , will begin promoting Farmers Market, Hy-Vee East dietitian did BZP cooking class May 9, Lunch and Learn being planned for June, HyVee Drugstore Dietitian provided Garden Launch education on honey usage in cooking. Developing restaurant promotion for summer. Met with new Thai Bistro is interested in becoming Blue Zones Restaurant.</p> <p>Engagement – IntervIews on KCMR for MCVC and Community Gardens, interviews on KIMT on Town in Tennies Month and Volunteering, ongoing work on development of radio ads on District Walk-a-thon fundraiser with the school writing a jingle, Community Gardens, Bike to Work and Ride of Silence. Facebook posts for both BZP and MCVC, continued updates on City Website page for Blue Zones Project, Bike Month launched in May. Speaking engagement at Mercy Retired Employees luncheon. BZP newsletter, Worksite Electronic newsletter, Ambassador newsletter.</p> <p>Volunteer Center –Radio program 1st & 3rd Monday of the month. Continue to meet with new and prospective members. Assisted City Volunteer Services Dept. in volunteer needs. Held first annual Community Volunteer Appreciation Event April 14th with approximately 75 in attendance Continued facilitation of Disaster Preparedness collaboration for staffing the Volunteer Reception Center for Emergency Management/Steve O’Neil including identifying ancillary site locations in Rockwell, Thornton, Clear Lake and Mason City. Presented to MCPublic Library Board on a request to use Mason City room for a Volunteer Reception Center in the event of a disaster. Attended Volunteer Center of Iowa quarterly meeting.</p> <p>Other –Gallup-Healthways Well-being Index results will be reviewed May 20. Power 9 committee workgroup meet to plan agenda for June 9th 7:00 a.m. – noon long term goal planning session. Fielded calls from Green Bay Wisconsin. Continued efforts on fundraising for Blue Zones Project including meeting with Mayor and preparing grant applications. Provided mobile bike racks and hula hoops for community event.</p>	
<p>Activities</p> <p>April 14 - Volunteer Appreciation, Thursday, April 14th</p> <p>April 27- Community Garden spring launch, 6 - 7:30 p.m. Girl Scout office</p> <p>May 5 – District Wide School Walk-a-thon Fundraiser</p>	

Item

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May 5 – Images of the World-Blue Zones Kid Power, Tass Thacker & Bruce Junek May 13 - Bike Education Event (all 3 rd grade students MCCSD/Newman) May 14 - Bike Rodeo, parking lot west of MCPD May 18 – Ride of Silence June 16 – Lunch & Learn August 4 – Iowa Downtown Conference presentation and Walking Audit of Downtown area	

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of April:

- 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 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 44 Resolutions and 9 Ordinances based on various requirements
- Submission of Ordinances to Sterling Codifiers for codification
- Upload data for two Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 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 \$1,040.00 in animal license fees and miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Amusement Games, Tree Trimmers, Solicitors

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: April, 2016

Major Departmental Activities and Other Items of Interest:

Prestage Foods of Iowa: Staff has been busy working with other departments, the City Administrator and our bond attorneys on a Development Agreement with Prestage Foods of Iowa. The draft Agreement was first presented to Council at the 4/21 meeting. In addition, we have been working with project engineers Epstein Global on the concept plan, which was reviewed by the Development Review Committee on April 5.

Urban Renewal Areas: Amendment No. 5 to the Mason City Unified Urban Renewal Plan and the new Southside Gateway Urban Renewal Area and Plan were first considered by Council on April 21. The Southside Gateway plan will enable use of TIF increments to help finance public improvements necessary to permit development of the Prestage Foods of Iowa plant. This new URA will also allow for incentives to be provided on the shovel-ready site and other areas in the South Industrial Park and along South Federal Avenue.

Iowa Reinvestment District Program: The IEDA Board has yet to make final decisions on the requests of the four communities still being considered for funding. However, the IEDA staff has requested additional information regarding the financial readiness of G8 Development to complete the proposed hotel and mixed use building. Staff has been working with Mr. Chodur to compile the information requested by IEDA staff. We anticipate a decision on our application in May.

Iowa Initiative for Sustainable Communities: Staff discussed the proposed projects with the staff of the Iowa Initiative for Sustainable Communities in Iowa City during a phone conference on April 4. Their staff will now work to find departments and professors who are looking for student field experiences that match our proposed projects. The Council approved the contract with IISC at the April 21 meeting. We look forward to this project kicking off in June.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The CoRL Loan Review Committee reviewed the second received application on April 19. The Committee recommended approval of a loan to assist completion of a new parking lot and renewal of the iconic sign at Platinum Motors, 145 6th Street SW. This loan will be reviewed by the City Council at the second meeting in May. We also recently received a third application, which the CoRL Committee will consider later in May.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: A bidder's open house was held on April 13; several potential bidders toured the house at 430 1st Street NE. Bids were opened on April 26 and were higher than anticipated by our rehabilitation adviser. We are now working with the low bidder to see if any economies can be reached. If not, we will be required to reject the bids and re-bid the project. We are still confident that the rehab of the home can be completed this summer.

Developments: 1) The Hampton Inn and Suites exterior is complete and interior work is ongoing; this project appears to be on schedule for its planned spring opening. 2) Good Shepherd has completed framing their new independent living complex on the north side of the 300 Block of 1st Street and is beginning siding and interior work. 3) The new Nissan Dealership, in front of Cinema West, is expected to open in early summer. 4) Walls have been formed for the new TJ Maxx Store east of Staples. Interior work is beginning.

Development Review Committee: 3 meetings held in April: 4/5/16, 4/19/16, and 4/26/16

DRC Activity	April, 2016	YTD
Total Development Plans Reviewed	9	21
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	5	7
Concept plans to be resubmitted as a Major Site Plan	4	10
Total Concept Plans	9	17
Major Site Plan Reviews Completed	0	4
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	1	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	2
TOTAL ITEMS REVIEWED	11	24

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	April 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	3	8
Commercial, Accessory Structure	0	0
Residential, Principal Structure	9	15
Residential, Accessory Structure	6	10
Signs	3	21
Floodplain	0	0
Encroachment Permits	5	5
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	1

Activity	April 2016	YTD
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	1	2
Miscellaneous	0	2
Preliminary Plat	0	0
Site Plan Approval	1	1
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	3	27
Unfounded	0	0
Founded-Resolved without citation	0	13
Citations	0	0
Open Cases (as of date of report)	9	21
Cases initiated by staff	3	20
Zoning Inspections		
Zoning – Case Request	3	28
Zoning – Violations	3	27
Zoning –Setback	2	9
Zoning - Final	4	11

Projects:

- Recodification
- iJAG Park in the Meadowbrook Neighborhood
- 22nd St. SE Buyout: presented new offers and coordinated asbestos testing and inspections of replacement housing. Asbestos inspections were completed on April 27.
- Prestage Farms plan review.

