

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

October 2016

(Issued November 10, 2016)



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

City Administrator Comments

Mayor and City Council Members,

Development Services Department conducted an open house at the NHANS house on October 18. The staff showed 18 people around the house and three of them took application information regarding the purchase process. The next step in the process is for City Council to pass a resolution seeking bids on the purchase of the home. There are a number of commercial construction projects going right now and all seem to be making good progress. Staff recently attended the Iowa Chapter of the American Planning Association annual meeting and attended a session on the use of Chapter 657A on how to acquire title to and demolish or rehab abandoned buildings. With the change in statute in 2015, this law now applies to commercial buildings as well as residential. Staff is working with the City Attorney to see how this law can be applied to deal with some of our most significant problem properties.

Staff issued 30 major building permits and 15 minor building permits in October with 3 of them being residential new construction. Staff started 218 code enforcement cases, of which 185 were staff initiated and an additional 33 non staff initiated cases. Three citations were issued and three cases went to court. The breakdown of types of cases is included in the report but the largest type was junk, rubbish or refuse.

The Elmwood-St. Joseph Cemetery now has online access for people to find their family members' location in the cemetery. The Cemetery Information Management System provides a web based system to allow a relative or citizen to enter in the first and last name to find the person they are looking for and the program will search the data base and then map the location of the grave site on a Google Map. This new service will be very beneficial for family members to find relatives at any time but especially when cemetery staff is not on site.

The downtown street lights have been installed and energized. The removal of the bases and old street lights is nearly complete. The steam tunnel project on South Delaware prevented the contractor from completing a couple of the old light poles removals. Engineering staff is conducting a walk through in November to create the punch list for completion of the project. The lighting is a significant improvement in light and aesthetics for the downtown. The new Federal Avenue Water tower is now online and in use in the system. The fence and some punch list items are all that remain for this project. The north end project continues to make significant progress in October and staff feels confident that due to the favorable weather most if not all of this project will be completed prior to winter. Engineering staff is attending weekly progress meetings on the Alliant Energy natural gas pipeline project on Pierce Avenue. Staff continues to assist them with locates, inspecting street removals and coordinating traffic control. In anticipation of longer nights the traffic division staff completed a night-time street light survey to identify street lights in need of repair. A list was compiled for the Operations and Maintenance Department and Alliant Energy.

Fire Department personnel conducted a ceremony to dedicate the new Honor Park at the Fire Headquarters building. The park honors individuals that have served at least 22 years with the department. Family members, retirees and the public were invited to the ceremony. Chief Al Dyer was sworn in as the new Fire Chief on October 24. Deputy Chief Janssen did very well as the acting chief and we appreciate his efforts during the interim time frame.

The Police Department dealt with three shooting incidents in October. Criminal charges have been filed in one of the cases and other two remain under investigation. The Criminal Investigations Division actively continues to work on other cases. They were able to make two arrests the bike theft investigations early in the month. The department is working hard to create a safe community.

Sincerely,


Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: **October 2016**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 10/1/2016 – 10/31/2016	26,143.80 Gallons	300 Buses
Enplaned 667 Deplaned 656		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at October 2016 Airport Commission Meeting 10/13/2016
- Met with various marketing agencies
- Met with Northern Natural Gas regarding gas-line
- Clear Lake Chamber Leadership program met at the Airport
- Snow Committee Meeting – Operations Supervisor

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the November 2016 Airport Commission Meeting
- Air Choice One Ribbon Cutting for MSP Route
- Meet with airlines – Essential Air Service
- Publish Farm Bid Notices

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

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Community Policy –

- Community Gardens –met with CG Extension partner for final assessment of garden sites, removal of locks and storage for season, fielded calls from gardeners
- Developing Great American Smoke Out Facebook posts
- Active Living and Transportation Commission met, notes prepared, communications and push out of various opportunities and resources, working with city staff on amendment of A.L.T. Ordinance to present to Council.
- Will receive 4 – 30” Community Gateway Signs from Healthiest State Initiative showcasing us as a Healthy Hometown Founder

Schools –

- Schedule video showcasing school greenhouse/garden grant from CGCCF

Worksites –

- Committee met, BZP Worksites invite to U of I Community Forum

Healthy Foods (Grocery/Restaurant) –

- Final stage of development of local Blue Zones Restaurant catering promotion will roll out before mid-month
- Second meeting to be held next week around community cooking classes to be held at First Congregational Church, targeted at low-income persons and seniors
- Development of promotional collateral, discussions with dietitians, and promotion of Hy-Vee Blue Zones cooking classes: Tues. Nov 8th at East and Tues. Nov. 15th at West both run 5:30 p.m. to 7:00 p.m.

Engagement –

- November theme – Attitude of Gratitude
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter, Worksite Electronic newsletter.
- Radio Ads – Volunteering, Hy-Vee BZP Cooking Classes
- Potluck Moai promotion currently has 8 worksites participating, drawing for those meeting criteria, award \$50 Hy-Vee gift card
- Winter Walking Moai discussions with YMCA on usage of their facility
- #Giving Tuesday promotion unrolled through MCVC & BZP
-

Volunteer Center –

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- Radio program 1st & 3rd
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Website - 106 volunteer opportunities are currently active, 35 members <http://www.masoncityvolunteercenter.com/our-members/>
- Volunteer Reception Center – continue touch on facilitating 28E agreement with MCPL on use of the Mason City Room in the event of a disaster
- Assisted member organization on volunteer issue
- Volunteer Centers of Iowa – quarterly meeting in Cedar Rapids, employer volunteerism agenda discussion. Trends show: 86% believe employees expect volunteer engagement opportunities, 90% believe volunteering helps improve their branding, and 89% believe it improves their community, CR debriefed on recent implementation of their VRC center and challenges and successes
- Volunteer meetings – multiple meetings with volunteers for placement.
- Volunteer Committee meeting held, placements made at RSVP, Opportunity Village and Community Kitchen
- Met with NIACC/Dr. Schulz on volunteer committee representation and subsequent phone discussion with potential committee member
- Committee met with focus on development of 2017 metrics
- November newsletter distributed to member organizations and volunteers is in process
- Developed Run of Show for 11/16 education event for non-profits “Do You Have Board Members or ‘BORED’ Members”, communication with speaker, scheduling of location
- #GivingTuesday projects coordinated and being coordinated with MCHS, MCAHS, and Newman HS for onsite implementation at the schools during study halls November 29th