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in April.
- Historic Preservation Commission: The Commission hosted a public meeting with Leah Rogers, the historic preservation consultant who prepared the Intensive Level Survey of the Elmwood/St. Joseph Cemetery. Based on the significance and integrity of the mausoleums, the landscape and the maintenance and office buildings, her recommendation to the SHPO is that the cemetery is eligible for the National Register of Historic Places as a Historic District. This recommendation has been forwarded to the SHPO for review.
- Planning and Zoning Commission: The Commission met and reviewed a change of zone application for property on Birch Drive and 4th St. SE near Asbury Park. They also

discussed proposed changes to the definition of family to better regulate the number of unrelated adults who can live in one housing units.

- Zoning Board of Adjustment: The Board did not meet in April. No applications were submitted for the meeting.

Other Items of Interest:

- City staff continues to working with the Iowa Homeland Security and Emergency Management Department to close out PW 9585. This is the last piece of the buyouts that needs to be completed to call the projects “Done!” Buyout Administrator Mertes will begin working in the office again in mid-May.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	April, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	30	\$ 2,664,685.21	69	\$11,934,770.46
Minor Building Permits	23	\$ 397,671.61	33	\$ 452,088.00
Electrical Permits	28		70	
Plumbing Permits	4		40	
Mechanical Permits	5		56	
Sign Permits	3	\$ 5,800.00	21	\$ 107,350.00
Demolition Permits	0	\$ 0.00	2	\$ 45,000.00
Structure Moving Permits	0	\$ 0.00		\$ 0.00
Inspections	April 2016		YTD	
Number of inspections	133		509	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	35	2	63
Multi-residential	0	0	0	0
Commercial	0	14	3	30
Industrial	0	3	0	4
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	3	0	23
Fees Collected	April 2016		YTD	
	\$ 22,209.87		\$ 67,938.45	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	April, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	108	329
Staff Initiated	94	281
Non-Staff Initiated (total):	14	48
Response to Complaint	4	15
Anonymous Complaint	7	23
SeeClickFix	3	10
Case Request Disposition		
Founded Case Requests	132	360
Citations Issued	1	2
Cases to Court	2	2
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	2	4
Dangerous Building	2	5
Abandoned Vehicle	3	4
Tree/Shrub Maintenance	0	2
Garbage	24	70
Inoperable Vehicle	23	68
Junk, Rubbish or Refuse	61	100
Other	14	55
Writ of Removal	3	43
Information Request	0	7
Snow Removal/Weeds & Tall Grass	1	104

The Neighborhood Services and Transit Division has been working with our new prosecuting attorneys, Randy Nielsen and Maury Noonan, on various nuisance abatement cases. We have found Randy's and Maury's expertise and commitment invaluable, as we are starting to see more effective representation and more aggressive adjudication of some of these tough cases.

Rental Inspections Summary:

Rental Inspection Report	April 2016	YTD
Initial Inspections	25	156
Reinspections	41	182
5 yr. Inspections	109	503
Complaint Inspections	12	56
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	14	98

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.

Rental Inspection Report	April 2016	YTD
Inspection cancelled by Inspector	0	23
Failed inspections	26	94
Passed Inspections	94	455
No Shows	33	49
Total # of Inspections	146	715
Rental Dwelling Certificates Issued	155	367
New Landlord License Issued	8	14
Units White Tagged	3	10

ANIMAL CONTROL

APRIL 2016				
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
N700	800	=	8	15
800	900	=	12	26
900	1000	=	8	18
1000	1100	=	11	30
1100	1200	=	9	33
1200	1300	=	9	18
1300	1400	=	8	29
1400	1500	=	8	32
1st shift sub total			73	78
1500	1600	=	10	20
1600	1700	=	9	24
1700	1800	=	9	17
1800	1900	=	6	10
1900	2000	=	5	8
2000	2100	=	10	13
2100	2200	=	1	8
2200	2300	=	1	6
2nd shift sub total			51	99
2300	2359	=	3	5
0	700	=	12	18
3rd shift sub total			15	15
TOTAL for Month			139	242
ARRESTS				
Animal Sanitation				0
Chase/bite nuisance violation			1	1
Cruelty/Welfare of Animal				0
Vicious Animal				0
Disturbing the Peace			1	1

No Rabies Vaccination		1	3
No City License (approx)			2
Animal At Large			2
	Total People Arrested	<u>3</u>	11
Animal Bites	<u>6</u>		23
Wild animal calls	<u>12</u>		32
Pickup slips animal count		105	253

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>
April	12	73%	4	27%	16
Year to Date	55	53%	42	47%	97

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
April	8	0	8
Year to Date	22	6	28

Lot and Niche sales improved in April with 8 spaces sold. Sales of burial spaces are still much lower than projected for the year.

Projects

The Mercy Birthing Center and the Mason City Chamber of Commerce's Leadership North Iowa young professionals group accepted the challenge of a concrete paver path in Lullaby Land where the fetal cremains are buried each year. They are currently raising funds to complete the Lullaby Lane project and addressing the design details.

Lot corner markers are being installed in the new section, now named Lakeside East, and the additions to Trinity Hill.

Administration – Admin staff were busy working with families as warmer weather increases walk in traffic, taking orders for flowers, vases & engravings and verifying data in the Cemetery Information Management System.

Operations – Grounds Staff were busy with a high number of burials and picking up the many branches that fall in the high winds of spring.

Board of Trustees – The Lullaby Lane project was reviewed. Statistics for the period ending March 31 of Fiscal Year 2016 was reviewed. Cemetery volunteer Lea Norlinger will be receiving the Shining Star Award from the City for her tireless work on the CIMS project. The 150 year anniversary for the cemetery will be in 2017, so a celebration of some sort will be developed. Ideas are being solicited. The Revisions to the decoration guidelines were tabled. The March monthly report was presented.

Engineering Department

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

Division: Engineering:

○ Engineering	
• DRC Site Reviews	11
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer service permit & inspection	
▪ Repair/Replace	2
▪ New Installation	4
▪ Disconnect	2
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	3
▪ New Installation	7
▪ Curb Cut	1
• Pedestrian Ramp survey & design	22
• Driveway Approach permit & inspection	5
• Iowa One-Call locates	463
• Emergency Call-outs	2
• Emergency Call-out after hours	0
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	6
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	6
▪ Residential Building	4
▪ Demolition	1
▪ Remodel or Addition	4
• Permit Fees collected	\$90
• Sanitary Sewer records drawn and scanned (G.I.S.)	0
• Field Book updates (G.I.S.)	0

Water System Capacity Evaluation (Update)

Staff continued working with Stanley Consultants to finalize the Water System Capacity Evaluation Report. The report not only addresses the demand for water by Prestage Foods of Iowa, it also includes future development growth in the same area.

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

SEH is expected to have a Traffic Report completed by the second or third week in May following the study of the area for the Prestage Foods of Iowa project.

Prestage Foods of Iowa Development (Update)

Staff continued working with EPSTEIN Global, a Chicago based engineering firm hired by Prestage Farms, Inc. to prepare plans and specifications for the Prestage Foods of Iowa project. Much of the collaboration is directly related to the water supply and planned improvements to be made by the city.

2016 Sidewalk Program (Update)

Bids were received on April 12th; Mid-Continent Contracting was the low bid out of two bids received. Approval of the contract and bonds is planned in the May 3 Council meeting.

2016 Street Panel and Curb Replacement Program

Bids were received on April 26th; Mid-Continent Contracting was the low bid out of two bids received. Acceptance of the bid and award of the contract is planned in the May 3 Council meeting.

2016 Pavement Marking Program

Bids were received on April 12th; Quality Striping Inc. was the low bid out of three bids received. Approval of the contract and bonds is planned in the May 3 Council meeting.

2014 Pedestrian Trail Improvements – Phase 2 (Update)

Contractor has started building up embankment for the trail segment on the north side of Highway 122 between Birch Drive and the bridge to the west. Construction staking has been done for the trail segment that will be placed along 9th Street SW between Village Green Drive and South Taft Avenue.

Monroe Avenue Pedestrian Trail (Update)

Contractor started clearing and grubbing south of the tracks near the 15th Street SW crossing. The PCC portion of the trail with the retaining wall will be the first segment installed; this portion will begin north of the South Monroe Underpass and will extend south approximately 1200'.

Downtown Street Lighting Project (Update)

K&W Electric has started installing underground conduit along Delaware Avenue. Three new light bases have been installed on the east side of Delaware. Pavement removals are currently underway for additional base installation and for conduit bore pits. The steam tunnel sections along Commercial Alley have been removed by an Alliant hired contractor, these sections were in conflict with the path of the new underground conduit, additional removals are expected to begin soon along Enterprise Alley.

Drainage District No. 17 (Update)

No progress to report. We are still waiting on preconstruction meeting and contractor schedule.

Union Pacific Railroad Quiet Zones (Update)

Engineering staff along with SEH has completed the vacation of crossing language satisfying the Union Pacific Railroad Real Estate Office. The descriptions and mapping have been submitted to the City Attorney for the preparation of agreements to be approved by the City Council at a later time. The locations of the crossings to be vacated are at 4th Street SW, 9th Street NW, and 15th Street NW. The Engineering Department also continues to progress with the preparation of plans and specifications for Supplementary Safety Measures (SSMs) to be constructed at crossings within the zone that are not being vacated. Those crossing improvements are at 6th Street SW and 1st Street NW.

South Federal Avenue Elevated Storage Tank (Update)

Neumann Co. continues to paint as much of the South Federal Avenue Storage Tank at ground level before it is moved into final position. Following the application of the top-coat, the logos will be painted on and the tank hoisted into place. The hoisting of the tank is expected to occur in mid-May. The painting operation and internal work will then resume. The project is expected to be completed in September.

Downtown Multi-Level Parking Structure Project (Update)

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

Other Tasks Performed through the Engineering Department:

- Continued coordination with IDOT for the upcoming Highway 122 reconstruction project. Engineering staff attended an IDOT progress meeting on April 19th to discuss project design and development. Engineering will be providing the locations of city utilities along this corridor that will need to be replaced in conjunction with this project. Several conflict areas between the new storm sewer and private and city utilities have been identified; a meeting has been scheduled to meet with Alliant Energy to discuss options.
- Additional survey work conducted at the Canadian Pacific railroad crossing on 8th Street SE. A new sidewalk crossing will be designed and placed that will meet ADA compliance.
- Continued inspections of the new sanitary sewer main extension for the new Alliant Energy building that is being installed by Popp Excavation. Approximately 1000' of new sanitary sewer main and three new sanitary manholes have been installed. The contractor still needs to conduct the deflection mandrel test before the new main can be accepted.
- Assembled plans, specifications and bidding documents for the South Kentucky Avenue Mason City Community Gardens yard hydrant project. The Engineering Department solicited bids from local contractors and a single bid was received from Mid-Continent Contracting. After approval of the bid by Angie Determan, Engineering Staff coordinated construction staking with the contractor. The tap on the city water main has been made and the water lines leading to the yard hydrants have been installed, the remaining work included the installation of the water meter and the yard hydrants.
- Additional inspections on the Stone Pillar 18th Subdivision. Twelve of the fourteen new water service lines have been installed and inspected. The developer has installed ballast rock and modified subbase material where the new segment of South Illinois Avenue will

be placed; final grading is expected to be done soon. The contractor still needs to conduct the sanitary sewer main extension deflection mandrel test.

- Engineering Staff continued setting spikes at the corners for cemetery lot staking layout project.
- Engineering Staff have solicited quotes for a traffic signal conduit installation. This new segment of conduit is planned to be placed in the north right-of-way of Highway 122 from North Taft Avenue to North Eisenhower Avenue.

○ Traffic

• Sign work orders	7
• Stake sign locations	4
• Retrieve reported downed signs	3
• Assist sign crew	10
• Traffic Sign Orders	3
• Remove and record labels from discarded signs (GIS update)	0
• Streetlights	
▪ New Installation	0
▪ Repair Request	6
• Iowa One-Call locates	10
• Iowa One-Call locate reviews	396
• Emergency Call-outs	1

Other Tasks Performed by Traffic:

- Prepare lighting layout for Southbridge Mall parking lot
- Prepare lighting layout for N Federal Avenue street lights
- Solicited bids for the completion of a traffic signal conduit network
- Mapped the installed conduits for street light project
- Repaired conduit to sign
- Performed trouble shooting on the tornado siren system
- Repaired GPS poles
- Locate electrical at Mason City Airport
- Locate electrical for Downtown Street Lighting Project

Water Supply Division:

○ Water Production	<u>April</u>	<u>FY 2016</u>
• Total (gal.)	120,378,000	1,454,351,000
• Daily Average (gal.)	4,012,000	4,646,553
• Daily Maximum (gal.)	4,780,000	7,589,000
• Daily Minimum (gal.)	3,295,000	3,210,000
○ Water Plant Maintenance and Repair		
• Wash Down EDR stacks and perform voltage checks		
• Replace ground points on #1 EDR train		
• Replace leaking piping, hoses on EDR #4		
• Service on-line analyzers		