Power 9 Committee –

- Committee met with next meeting scheduled Nov. 11 with all committees to discuss planning and continuation of long term goals, distribution plan of community books
- Agenda prep with planning small group scheduled

Other –

- Participated in Wellmark call regarding renegotiation of contract
- Discussions with Mayor, Administrator, and NIC EDC CEO on planning meeting
- Worked with Chamber on University of Iowa College of Public Health Business Leadership Network Community Health and Safety Forum, will participate in the small group topic discussion leaders, provided information to others that will be panelist or topic leaders
- Healthiest State Initiative Healthy Home Town award received in Ankeny, Nov. 1

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- Received \$15,000 grant from ITC for water enhancement and school greenhouse and garden projects
- Participated in Mercy Community Health Needs exercise
- Weekly staff meetings
- Phone conversations with Healthways
- City Administrator, Blue Zones Project staff attended Blue Zones Summit in Fort Worth October 17, 18, CPM was a panelist for Cultivating Community Advocates
- Fielded calls and emails from Live Healthy Iowa, American Cancer Society, Dr. Kayla Schumacher,
- Discussions with community member interested in sponsoring speaker for community (Chamber referral)

Activities

November 8 – Hy-Vee East Cooking Class
November 15 – Hy-Vee West Cooking Class
November 16 – MCVC/Cerro Gordo County Community Foundation Education Event
November 17 – Great American Smoke Out
November 29 – Giving Tuesday
December 8 or 9 – tentative, Dr. Adam Miller – founder of ARISE MD speaking engagement

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of October:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings, Special Council Meeting and one Council Work Session 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 25 Resolutions and 3 Ordinances based on various requirements
- Submission of additional revisions to City Code to Sterling Codifiers for codification and review of entire City Code update with Sterling Codifiers
- Upload data for 4 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 11 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 \$910.00 in animal license fees and \$240.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Tree Trimmers and Sign Hangers Licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: October, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: The 10/31 deadline for G8 Development to begin the hotel project passed without commencing construction. A default letter has been sent to the developer giving him 30 days to cure the default. G8 continues to finalize financing for the project, but must do so and begin construction by 11/30.

The new owner of Southbridge Mall has received draft lease agreements for the proposed Multi-Purpose Arena and Performing Arts Pavilion.

The City Administrator attended the Iowa Economic Development Authority Board meeting on October 21, where he updated to Board on the status of the Reinvestment District projects. The Board wants to see progress towards financing and building the hotel project before giving final approval and authorizing funds for the City's project.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The Hart Bros. Weaponry project at 613 South Federal Avenue is complete. The loan for \$30,000 has been disbursed.

Work continues on the other approved projects, as well as the three most recent projects approved by the Council (Real Deals on 5th Street SW, Scotty's Auto on North Federal, and Northtown Apartments on North Federal) The work on these projects is starting to make a difference in the aesthetic impact of the commercial corridors.

Staff has received two more applications for this program. One will be considered after expected approval of a rezoning request. At least four other property owners have inquired about the program in recent weeks. The new applications will be reviewed by the CoRL Review Committee in November.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: Staff held an open house at the 430 1st Street NE property on October 22. About 18 people toured the house, and three took application information. A resolution to seek purchase bids from qualified buyers will be considered by the Council at the 11/15 meeting (this is required for sale of a publicly-owned property within an urban renewal area).

Developments: 1) The exterior work on Good Shepherd's independent living complex on the north side of the 300 Block of 1st Street is nearly complete. The style and finishes of the exterior make this an outstanding addition to the neighborhood. Interior work and site improvements such as landscaping are ongoing. 2) Construction continues on the major addition to the Prairie Ridge Treatment Center at 320 North Eisenhower. 3) Two new self-storage facilities are under construction, just a block from each other: one just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW, and one on the west side of South Monroe Avenue, just north of the railroad tracks as they cross 15th Street SW. 4) Site work continues for the Orchard Glen Subdivision, a 9-lot "estate" subdivision on the south side of 12th Street NE, about 1/3 mile east of North Illinois Avenue. 5) The new Cerro Gordo Farm Bureau office, on the east side of South Taft Avenue at Skyline Drive, is nearly complete. 6) The new Pasta Bella is under construction on 4th Street SW, just east of Best Buy. 7) Site work has begun for the new Panda Express restaurant, just east of the Starbucks/Great Clips development.

Other Items of Interest: The Development Services Director and the Planning and Zoning Manager attended the annual conference of the Iowa Chapter of the American Planning Association in Burlington, October 19-21. One of the sessions highlighted Burlington's and Newton's use of Iowa Code Chapter 657A to acquire title to and demolish or rehab abandoned buildings. With the change to the statute in 2015, this law now applies to commercial buildings as well as residential. Staff is working with the City Attorney to see how this law can be applied to deal with some of our most significant problem properties.

Development Review Committee: 3 meetings held in October: 10/11/16, 10/18/16, and 10/25/16.

DRC Activity	October, 2016	YTD
Total Development Plans Reviewed	6	66
Concept plans reviewed/approved as a Minor Site Plan	2	29
Concept plans to be resubmitted as a Major Site Plan	1	22
Total Concept Plans	3	51
Major Site Plan Reviews Completed	3	15
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	2
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	2	9
TOTAL ITEMS REVIEWED	8	78

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	October 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	8	26
Commercial, Accessory Structure	0	0

Activity	October 2016	YTD
Residential, Principal Structure	8	54
Residential, Accessory Structure	2	49
Signs	6	51
Floodplain	0	1
Encroachment Permits	1	10
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	4
Variance	1	13
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	5
Miscellaneous	0	8
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	8
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	2	56
Unfounded	0	5
Founded-Resolved without citation	2	28
Citations	0	0
Open Cases (as of date of report)	3	50
Cases initiated by staff	2	47
Zoning Inspections		
Zoning – Case Request	2	46
Zoning – Violations	0	58
Zoning –Setback	2	49
Zoning - Final	0	29

Projects:

- 22nd St. SE Buyout: Staff has initiated closeout with IHSEMD staff and all outstanding payments were made prior to October 15.
- North Iowa Farmer's Market: Staff continues to provide support to the NIFM Board as part of the City's Blue Zones Project and as part of the City's participation in the Iowa Initiative for Sustainable Communities. The City and the NIFM are working with students from the University of Iowa through the Iowa Initiative for Sustainable Communities on a marketing plan during the fall semester. We anticipate we will also be working with students on a location study during the spring semester.

- Staff is working on the Comprehensive Plan update and Sustainability Plan projects that will be completed by students from the University of Iowa through the Iowa Institute for Sustainable Communities.

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in September. The Commission will be disbanded as part of the City's re-codification.
- Historic Preservation Commission: The Commission did not meet in September due to lack of quorum.
- Planning and Zoning Commission: The Commission did not meet in October. There were no applications for the Commission to review.
- Zoning Board of Adjustment: The Board met in October and approved one variance request.

Other Items of Interest:

- We are continuing to work with the Iowa Emergency Management Department to close out PW 9585. We have submitted our final payment documents and are waiting for our final payment.
- The Planning and Zoning Manager attended the annual meeting of the Iowa Chapter of the American Planning Association and the annual meeting of the Iowa Floodplain and Storm Water Manager's Association in October.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	October, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	30	\$4,435,772.62	217	\$39,227,557.16
Minor Building Permits	15	\$ 168,134.00	211	\$ 1,783,448.85
Electrical Permits	29		215	
Plumbing Permits	16		123	
Mechanical Permits	14		165	
Sign Permits	6	\$26,000.00	50	\$ 184,822.95
Demolition Permits	2	\$ 2,600.00	20	\$ 117,267.00
Structure Moving Permits	0	0	4	\$ 27,000.00
Inspections	October, 2016		YTD	
Number of inspections	131		1,242	

BUILDING INSPECTIONS PERMIT REPORT				
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	28	14	312
Multi-residential	0	0	0	1
Commercial	2	8	8	83
Industrial	0	3	0	8
Institutional	0	1	1	1
Other (signs, demo, etc.)	0	8	0	74
Fees Collected	October, 2016		YTD	
	\$ 33,453.62		\$ 216,851.01	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	October, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	218	1055
Staff Initiated	185	778
Non-Staff Initiated (total):	33	277
Response to Complaint	21	137
Anonymous Complaint	8	109
SeeClickFix	4	31
Case Request Disposition		
Founded Case Requests	218	1045
Citations Issued	3	6
Cases to Court	3	5
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	18
Dangerous Building	0	13
Abandoned Vehicle	3	12
Tree/Shrub Maintenance	8	32
Garbage	59	246
Inoperable Vehicle	29	172
Junk, Rubbish or Refuse	94	420
Other	22	124
Writ of Removal	2	59
Information Request	0	7
Snow Removal/Weeds & Tall Grass	54	467

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 Inspections Summary:

Rental Inspection Report	October, 2016	YTD
Initial Inspections	30	366
Reinspections	49	470
5 yr. Inspections	113	1272
Complaint Inspections	18	168
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	32	233
Inspection cancelled by Inspector	21	150
Failed inspections	11	240
Passed Inspections	75	979
No Shows	14	149
Total # of Inspections	161	1807
Rental Dwelling Certificates Issued	156	762
New Landlord License Issued	4	54
Units White Tagged	7	46

ANIMAL CONTROL

OCTOBER		2016	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	TOTAL YTD
700	800	= 7	53
800	900	= 7	82
900	1000	= 12	83
1000	1100	= 13	102
1100	1200	= 7	91
1200	1300	= 12	96
1300	1400	= 10	115
1400	1500	= 9	103
1st shift sub total			
		77	725
1500	1600	= 8	100
1600	1700	= 7	92
1700	1800	= 11	82
1800	1900	= 4	61
1900	2000	= 4	56
2000	2100	= 3	59
2100	2200	= 4	35
2200	2300	= 4	32
2nd shift sub total			
total		45	561

2300	2359	=	2	20
0	700	=	<u>5</u>	62
3rd shift sub total			7	<u>89</u>
TOTAL for				
Month			<u>129</u>	1375
ARRESTS				
Animal				
Sanitation				1
Chase/bite nuisance violation				10
Cruelty/Welfare of Animal				3
Vicious Animal				3
Disturbing the				
Peace			1	3
No Rabies Vaccination			2	22
No City License			1	14
Animal At Large			<u>2</u>	<u>22</u>
	Total People			
	Arrested		<u>6</u>	80
Animal Bites	<u>3</u>			67
Wild animal calls	<u>8</u>			132
Pickup slips animal count			<u>108</u>	<u>1022</u>

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
October	4	50%	4	50%	8
Year to Date	25	58%	18	42%	43

Burials in October were slightly lower than projected. Traditional burials are higher than projected and cremation burials are slightly lower than projected for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
October	2	0	2
Year to Date	16	2	18

Lot sales were lower than projected and niche sales were lower than projected for the month. Both lot sales and niche sales are lower than projected for the year.

Projects -

Bids were finally received for the cremation garden and new section projects. The work was awarded and is projected to be completed in November. Lullaby Lane was completed and a dedication was held October 15th.

Administration – Data from the Cemetery Information Management System was converted for online access. Family members can now find where their relatives are located within the cemetery grounds by going to a web based program obtained by the City's GIS department by entering the first and last name of the person they want to find. The program searches the Cemetery Management System and locates the person on a Google map.

Operations – Mulching leaves continued and preparations for winter are started. Seasonal staff schedules ended.

Board of Trustees – The board reviewed the statistics for the first quarter of FY 2017 and the History Walk summary.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	7
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	5
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	6
▪ New Installation	3
▪ Curb Cut	0
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	7
● Iowa One-Call locates	375
● Emergency Call-outs	4
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	5
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	5
▪ Review contractor Traffic Control Plan	5
● Permit Review & Approval - City	
▪ Commercial Building	4
▪ Residential Building	6
▪ Demolition	0
▪ Remodel or Addition	2
▪ Moving	0
● Permit Fees collected	\$40.00

2016 Sidewalk Program:

Mid-Continent Contracting has completed the sidewalk replacements along North Federal Avenue between 6th Street and 9th Street. The only remaining work consists of two sidewalk panels on 4th Street NE.