• Repair leaking Sodium Hypochlorite tank		
○ Customer Service		
• Iowa One-Call locates		372
• Prepare and send service repair letters		6
• Monthly bacteria samples		30
• Collect project bacteria samples		4
• Check water quality at residents and businesses		2
• Hydrant Flow Testing		3
• Correlate water main breaks and investigate for leaks		6
• Water Main shut down for repairs		2
• Water shut offs for non-payment		73
• Water shut offs for other		1
• Water service re-connects		56
• Assist with installation of Water Meters		16
• Repair Water Meters and collect reading		20
• Deliver Red or Tan Tag		26
• Update shut off data base and maps		20
• Hydrant flushing		106
• Water Service Permit/Inspection		
▪ Repair/Replace		2
▪ New Installation		2
▪ Disconnects		3
○ Meter Department	<u>April</u>	<u>FY 2016</u>
• Meters Installed	121	733
▪ Industrial	0	5
▪ Commercial	4	42
▪ Residential	117	685
• Meters Repaired	2	16
• Contractor and Garden Meters Installed	0	22
• Meter Reads	11,771	115,883
• Water Meters Ordered	122	487

Other Tasks Performed through the Water Supply Department:

- Reinstall pump and piping in Well A1
- Visit Smithfield food plant to assist with water quality issues
- Prepare service repair letters
- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Torque EDR #2 Stacks
- Mow grass at the Water Treatment Plant
- Repair lawn
- Replace Mulch around bushes

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for April:

Finance

Item	April	Year-to-Date
Prepare payable checks	627	2,370
Prepare receivable invoices	30	191
Prepare payroll checks	954	2,844
Certify invoices to County	49	65
Send letters to State Offset Collections	49	377
Record State Offset collections	\$ 15,314.00	\$ 22,632.65
Sort Mail	5,400	22,600
Record ambulance receivables	160	716
Process utility payments	1,592	9,649

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Completed monthly IPERS report
- Completed monthly reconciliation for March
- 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
- Start work on FY 16 CAFR
- Worked with Socrata on financial transparency
- Sent out Timekeeping RFP
- Work with PSN on accounting changes to online bill pay

Utility Collections

Item	April	Year-to-Date
Record ACH activities	25	125
Prepare Utility adjustments	50	210
Estimate billings		-
Issue utility bills	10,825	43,082
Answer phone calls	330	1,497
Respond to voicemail	204	1,039
Complete utility service orders	290	1,102
Complete landlord tasks	35	145
Issue shutoff notices	449	1,923
Process customer paid utility bills	5,961	25,218
Process customer deposits	476	2,004
Record replace meters	117	312
Complete monthly sales tax report/hours	5.00	17.00

Information Systems Coordinator

As reported by Information Systems Coordinator

Routine Activities for April:

- Adjust comm ports for scanner in Car 1 at Police Department
- Install and swap memory for Museum computers
- Update Silverlight on Fire Department computer
- Readjust permissions on Fire Department User account
- Run updates for Museum computers
- Perform open records search for City Administrator's Office
- Contact River City Communications about failed fan on phone equipment
- Look at power issues for computer in Police Department Car 8
- Reconfigure laptop for Recreation Department
- Make changes to Police Department Patrol Officer's group
- Contact Granicus about streaming questions
- Order memory for Recreation laptop

- Create access to safety information for Human Resources
- Look at email issue for Council Member
- Look at ways to change the antivirus system for network
- Order new access points
- Double check Recreation laptop wireless settings
- Take Recreation laptop to Recreation Department
- Get new license information sent in for Wireless Software
- Contact RSM about backbone issues for Water Reclamation
- Restart server at Water Reclamation to see if it fixes issues
- Configure Water Reclamation laptop for wireless network
- Finish configuring new software for managing WAPs
- Set up new user for Youth Task Force
- Check alignment of radio at Water Reclamation
- Replace grounding block at Water Reclamation
- Send out informational materials about Ransomware and ways to avoid it
- Move Fire Department inventory software to Records Clerk at Fire Department
- Configure email settings for Water Reclamation laptop
- Order spare replacement power supply for server
- Order new backbone equipment for Water Reclamation and Animal Shelter
- Program new AP for wireless foot print
- Reboot all backbone equipment between City Hall and Water Treatment
- Update software on Water Reclamation laptop
- Vender meeting
- Check safety database for Barb Wood
- Test spare backbone equipment that was found at Water Reclamation
- Re-add Car 8 to domain
- Get new switch for Cemetery
- Install APs in new locations
- Hang spare backbone equipment for Water Reclamation
- Hook up mobile in sewer truck to building network
- Double check printer in Police Department Car 3
- Organize map of APs in software
- Look at printer problem for Fire Department User
- Restore file for Water Reclamation user
- Go through Access Lists and remove older equipment
- Perform second Open Records Request on emails for City Administrator
- Put Car 5 computer back in Car 5 and put spare back in Car 2
- Get Car 2 computer sent in for repairs
- Install new backbone equipment for Water Reclamation and Animal Shelter
- Install new configuration software for new backbone equipment
- Reboot Engineering server to fix virus definition problems
- Reboot Iprism
- Swap physical ports on Car 4 scanner to test equipment
- Meeting regarding new records search request
- Look at DVD burner for Police Department
- Contact Iprism Tech support about error generating reports

- Order and replace backup hard drive for City Hall backup system
- Restore file for user at Recreation Department
- Replace backbone equipment for Water Treatment
- Adjust backbone equipment for Water Treatment and Highland Clubhouse
- Replace grounding block at Water Treatment
- Look at backup issue with O and M
- Look at issue with backups at Police Department
- Order backup tapes for City Hall and Youth Task Force
- Perform monthly backup duties

GIS Department

City Admin / Volunteer

- Assistance using map symbols
- Discussion about future mapping initiative for Earth Day

Development Services

- Updates to Transit data
- Preparation of file for Smart Gov
- Discussion Parcel and ROW GIS data accuracy relating to 200 Block North Federal Avenue
- Training with staff member how to enter coordinate and also how to receive coordinate by clicking within map
- Discussion about transit detour maps for Band Festival
- Improve accuracy of zoning dataset layer

Emergency Management

- Update local datasets of emergency data
- National Grid mapping
- Prepare for upcoming emergency operations exercise

Engineering/Water Treatment/Customer Service

- Prepare GPS for traffic data collection and import collected traffic GPS data
- Assist updating projects
- Import utility GPS data collected
- Assist with training on GPS for using stakeout function
- Discussion GIS data on ROW for North Pierce
- Troubleshoot GIS project for Water Treatment
- Repair problems with digital data for storm sewer