2016 Street Panel and Curb Replacement Program:

Mid-Continent Contracting has completed approximately 95% of the project. Several street patch repairs have recently been completed including a large repair in the intersection of North Polk Avenue and 9th Street NW, and a repair on North Benjamin Avenue north of 12th Street NW. The contractor is also replacing the curb and gutter section along the east side of North Federal Avenue south of 14th Street NE.

2014 Pedestrian Trail Improvements – Phase 2:

Heartland Asphalt continued grading for the trail in the east right-of-way of South Taft Avenue south of 9th Street SW. Also, backfilling, leveling, and restoration have been completed along numerous completed trail segments.

Monroe Avenue Pedestrian Trail:

Revised design plan sheets have been completed and approved for the continuation of the trail section that will now extend to 6th Street SW then west to the existing trail at the Union Pacific Railroad crossing. With the revision, Engineering has also been working with Century Link for the relocation of a pedestal that is in conflict with the new alignment.

Downtown Street Lighting Project:

All of the new style LED streetlights in the downtown have been installed and energized. K&W Electric and their subcontractors are continuing with the removal of old street light base and the restoration of sidewalks. Several of the old wooden power poles along the corridor supporting overhead power lines were no longer needed and have been removed. Electrical power to the new streetlights is now supplied through new wiring in buried conduit. A final walk-through of the project with the consultant and contractor is planned for the first week in November. The purpose of the project review is to identify and formulate a “punch list” of any outstanding issues.

Drainage District No. 17:

The contractor has been working on the installation of the 30” buried storm sewer pipe when conditions allow.

Union Pacific Railroad Quiet Zone:

Plans and specifications have been assembled through the Engineering Department and are currently out for bid. The bids will be opened after 2:00 p.m. on November 8th. A Diagnostic Team field review is scheduled for November 15th. The team includes members from the City, Union Pacific Railroad, Federal Railroad Administration and the Iowa Department of Transportation Office of Rail Safety.

South Federal Avenue Elevated Storage Tank:

The final remaining items on the punch are nearly complete. The tank was filled with water and all quality testing has been completed. The new system is slowly being placed on-line.

Downtown Multi-Level Parking Structure Project:

WHKS and their design team have completed final plans and specifications, and preparing contract documents for bidding. The project is expected to be bid in December.

North End Improvements Project:

Mid-Continent Contracting is currently replacing non-compliant sidewalk along North Federal Avenue between 13th Street and 16th Street. The contractor is currently working on the improvements of the city parking lot at North Federal Avenue and 14th Street NW.

The storm sewer system for drainage of the new lot has been constructed and the contractor is grading and building the base in preparation for paving. As an extended part of this project, new sidewalk was constructed along the west side of South Federal Avenue from the City/McDonald's property line to a new crossing at the intersection of 21st Street South.

2015 Bridge Repair and Maintenance Program:

After a brief delay caused by high water levels in the Winnebago River, Minturn, Inc. was able to complete the last of the repairs on the 13th Street NE Bridge over the Winnebago River. Final inspection of the bridge repairs was conducted on Monday, October 31st. Final inspections of the 12th Street NW Bridge and the North Pierce Avenue Bridge over Willow Creek were conducted earlier in the month, at which time the weight limit restriction posting was lifted opening 12th Street NW to normal traffic.

Raw Water Pre-Filtering Pilot Project:

City staff from the Engineering and Water Supply Departments met with Stanley Consultants to discuss and begin planning for the filter pilot project. A review of the current facility was conducted to determine available space and the type of equipment that might be utilized in the pilot project. Stanley created a list of requested items necessary to move forward with their research and reporting. The city is currently responding to the requests which are in reference to historical data of the current filtering system, water quality records, and as-build drawings for modifications made to the facility over the past 12 years (ex. Installation of the Sodium Hypochlorite Generator).

In simple terms, Stanley Consultants will use the information submitted to identify the type of equipment most applicable to the filtering of Mason City's raw water supply, then identify multiple vendors from which the pilot project will be performed.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued to work with the project engineer and developer on the Asbury 10th Subdivision. Numerous plan revisions have been reviewed and final subdivision plans are expected soon.

- Engineering Staff performed a final review of and accepted the Stone Pillar 18th Subdivision.
- Engineering Staff has been attending weekly progress meetings with Alliant Energy and their contractors for the Pierce Avenue Gas Main project. Throughout the project, Engineering Staff is locating city utilities, inspecting street removals and coordinating traffic control for construction staging with Alliant and their contractors.
- Engineering Staff continued working with the Iowa DOT, Alliant Energy, and McKiness Excavation on the coordination of the removal of the steam tunnel beneath South Delaware Avenue south of 2nd Street SE. Engineering also assisted the Iowa DOT with the preparation of a traffic control plan for a Federal/Delaware Avenue detour current being utilized to bypass the project. Normal traffic is expected to resume by mid-November.
- Engineering Staff is involved in planning with the IDOT for an upcoming US 65/North Federal Avenue rehabilitation project. The North Federal Avenue project limits begin at 6th Street and extend to 18th Street. The project will include the milling of the existing roadway surface, storm sewer improvements, HMA resurfacing, utility adjustments, and pedestrian ramp improvements. Engineering staff attended a project field review followed by providing design locates. Engineering also reviewed and provided comments on an extensive traffic study report prepared by a consultant for the Iowa DOT. The project is anticipated for the 2018 construction season.

Traffic Division:

○ Traffic Control	
• Sign work orders	11
• Traffic Sign Orders	2
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	36
• Traffic Signals	
▪ Respond to signal issue reports	18
▪ Perform traffic signal repairs	11
• Iowa One-Call locate reviews	363
• Locate City-owned electrical utilities	11

Other Tasks Performed by Traffic Control:

- Calculated cemetery electrical bill from signal meter on 15th SE/SW & South Federal Avenue
- Worked with the Operations and Maintenance Department to install new signage in the Business District
- Performed a night-time street light survey to identify lights in need of repair then compiled a repair list for the Operations and Maintenance Department and Alliant Energy

- Coordinated traffic control with Inter-Con for an Alliant project in the area of East State Street and Pennsylvania Avenue

Water Supply Division:

○ Water Production

	<u>October</u>	<u>FY 2017</u>
• Total (gal)	111,415,000	552,670,000
• Daily Average (gal)	3,594,000	4,796,250
• Daily Maximum (gal)	4,053,000	6,865,000
• Daily Minimum (gal)	2,543,000	2,543,000

○ Water Plant Maintenance and Repair

- Wash Down EDR stacks and perform voltage checks
- CIP #1 and #3 EDR trains
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 EDR train

○ Customer Service

• Iowa One-Call locates	373
• Miscellaneous locates	13
• Prepare and send service repair letters	2
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	4
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	5
• Water Main shut down for repairs	0
• Water shut offs for non-payment	2
• Water service re-connects	18
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	6
• Deliver Red or Tan Tag	5
• Update shut off data base and maps	50
• Water Service Permit/Inspection	
▪ Repair/Replace	10
▪ New Installation	5
▪ Disconnections	0

○ Meter Department

	<u>October</u>	<u>FY 2017</u>
• Meters Installed	200	642
▪ Industrial	0	0
▪ Commercial	9	14
▪ Residential	191	628
• Meters Repaired	3	3
• Contractor and Garden Meters Installed	2	6
• Meter Reads	11,771	47,084
• Water Meters Ordered	286	558

Other Tasks Performed through the Water Supply Division:

- Meeting with Stanley Consultants for filtration pilot project
- Filled new water tower on South Federal Avenue and sampled for testing
- Installed a new Sodium Hypochlorite storage tank
- Submitted Radium sample for testing
- Continued with the repairs on the river monitors
- Calibrate flow instruments in plant
- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Mowed grass at the Water Treatment Plant and well sites

Abbreviations:

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal
gal	Gallon
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for October:

Finance

Item	October	Fiscal Year-to-Date
Prepare payable checks	664	2,578
Prepare receivable invoices	100	305
Prepare payroll checks	688	3,411
Certify invoices to County		97
Send letters to State Offset Collections	6	16
Record State Offset collections	\$ 784.83	\$ 14,035.27
Sort Mail		12,050
Record ambulance receivables	194	593
Process utility payments	1,384	3,174

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Golf Course direct deposits
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for September
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue to finalize work on FY 16 CAFR
- Continue working with Socrata on financial transparency
- Continue working with Novatime on Timekeeping System

Utility Collections

Item	October	Fiscal Year-to-Date
Record ACH activities	38	225
Prepare Utility adjustments	50	210
Estimate billings		-
Issue utility bills	10,892	43,686
Answer phone calls	617	2,972
Respond to voicemail	167	967
Complete utility service orders	330	1,368
Complete landlord tasks	40	150
Issue shutoff notices	459	1,911
Process customer paid utility bills	6,377	25,455
Process customer deposits	444	1,871
Replace meters	187	770
Complete monthly sales tax report/hours	5.00	16

Information Systems Coordinator

- Check on replacement wireless radio on PD tower
- Order spare backup tapes
- Check on replacement tape drive for PD
- Check with HP about printer swap for PD
- Re-install shoretel on PD computer and test
- Swap out government channel computer for newer one
- Contact HP tech support about replacement system board for computer
- Swap computers for clerk while waiting for parts
- Start uninstalling shoretel client at PD until fix can be provided
- Reset password for user at Animal Shelter
- Clean up old user accounts at Animal Shelter
- Send list of IP addresses to vender for new time clocks
- Look at hard drive issue for shift commander laptop at PD
- Check emails for Blue Zones user
- Perform monthly backup duties for September
- Meeting with time clock vender
- Call Fedex to pick up defective system board
- Contact HP about defective hard drive in shift commander's laptop
- Run updates on Finance servers
- Send location information to time clock vender
- Swap system boards in clerk computer
- Take electronics to recycling center
- Work with time clock venders at installing server software

- Get with Police Chief about new computers and data lines
- Run monthly backup for Water Rec once new tape arrived
- Rebuild shift commander's laptop with new hard drive
- Finish time clock software install
- Order replacement styluses for FD
- Order signature pad for Shift Commander at PD
- Look at issue saving files on PD Chief's laptop
- Swap printers at PD and send old one back
- Order replacement scanners and printers for Water Billing
- Set up new users for Animal shelter
- Look at tablets for FD
- Take laptop back to shift commander at PD
- Install training module and printer on PD Shift Commander's laptop
- Start making preparations for temporary work space during HVAC project
- Finish new computers for this fiscal year
- Check on replacement tape drive status for PD
- Send in signed quote for replacement switch at PD
- Set up user for time clock installer
- Install signature pad for PD shift commander
- Install printers and scanners in Water Billing
- Finish new datalux for PD
- Take new datalux to PD for installation
- Reboot server at Airport to fix configuration errors
- Order replacement tape drive for O and M
- Get with RSM about email issues for PD
- Start cleaning out office in preparation for HVAC work
- Make replacement key for City Hall user
- Make key for HVAC contractor at City Hall
- Send out email regarding contact information about City Wide Notification email account
- Take new computer to Internal Services
- Reboot equipment at Highland tower
- Get quote for additional license for FH
- Try to get training information configured for Fire House
- Get with RSM about VPN for time clock vender
- Help Water Rec user find lost email folder
- Contact Keltek about PD Chief's laptop
- Reboot housing software
- Get with vender regarding FTP for collections
- Install tape drive at O and M
- Work with time clock vender to configure new software
- Look at DVD burning issues for user at PD
- Reboot Kentucky radio equipment
- Get IPAD configured for Council Member
- Install and test video software for PD
- Order DVD's for backup video system at PD
- Get with new FD Chief about his email and desktop system

- Help user at PD with Outlook configuration issues
- Set up new laptop for investigator at PD
- Order replacement hard drive for Engineering server
- Perform October monthly backup duties

GIS Department

Cemetery

- Assisted Cemetery Manager with GIS questions and supplied maps
- Discussion and correspondence with Cemetery Manager pertaining to cemetery mapping website

Development Services

- Print large format zoning maps
- Helped Development Service Director with GIS questions
- Assist staff member with questions about Pictometry
- Discussion about comprehensive plan GIS data

Emergency Management

- Attended damage assessment meeting pertaining to 2016 flooding in Mason City
- Attend meeting pertaining to update to hazard mitigation plan

Engineering/Water Treatment/Customer Service

- Helped staff member with sewer video GIS linking questions
- Update GIS data on laptop for Water Treatment Supervisor
- Import utility GPS data
- Get GPS ready for Traffic Control Technician
- Assisted with software with repair photos and tags relating to Customer Service department
- Export GIS data to computer aided drafting format
- Discussion with staff regarding Iowa One Call website settings

Finance

- Helped IT director move a computer. Also assisted with communication troubleshooting by assisting with ping commands.