Fire

- Adjustments made to Fire department project

Finance

- Discussion about mapping initiatives for housing rehabilitation project
- Update layer for housing rehabilitation

O&M / Water Reclamation / Parks

- Research to see if there was a video linking discrepancy to sewer line segment
- Add utility easement information to O&M staff project
- Assist Street Superintendent with mapping question relating to 400 block of State Street
- Prepare GPS for Street Superintendent for tree GPS data collection and import of said data
- Discussion with Park board member relating to legal description of a city owned property

Recreation

- Assist director with historical aerials and Kiwanis Park
- Preparation of alternate map for proposed disc golf course and also printing said maps

General

- Citizen discussion about accuracy of GIS and County parcel lines with aerial photography
- Assist IT director with computer interface issues for employee
- Assist IT director with call related to computer backup battery
- Assist IT director with request from staff on outlook rules
- Updates to Landmarks layer
- Citizen request for assistance measuring height using Pictometry datasets
- Update GPS software and other general software on laptop
- Troubleshoot GPS rod compression locking problem
- Participate in Iowa Geographic Information Council Meeting
- Citizen utility easement question Farmstead Square
- Discussion with IDOT relating to Iowa Real Time Network
- Facilitated Hazardous Communication training with City Hall first floor and basement
- Update interactive maps on web so they open in new browser window upon choosing that map
- Assist IT director with ping command to check data communication issues
- Assist IT director with government channel duties
- Research and learning relating to ArcGIS online

May initiatives

Finance Department

- Work on April financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete City payables
- Process city payroll
- Continue committee meetings for City-wide timekeeping system
- Continue work towards financial transparency

- Continue work on FY 16 CAFR
- Work on FY 16 budget amendments

Information Systems Coordinator

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

GIS Department Initiatives May 2016

- Keep apprised of Pictometry Project
- Assist with Tree Inventory Project
- Improve accuracy of zoning GIS dataset
- Update utility easement layer
- Participate in Emergency Management exercise
- Import GPS data for utilities
- Assist IT director when out of the office
- Provide support for GIS users within City Government
- Provide maps per user requests
- Edit and maintain GIS layers
- Provide ongoing staff support for City utility and traffic GIS layers

Fire Department

Reported by Bob Platts, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	10,270.50	31,145.00
Office/Administrative	1,433.50	4,241.25
Overtime Hours		
Fire	235.00	667.75
EMS	565.75	1,908.75
9-1-1 Calls/Emergency Calls		
Fire	56	225
EMS	262	1,185
Non-Emergency Calls		
Fire	7	20
EMS	120	412
Personnel Training Hours		
On-Site	493.00	2,565.50
Off-Site	129.00	342.50
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	87	412
Existing Building Inspections	101	275
Plan Review	13	50
Fire Investigations	2	7
Community Involvement		
Public Tours of the Fire Station (Number)	1	6
Public Fire Safety Appearances/Trainings (Number)	9	25
EMS/Fire Student Ride Along Preceptor Training Hours	182	342.50

Significant Fire Calls

04-03-2016 – Fire at a single story home at 814 ½ N Federal Avenue. 25 out of 44 members were involved in fighting the fire and covering the station.

Other Significant Events

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	0	5
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	17	28
Engineering	18		18
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maintenance	56	1	57
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	243	28	271

Staffing

Activity

Hiring Activity:	- Police Officer: Hired one candidate
	- Custodian - Library: Job outsourced
	- Equipment Operator-Utilites: Posted opening internally and awarded job, Employee declined job during trial period decision was made to eliminate the position
	- Utility Worker-Utilities: Posted job internally
	- Transit Driver - Development Services: Continue recruitment

	- Fire Chief - Finalized job description; solicited Assessment Panel proposal, finalized timeline, received approval of Civil Service Commission to post vacancy in May
	- Seasonal Jobs - Completed recruitment, conducted interviews, finalized job offers for summer staff, processed 4 hires
Positions Filled:	- 1 regular staff and 4 seasonal staff hired
Turnover:	- None
Employee Orientations/exit interviews:	- Conducted 5 new employee orientation sessions
Civil Service Commission:	- No meetings conducted during the month

Labor Relations/Legal

Activity

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

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
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Employee Involvement

Activity

Wellness Activities:	- Working on priorities for next quarter
Swearing In ceremonies	- Assisted with Police Department Swearing Ceremony's for new Police Officer

Government Efficiency

Activity

RPI Activity:	- Continue soliciting project ideas from each department
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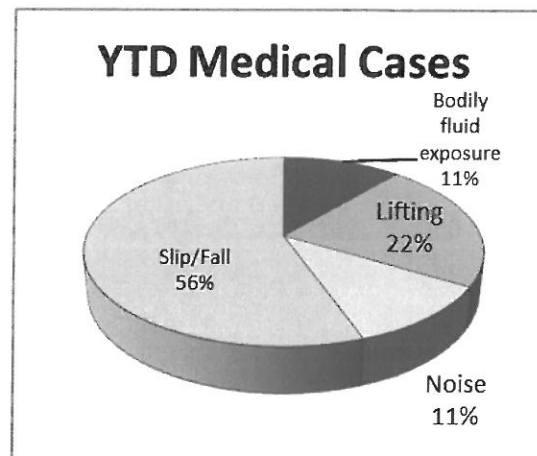
Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and management team on multiple claims
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Safety:	Developing updated job description for Safety Director position - Developing transitional plan for Safety Director responsibilities
Training:	- HR Director attended professional training academy and national conference
Professional/Community Support	- Participated in local HR Association meeting

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	0	9	9
# of OSHA Injuries	0	6	6
# of Days Missed	0	136	0
# of Employees Off	1		

There were no injury cases for the month of April



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: April 2016

Routine Activities:

In the month of April, 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 became aware of several leaks in the rubber membrane of the roof near the south western side of the Salsbury Room roof. It was first noticed as a white powder and flaking off of bricks on the backside of the Museum. It was then discovered that water was penetrating the area and as it was absorbed by the bricks and came out again, it was causing these issues. The Museum had several companies look to solutions, and it was determined that the leaks should be corrected as soon as possible. During this time it was also determined that the roof was put on in this part in 1995. This means that the roof, although the small leaks will be fixed, should be replaced soon as they typically have a life of 25-30 years.

The Museum also worked on the wiring portion of the CIP project for updating the Salsbury Room. Included in the project was a new sound system that would double as an emergency public address system, tied into the phone system. Due to the brick and tile construction of the walls of the building, along with many additions, the wiring took several days. Speakers were changed out as well. The final portion of the project which is hooking up the amplifiers will be done in May to not conflict with any of the Museum's rentals.