Operations / Water Reclamation

- Answered question from Streets Foreman regarding GIS information
- Discussion about potential move to cloud based tree mapping software. Also discussed tree inventory in general. Analyzed tree inventory data by tree diameter. Assisted with software that provides estimates of impact of emerald ash borer.
- Draw in electrical conduit GIS data for East Park. Also updated GIS project for City Electrician. Changed symbols for electrical features in GIS projects.
- Assist Streets Superintendent with road closure and tree maps
- Troubleshooting GIS issues for Streets Superintendent

Recreation

- Assisted Recreating supervisor with proposed disc golf course maps. Also put disc golf course data on relevant user projects.

General

- Email discussion relating to mapping and Section 8 housing software
- Future aerial photography planning and preparation
- County discussion regarding data sharing agreements
- Assist county with GIS question pertaining to fiber
- Edit various GIS layers including landmarks, service data, land use, and easements
- Participate in webinar meeting with Iowa Geographic Information Council
- Indexed the GIS system to improve performance
- Discussion about multi-unit housing GIS data for health department

November initiatives**Finance Department**

- Work on October financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Meetings for implementation of the City-wide timekeeping system
- Continue work towards financial transparency

Information Systems Coordinator

- Continue working with Finance on new time keeping system
- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- 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.
- Change password expiration warning time on Windows 7 computers

GIS Department

- Assist with administration of cemetery web mapping project
- Edit and update utility easements, road centerlines, and landmarks layer
- Finish water meter map
- Import GPS data for utilities
- Assist with tree inventory project

- Assist IT director when individual is out of the office
- Provide training and support for GIS users within city government
- Provide maps at the request of city departments
- Edit and maintain GIS layers
- Provide ongoing staff support for city utility and traffic GIS datasets
- Assist with Cemetery GIS mapping project
- Attend and assist with the Homeland Security Advisory Committee

Fire Department

Reported by Al Dyer, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	7,095.75	72,547.75
Office/Administrative	897.50	9,608.00
Overtime Hours		
Fire	52.75	1,757.75
EMS	288.5	4,394.25
9-1-1 Calls/Emergency Calls		
Fire	68	614
EMS	339	3,151
Non-Emergency Calls		
Fire	10	76
EMS	104	995
Personnel Training Hours		
On-Site	446.00	5,560.25
Off-Site	124.00	914.00
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	89	934
Existing Building Inspections	75	910
Plan Review	14	118
Fire Investigations	1	18
Community Involvement		
Public Tours of the Fire Station (Number)	11	26
Public Fire Safety Appearances/Trainings (Number)	59	137
EMS/Fire Student Ride Along Preceptor Training Hours	88.50	941.25

Significant Fire Calls

None

Other Significant Events

Josh Deverell successfully passed his exams and became the Department's newest Paramedic on October 14, 2016.

National Fire Prevention Week was busy for the Mason City Fire Department. Assemblies at schools and preschools, tours of the Station and our annual Open House were all enjoyed and a great success.

On October 21, 2016, after working on it for over a year, the Honor Park at Fire Headquarters was completed and dedicated. Family, retiree and the public are all awed by the work that the members of the Department did to get its sculpture and dedications installed.

Chief Al Dyer joined the Department on October 24, 2016. He is the second Fire Chief in the Department's history to join the Department as Fire Chief. He comes from Lincoln Park Michigan (a suburb of Detroit). A ceremony and reception were held for him at the Station on November 1st. Interim Fire Chief Doug Janssen resumed his full-time duties as Deputy Chief of Operations.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6		6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	18	30
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maintenance	54	1	58
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	241	29	274

Staffing

Activity

Hiring Activity:

- Lead Collector - Sanitation: Posted job internally. Filled internally subject to Council Approval.

- Utility Opr - Utilities: Posted job internally. Filled internally subject to Council approval.

- Transit Driver - Dev Services: Continuing recruitment for applicants.

- Equip Opr - Utilities: Posted 2 vacancies, Filled internally subject to Council approval

- Entry Level Op & Maint: Interviewed 7 applicants from existing Civil Service list in preparation for anticipated future vacancies.

	- Seasonal Jobs: Processed 1 seasonal hire.
Positions Filled:	- 1 regular staff hired: Fire Chief & 1 seasonal staff hired.
Turnover:	- 1 resignation full-time staff, 1 part-time employee & 17 seasonal terminations
Employee Orientations/exit interviews:	- Conducted 2 employee orientations.
Civil Service Commission:	- Two meetings conducted during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: 1 grievance processed. - Teamsters: No new activity. - AFSCME: No new activity.
Labor Negotiations/Relations:	- Fire: Finalize negotiations preparations. - Teamsters: Finalize negotiations preparations.
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
Annual Benefit Enrollment	- Conducted 6 employee benefit meetings in October, multiple ongoing one-on-one benefit discussions

Employee Involvement

Activity

Wellness Activities:	- Promoted and participated in Healthiest State Walk in Mason City with team of employees.
Biometric Screenings/Flu Shots:	- Conducted 6 annual employee biometric screenings and flu shot clinic for employees.