The topic for March for Lunch and Learn was Dick Leet. Dick was the original founding director of the Museum and served from 1966-2001. During his tenure, the Museum went through many different growth periods and expanded in almost every category: Collection, staff, building space, and budget. His lecture was very well received and the audience was a packed house. The Museum also hosted 3 puppet shows for the community. Eulenspiegel Puppet Theater performed *Peter and the Wolf* to packed crowds of school children at the 11:00 a.m. and 1:00 p.m. shows. Many schools stayed afterward or came early for school tours of the art. That evening they again performed for over 250 children and families.

As part of the University of Iowa's traveling exhibition to the Museum: Crafting Tradition: Oaxacan Wood Carvings we had the wonderful opportunity to have two artists from the Oaxacan region visit for a week. During this week they gave a guest lecture to nearly 300 children at Lincoln Intermediate School, they did demonstrations for more than 30 high schoolers that came to the Museum, they had several open studio times in which the public could come and see them do their art. They had a reception to meet the community, as well as a public lecture. They also taught a very special Kids Club in which 45 children made a variety of crafts related to the Oaxacan community and also painted their very own animals the artists had carved out of wood. This was paid for by a grant from the National Endowment for the Arts.

The Museum also hosted its annual volunteer ice cream social, as well as participated in the city's volunteer luncheon. The Museum also continued to partner with the Youth Task Force and Ijag as a mentor for the Lifeworks program.

The month of April is also grant season. The Museum filed several grants with not only area agencies, but also local community foundations. The Museum also worked on fundraising for the two largest projects this year: Festival and the Museum's 50th anniversary Gala.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (18 Oaxacan, 32 Leet), Kids Club (41 kids, 9 adults), Adult Polymer clay (8), Children's ceramics (40), Leet Drawing (9), Earth Day (9), Pokeman (17), Art Bugs (7 adults 5 kids), Come to Tea With Me (8 kids, 8 adults).

Specialty Classes: Prairie Ridge Outreach (54), Kentucky Ridge Outreach (5), Salvation Army Outreach (34), Manly (1), NIVC class (5), Docent Training (4), Oaxacan Studio demos & lecture (67), Oaxacan @ Lincoln (250 kids)

Specialty Programming: puppet shows (153 adults, 551 kids)

Programs: Foundation Meeting (5), Board Meeting (5).

Special Event: Oaxacan reception (71), Volunteer Social (33).

Groups touring: -- RRMR (93 kids, 9 adults), Clear Lake Chamber (12), MCHS (30), About Tours-Chicago (22), Tripoli (3 adults, 39 kids).

Outreach locations: Prairie Ridge Outreach (54), Kentucky Ridge Outreach (5), Salvation Army Outreach (34), Manly (1), Lincoln Middle (250)

Special Projects:

Museum continued work on the sound system

Membership:

361 members

Attendance:

Gallery / Open Studio / Shop: 704

Programs: puppet shows 704 (yes, these two are different group but added up the same)

Outreach: 349

Rentals: Salsbury (189), birthdays (33 kids, 26 adults), NIACC (52)

Classroom: 220

Playground: (54 kids, 38 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
Dirt Work	(2 Dirt Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(2 Hydrant Installation)
Hydrant Repair	(27 Hydrant Repair)
Hydrant Repair (Paint)	(15 Hydrant Repair (PAINT))
Road Box Repair	(1 Road Box Repair)
SAFETY TRAINING	(1 SAFETY TRAINING)
Valve Installation	(4 Valve Installation)
Valve Repair	(1 Valve Repair)
Water Service Repair	(2 Water Service Repair)
Water Service Tap	(1 Water Service Tap)
Water Main Repair	(1 Main Repair)

The Utility Crew had a busy month. We had to supply one man to the Sanitation Department for 13 out of 21 working days in April because they put on the 3rd garbage truck and we had one man on leave.

As reported last month, because all the fire hydrants are being flushed for the first time in a couple years, we have seen a large number that are in need of repair. As you can see, we made repairs to 26 fire hydrants in April and it will continue to be a priority in May.

We also did a 6" on 8" tap to supply water for the new TJ Maxx store.

We had 1 main break that was caused by a person who hit a fire hydrant and did not report the damage. When the hydrant was operated and damage discovered it caused a water hammer resulting in a main break at 610 Briarstone Drive. It was also discovered that the property owner has built a large 5-stall garage over the top of the water main. This will have to be resolved before a water main break occurs under this garage.

Internal Service Division:

Mechanical

Installed GPS on Engineering #5

Serviced and repaired 8 fire trucks and ambulances

Repaired 3 park vehicles

Serviced and repaired 6 police cars

Repaired 2 Recreation Department vehicles

Repaired and serviced 6 Sanitation trucks, brakes, etc.

Repaired and serviced 11 Street Department vehicles

Serviced and repaired 4 Water Reclamation vehicles

Repaired 5 water supply vehicles

Repaired 1 water utility vehicle

Electrical

Replaced disconnect and control shutoff at thickener building

Replaced emergency lights in Water Utilities Department

Replaced existing light in pump station #1 Water Reclamation

Recycled street light parts

Water Reclamation, thickener building, checked blower #3

Repaired Northbridge lights

Repaired light at Southbridge Mall parking lot

Recreation Department office, repaired lights and lamps

Repaired lights at 1st and North Delaware parking lot

Repaired crosswalk control at 122 and South Indiana Avenue

Installed new antenna at Water Reclamation for IT Department

Repaired parking lot lights at 1st and North Pennsylvania Avenue

Checked and repaired all lights at the west park tennis courts

Met with DSD Director about lighting on 3rd floor

Replaced green light and check ped lights at 122 and Pierce Avenue

Repaired lighting for the north entrance sign

Repaired heat exchanger for Water Reclamation digester building

Checked and repaired table saw for Park Department

Traced conduit for lighting project

Repaired street light at 4th and North Washington Avenue

Met with TJ at Southbridge Mall about additional lighting

Checked lights in parking lot at 14th Street NE

Repaired ped light at 122 and Taft Avenue

Repaired light at 2nd and North Adams Avenue

Wastewater Division:

Routine Activities for the month:	April	2016
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Division: Wastewater

● Wastewater treatment:		
Monthly Total:	237.255	million gallons
Daily Average:	7.909	million gallons per day
Daily Maximum:	11.327	million gallons per day
Sludge processed	1.63	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
- TV lines for engineering

Laboratory Activities:

- Performed laboratory analysis on five Industries.
- Completed DNR Monthly Operating Report.
- Laboratory conducting DMR QA testing

Activities planned for next month at the water reclamation plant:

Notify Industries of delinquencies

- 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:

- Laboratory DNR Inspection in May
- Hauled biosolids

Treatment Plant Activities:

- Hauled 1,487,500 gallons of biosolids
- All operators attended a CEU class at NIACC
- Received new DNR operating permit
- Installed UV system for the season
- Checked all oil in pumps
- Monthly inspections
- Continued working on #2 recirc pump
- Cleaned final weirs
- Installed high efficient lights around the plant
- Repaired water valve in aeration
- Changed oil in large electric blower
- Mowed and trimmed plant grounds

Sanitation Division:

	<u>April</u>	<u>Year-To-Date</u>
Refuse collected	405.27 tons	1,469.59 tons
Recycling collected	139,200 pounds	547,680 pounds
Yard waste collected	141.34 tons	147.77 tons
Large item number of stops	51	124
Materials collected:		
Large furniture	22	88
Small furniture	53	94

Tubs & toilets	6	7
Appliances & TVs	16	40
Electronics	1	1
Request for service calls	360	1,180

Street Division:

Clean and maintain shops and equipment as necessary

Haul mulch to museum

Fill potholes with cold patch and hot patch

Repair storm sewers that are falling apart

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep west side of Mason City

Remove and trim trees as needed

Set up handrails

Repair sod and snow plow damage as needed

Grade alleys as needed

Repair signs as requested by Engineer's office

Remove statues in preparation for new coming in

Clean and clear ditches on 12th and North Taft Avenue

Water new trees as needed

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Repair campground pads as needed

Install history boards for cannonball

Haul firewood to campground

Clean and pick up dog waste stations

Prep soccer fields and ball diamonds

Prep west park tennis court

Clean Plaza in the downtown area

Help gardeners with duck pond

Prep the pool for opening day

Turn on water at shelters, dog park, etc.

Reseed landscaping at Parker's Woods

Mow parks as needed

Mow buy out lots as needed

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: April – 2,030; YTD – 7,205

CFS Type	Month Total	Year To Date
Traffic Contacts	331	1049
Medical	184	806
Suspicion	183	636
Disorderly/Disturbance	156	472
Animal	137	379
Theft	87	296
Welfare Check	85	346
Collision	79	387
Alarm	69	290
Harassment	62	197

1st Detail also completed two outreach presentations at local schools. The feedback from those on social media received good reviews.

3rd Detail officers responded to a sex abuse case at a local facility and were able to quickly identify and apprehend the offender. We were also able to complete a detailed interview with the victim, using an officer trained specifically for that purpose.

Offices were able to locate and safely return an Alzheimer's patient who went missing in April. Their quick work limited this to a 30-minute event.

3rd Detail officers also put some extra investigation into a domestic case that had been ongoing. The extra effort was able to establish probable cause for a more serious charge that affected the safety of their family. The officers were able to help insure that the incident did not become more serious.

Criminal Investigations

It was a steady month in the CID unit. Officers worked with a local bank where a large amount of money was sent to Texas in a mail fraud case. With the help of the United State Postal Inspectors, two men were arrested there.

CID staff charged a woman with four counts of prohibited acts for forging prescriptions at local pharmacies. Two other local people were charged with second degree theft in connection with a fraud case they were involved in against their former employer.

One of our investigators attended a two-week training program through the Law Enforcement Intelligence Network (LEIN) that will assist us both in collecting and sharing information with partner law enforcement agencies.

We also completed the annual auction for abandoned property and bicycles. It also included equipment from other departments.

Administration

We hired Ben Van Den Broeke as our newest Police Officer on April 18. He has since started basic officer training at the Iowa Law Enforcement Academy. Officer Zach Lensing completed his ILEA training and graduated on April 15 and has since started the FTO (field training) program.

We completed the application that provides funding for the North Central Iowa Narcotics Task Force through the Byrne/JAG program at the Governor's Office of Drug Control Policy. That grant was due on April 7. We hope to hear back on a funding decision in early-May.

All sworn personnel completed an in-service training day in April. The training included a legal update; a new trend in drugs that extracts THC from marijuana; and the next progression in our response to active shooter.

Social media continues to be a great tool for us and allows us to interact with our community. In April we added 54 new Twitter followers for a new total of 931. We also had 228 new page 'likes' on Facebook for a total of 1,574. The most popular messages were about our new hire Ben Van Den Broeke; presentations done at local schools by Officer Charlie Connor, SRO Jason Trask, and Sergeant Dave Houser; and a short video of one of our Citizen Police Academy students taking a brief Taser exposure. CPO Jeremy Ryal also had a presence in advertising and then participating in the spring SALT Forum. He continues to lead as the facilitator of our current Citizen Police Academy program.

We continue represent MCPD and the City of Mason City at a wide variety of meetings. This month our staff attended the City Volunteer Appreciation Luncheon where two of our volunteers were recognized for their continued service.

Captain Mike McKelvey continues to be actively involved in mental health issues in our community, and serves as our department liaison for mental health. He also attended an update on dangerous dog policies and rabies protocols. He also sits on the Iowa Police Officer Association (IPOA) and attended their annual training in April.

We have put the finishing touches on the sewer lining project at MCPD. We have submitted the final invoices for payment by the City Council. We also solicited bids for the HVAC project. Those bids were opened on April 26. We received two bids which were both over budget. We are working with our consultant to re-bid this project a little later in the year.

Public Library

Reported by Mary Markwalter, Library Director

The Friends of the Library geranium sale was very successful again this year. Over 1000 geraniums were sold. Profits from the sale are used to help fund summer reading programs, public access computers and printers, live music in the Commons and special speakers/performers at the library.

The Library Foundation hosted a 30th Anniversary Celebration for the Archives and National Library Week Celebration on April 12. Terry Harrison gave a talk about the Archives and there were special collection displays and refreshments in the Commons. Lance V. Mack appeared as Abraham Lincoln. His performance was hosted by the Mason City Public Foundation and CENT Credit Union.

Library Staff are preparing for Summer reading. There are many fun and educational programs, crafts and story times planned for all ages this summer at the library. All programs are free and open to the public. Please go to the library website, www.mcpl.org for a list of programs and sponsors.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	285
Tuesday	1,619
Wednesday	288
Thursday	1,743
Friday	398
Saturday	1,806
Sunday	257

Total People Served in 2016 through April: 62,667

Total People Served in 2015 through April: 57,223

Nights stayed at MacNider Campgrounds in 2016 through April: 127

Nights stayed at MacNider Campgrounds in 2015 through April: 60

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
Family	31	36
Class A	202	216
Class B	26	27
Youth	21	32
Punch Cards	26	33
- 3,140 rounds played at Highland

- Change cups 11 times
- Practice cups 3 times
- Mowed all greens 12 times
- Mowed all tees and collars 3 times
- Mowed fairways 7 times
- Raked traps 4 times push up sides
- Change tee markers 17 times
- Fill ballwashers and new towels
- Moved snow on the 8th of April
- Blow greens off with back pack blower 9 times for sticks (wind events)
- Pick up and rake sticks on front and back sides 12 loads with Toro
- Pick up piles of from earth day clean up
- Application of pre-emergent fertilizer 90 bags
- Mow all rough
- Spray roundup along edges of traps to kill quack grass encroaching in traps
- Back lap Toro 6700
- Remove and adjust and back lap 6 greens mower heads twice set height of cut
- Fill holes in small green cart shed caused by ground hog, haul out mound of soil fill with gravel and rake
- Check course daily for movement of frost
- Highland Park Advisory Board Meeting

Recreation Special Activities/Accomplishments:

- Continued preparation for a city wide track meet.
- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Continued to work with Aliant Energy on the rerouting of power lines for the Ray Rorick Soccer Complex Project
- Spring and Summer Staffing process began
- Held a first aid and CPR class for 15 seasonal staff
- Began pool preparation
- Opened MacNider Campground April 11th
- Recruited an summer intern
- Installed new soda pop coolers at MacNider Campgrounds, Muse Norris Youth Complex, Frederick Hanford Softball Complex, and Mason City Family Aquatic Center
- Received \$9,999 for a pickle ball grant from Worth County Development Authority
- Start to collected final bids for the new Pickleball Courts in East Park
- Spoke at Mason City-River City - Kiwanis International about Parks and Recreation projects and programs
- Gave three KIMT interviews on a variety of subjects
- Added new rock to the new playground equipment at the Camp Grounds

- Raised \$135 for our campground playground fund
- Parks Department added new trees to the Camp Ground
- Added new rock to 90 percent to the camp sites at the Camp Grounds
- Replaced 10 fire pits at the campgrounds
- Filled out paperwork for new disc golf course

Highland Park Golf Course Special Activities/Accomplishment:

- Booked 1 outings for the summer with 1 lead we are still pursuing
- Trimmed low branches on 1,6, 9, right side of 12 woods 9 loads in 8x14 trailer
- Dig up and replace heads on #16 green
- Fill and level holes and seed by 13 tee (irrigation repair from Nov.)
- Remove loader from John Deere tractor and attach to 12 foot rough mower
- Organize earth day clean up by Newman golfers 4 hours
- Brought in 1998 325 groundsmaster. Oil, air filter, grease, blades, new deck belt
- Fix left front tire, change oil out of deck gear box
- Ordered food and beverages for concession
- Installed new soda pop coolers at Club House
- Worked on installing new signage for the Golf Course

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Summer Sports
- Run Archery Program
- Run Adult Softball
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Women Club started up
- 2 Newman High School meets
- Highland Park Early Bird Tournament – May 17
- 2 Person 8 inch “Big Cup” Tournament – May 30
- Hosting a Super Stag Men’s Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Fertilize greens, tees, surrounds
- Hire and train PT help

- Put deck on and service Kubota mower
- Application of herbicide for broadleaf weeds
- Continue with tree trimming and removal of dead trees
- Verticut greens
- Put in place a topdressing schedule greens

Seed and fertilize tees 6, 7 and 9

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Recruit and marketing for Beautification, Park Watch, Friends of 457
- SUFTA Tree planting
- Trees Forever/Branching Out Prep
- Seasonal memos for Beautification and Park Watch
- Hour Logs
- Trees for Kids Prep
- Earth Day and Earth Day wrap up
- Volunteer Appreciation Event
- Prep for Adopt-A-Programs
- Recruit for Adopt-A-Trail program

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Earth Day		
	Community Cleanup	
Total		874.5
Earth Day		
	Committee Meeting	
Total		48
Miscellaneous Projects		
	Housing Authority	
Total		4
Miscellaneous Projects		
	Organize cleanup kits	
Total		11
Parks and Streets Projects		
	Clean up	
	Landscaping or Tree Planting	
Total		126
Grand total		1063.5

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- The final Youth Action Team meetings for this school year were held.
- The Administrative Coordinator contacted the City about placement of the last bike rack purchased through a YAT project through a State Farm Youth Advisory Board grant.
- City Hall was contacted about more trail signs with the YAT Principal Financial grant funding.
- The Director was interviewed by KCMR radio about the outdoor exercise equipment placed in four City parks through a YAT grant from Wellmark last summer.
- Graduating senior YATA volunteers were recognized at the community volunteer recognition event.

Health / Safety Focus Areas

- A power point about marijuana was posted on channel 4. Facebook ads re: marijuana ran all month.
- The Director was interviewed by KIMT about underage drinking during prom and graduation.
- The Director was interviewed by KGLO radio about Youth Mental Health Awareness Day.
- The Director served on a panel at NIACC for school counselors and shared information about the North Iowa Project Aware youth mental health grant activity.
- Table Talk brochures were distributed re: Youth Mental Health First Aid trainings on May 12 and 13.

Marketable Skills / Effective Education Focus Areas

- Adult volunteers on the Marketable Skills Promise Team met on April 12.
- A social graces luncheon was held for 120 MCHS iJAG students and adult guests at Music Man Square.
- Volunteer mock interviewers for the 9th/10th iJAG project and the JAMS 7th grade employer panel in May were finalized.

Relationships / Volunteering Focus Areas

- There are 39 active adult/youth mentoring matches in the county. (MC-24 & Clear Lake/West Fork-15) There are 14 youth waiting for a mentor.
- There are 17 active peer mentor matches in Mason City. Peer mentors met three times in April.
- The YMCA and Kris Latham, JAMS middle school teacher, were recognized as Youth Task Force Community Partners of the year at the community volunteer recognition event.

Staff/Other

- The Executive Committee met on April 20.

- Megan Bedford has replaced Chelsie Hinton as the YMCA contract Youth Engagement staff person.
- The evaluation plan for the SAMHSA grant was completed and sent to the Project Officer.
- All staff participated in on-line training related to progress reporting for the SAMHSA grant.
- The Mentoring Coordinator participated in webinars sponsored by the Iowa Mentoring Partnership.
- The Director consulted in a planning meeting for Youth & Shelter Services on their Risky Business Conf.
- The Director conducted a Youth Program Quality Assessment for a Garner youth group.

MEETING SCHEDULE

- May 11: Asset/Positive Youth Development Study Group
- May 17: IDPH grantee meeting in Des Moines
- May 12: YMHFA workshop at NIACC & 9th/10th iJAG mock interviews
- May 13: YMHFA workshop at Mohawk Square
- May 23 & 24: 7th grade employer panel at JAMS
- May 24: Relationship adult PYD workshop at Music Man Square
- May 25: Data/Risk Study Group