Government Efficiency

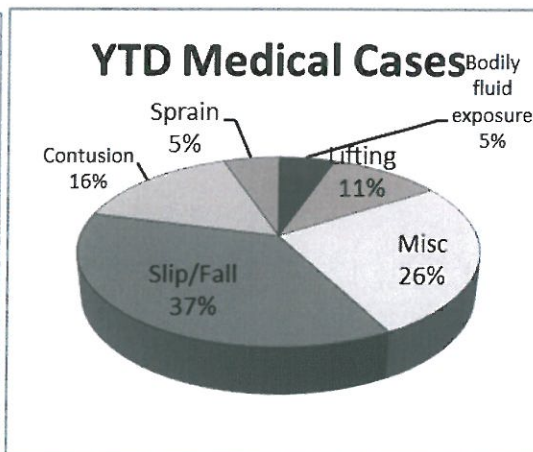
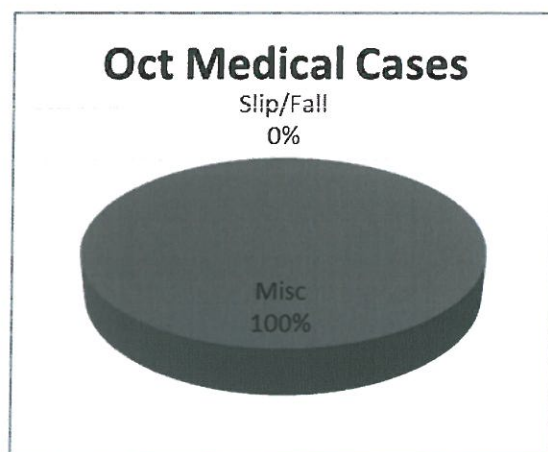
Activity

RPI Activity:	- Attended Lean Consortium conference with City Administrator to explore new continuous improvement concepts.
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Timekeeping System	- Participated in 3 employee timekeeping system implementation meetings.
HR Filing System:	- Continuing long-term reorganization project to streamline personnel files.

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; met with work comp insurance broker, and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Safety:	- Participated in 15 meetings with all supervisors to improve accident investigations.
Professional/Community Support	- Kicked off United Way campaign & meetings. - Participated in local HR Association meeting.

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	2	20	32
# of OSHA Injuries	1	19	26
# of Days Missed	0	176	142
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: October 2016

Routine Activities:

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

In the first week of this month the Museum held its annual fundraiser. While the city contributes about half of the funds needed to maintain the staff, building, and operations expenses the Museum must raise the remaining amount through grants, donations, sponsorships, classes, and memberships. The Artoberfest fundraiser is an important tool in cultivating membership at the Museum as well as providing income for educational programing. Over 240 persons attended the event.

Staff worked together on preparing the schedule of the classes for the months of January to May of 2017. This involved brain storming, coordinating the staffing schedule, juggling the limited space and resources. This was developed into a flyer that is placed in the water bill during the month of November. It will later be distributed to the Museum members and program users.

Special Events / Programs:

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

Classes offered: Lunch 'n' Learn (35), Kids Club (16 kids), Art Bugs (10 Adults, 9 kids), Learn to Throw (25), Handbuilding (4 adults, 33 kids), Decoupage (3), Monster Ink (8 kids), Jewelry (8 adults), Pokemon (4 adults, 13 kids)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (53), Kentucky Ridge Outreach (5), Salvation Army Outreach (23), Manly Outreach (6)

Specialty Programming:

Programs:

Special Event: Artoberfest (240), Board Meeting (7), Other Meetings (7)

Outreach / Specialty Tours:

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

Groups touring: -- Des Moines Bank group (38-no tour given)

Outreach locations: Prairie Ridge Outreach (53), Kentucky Ridge Outreach (5), Salvation Army Outreach (23), Manly Outreach (6)

Membership:

343 members

Attendance:

Gallery / Open Studio / Shop: 641

Programs: Arttoberfest: 240

Outreach: 87

Rentals: NIACC (57)

Classroom: 166

Playground: (48 kids, 41 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Cement Work (VALVE INSTALL)	(3 Cement Work (VALVE INSTALL))
General Maintenance	(2 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Road Box Repair	(1 Road Box Repair)
Sewer Main Repair	(3 Sewer Main Repair)
Valve Installation	(3 Valve Installation)
Valve TURNING	(1 Valve TURNING)
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

The Utility Crew dug up and replaced a little over a 120' of 6" sewer pipe at the Wastewater Treatment Plant.

We also spent a couple days hauling fill. We often haul our spoils to private citizens property mainly on farms and or acreages that have low lying ground they want filled. We do this so we can free up space for our future needs. These spoils may contain concrete, rock, brick, gravel, leaves, street sweepings, clay or dirt.

Internal Service Division:

Mechanical

Service and repair 3 Building Inspector vehicles

Service and repair 1 Engineering vehicles

Service and repair 2 fire trucks and ambulances

Service and repair 3 police cars

Repair and service 6 Sanitation trucks, brakes, etc.

Repair and service 12 Street Department vehicles

Repair and service 1 Water Reclamation vehicle

Repair and service 3 Water Supply vehicle

Service and repair 2 Water Utility vehicles

Electrical

Research and repair parking lot lights next to City Hall

Clean up street light debris

Replace photo cell and 2 lamps at the 1st Street NE and N. Pennsylvania parking lot

7th and S. Federal, repair streetlights

Repair power tools at Street Department

Replace wire for street light at 19th and S. Taft damaged by mice

Repair back up generator fuel level sender at Water Reclamation

Repair and replace streetlights on the 12th Street NW overpass

Repair street lights from 9th and S. Eisenhower to Indianhead Drive

Repair bad solenoid air valve, in pre air basement at Water Reclamation

Repair emergency lights at O&M

Repair lights on bridge south east loop

Set up spider box and cord for campground event

Repair conduit and ground box for 2 new pole bases at City Hall lot

Reset time clock for Cannonball

Check and reset traffic signal controller, 19th and S. Taft

Change 7 ballasts and 2 lamps at City Hall Engineering

Change 6 ballasts and add disconnects, 8 lamps led, City Hall Engineering

Replace lighting in City Hall 2nd floor and 3rd floor, clean up and discard old lamps

Repair streetlight at 12th Street and N. Federal

Add duplex receptacle at the uv building for filter removal hoist at Water Reclamation

Help Police Department with investigation at 9th and N. Washington, use of aerial basket

Repair conduit and wiring at uv building at Water Reclamation

Repair streetlight at 2nd and S. Pennsylvania

Replace green lights at 122 and Virginia and 9th and N. Federal

Repair street lights wiring at 2nd and N. Pennsylvania

Repair exhaust fan motor in digester building at Water Reclamation

Repair elevator lights at City Hall and also Finance Department

Repair outlet at the Park Department

Wastewater Division:

Routine Activities for the month:	October	2016
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Division: Wastewater

- Wastewater treated:

Monthly Total:	266.127	million gallons
Daily Average:	8.585	million gallons per day
Daily Maximum:	12.179	million gallons per day
Sludge processed	1.6	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Assisted WHKS with flow monitoring
- Replaced three sewer manhole box outs

Laboratory Activities:

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

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Inspection of seven Industries
- Hauled 3,411,780 gallons of biosolids
- Stated pump station #1 hatch replacement
- Replaced vent motor
- Changed oil in all clarifiers

Sanitation Division:

	<u>September</u>	<u>Year-To-Date</u>
Refuse collected	408.7 tons	4,066.90 tons
Recycling collected	134,480 pounds	1,396,580 pounds
Yard waste collected	322.99 tons	1,100.61 tons
Large item number of stops	57	494
Materials collected:		
Large furniture	38	342
Small furniture	53	445
Tubs & toilets	5	49
Appliances & TVs	20	144
Electronics	2	4
Request for service calls	359	2,412

Street Division:

Clean and maintain shops and equipment as necessary

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 the east side of Mason City

Set up handrails

Help clean flooding issue in the basement of City Hall

Grade alleys as needed

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Set up new bus depot on S. Illinois to replace the damaged unit

Water and mulch new trees as needed

Pick up trash along roadsides and dead end areas as needed

Remove and trim 60 trees. routine trimming as needed

Get sanders and plows ready to plow snow and handle icy roads

Plant trees on E. State Street and S. Carolina Avenue with trees donated by Trees Forever/Alliant Energy

Paint over graffiti at underpasses, Elm Drive, 12th Street NE, S. Washington bridge, 1st Street NW bridge

Haul appliances for the Sanitation Department to recycler in Nora Springs

Remove dead and dying vegetation from the upper and lower parking lots at Southbridge Mall

Repair farm driveway on Birch Drive for Water Reclamation Plant

Install no parking signs and repair flooded roadway at the youth diamonds

Replace the banners along the North Federal streetscape

Set up and maintain road closure for the railroad crossing replacement on S. Kentucky

Civil war reenactment support

Respond to numerous tree calls from citizens, remove approximately 12 trees

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Mow around the old growth Arboretum and remove all volunteer trees from the rows of conifers

Haul tables and cans for all events in October

Install new bench at PPG for Beaver

Clean and pick up dog waste stations

Place bow hunting signs

Remove the shelter and concrete pad at Kiwanis for preparation of the new shelter

Clean Plaza in the downtown area

Clean and remove graffiti in the streetscape area

Clean the basketball courts at East Park and West Haven Park

Sweep and clean the trail to NIACC

Repair and clean east park from the flooding on Sept. 21st

Mow all parks, buyouts and city property

Sweep and clean the Winnebago River trail

Remove trees from the trail under the Carolina bridge, and the Willow Creek bridge in East Park

Mow the viaducts

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: October – 2,184; YTD – 21,293

CFS Type	Month Total	Year To Date
Traffic Contacts	287	2,810
Medical	238	2,105
Suspicion	215	1,965
Disorderly/Disturbance	202	1,693
Animal	128	1,360
Collision	104	1,006
Alarm	93	806
Welfare Check	91	1,030
Harassment	72	591
Parking	48	467

Our department dealt this month with three shooting incidents. In one of those cases, criminal charges have been filed. The other two incidents remain under investigation. Officers took a gun off the street in a fourth incident during that same period and charged the person in possession of it with a felony.

3rd Detail has spent some time on a couple of hit-and-run accidents that happened in October. In both cases, some diligent investigative work led officers to the run vehicle.

We are continuing to deal with a segment of our population that struggles with mental health issues, substance abuse, and suicidal ideation. Our officers intervene in these circumstances on a regular basis and make short-term interventions in an effort to get services for those who need it.

Criminal Investigations

CID is continuing to follow-up on several ongoing cases. We hope to close some of these in the coming month. Several search warrants were served as we work on a variety of leads in these incidents.

We made two arrests in proactive bike theft investigations early in the month. We will continue to work these investigations as time allows. We have had good success with some new investigative tools.

We continue to work with the greater law enforcement intelligence network to share information and to work together to identify suspects. This month we were able to identify a suspect in a

multijurisdictional investigation because we shared surveillance footage from an incident in Mason City.

We also worked to examine our case load with the Cerro Gordo County Attorney's Office. We are working to get some cases finalized for prosecution and closure. We hope to build a cooperative partnership that improves our working relationship with our prosecutors.

Administration

Captain Mike McKelvey completed his instructor certification for Adult Mental Health First Aid. Last year he completed training through the Mason City Youth Task Force for Youth Mental Health First Aid. He has been working as an instructor this past year and helped YTF train over 500 people in Mental Health First Aid.

We continue to work cooperatively with other City departments – Fire, Operations and Maintenance, Building Services, Attorney – as we look for solutions to everyday problems. We are making impact as a team and promoting public safety together.

Staff continued to attend a wide variety of meetings around Mason City. This month also included review of city ordinances, preparing our building for the HVAC construction project, and planning for the CIP budget process. Our in-service training this month was our annual firearms qualification.

Our outreach efforts this month included Coffee With a Cop, Remember My Name, the SALT Forum, and a CrimeStoppers fundraiser at Pizza Ranch. We also did several interviews for incidents, outreach, and Halloween safety.

October was a steady month on social media. We picked up 67 new page likes on Facebook for a total of 2,373. We also added 47 new followers on Twitter for a total of 1,178. Social media is becoming a two-way communication tool for us as it gives community members another way to interact with us.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, YMCA Board, Library Staff Meeting, Friends of the Library. The library has shifted the adult collection in order to clean and make the collection easier to use. The Friends of the Library hosted their annual meeting on October 7, 2016. As part of the Friends served homemade cookies and hosted a special performance of "Houdini" by nationally recognized actor, Duffy Hudson. Everyone enjoyed the evening very much. The Friends of the Library and the Mason City Public Library Foundation raise funds for the library to use on special programs, collections and equipment that is not funded through the operations budget. These two organizations paid for 10 new public access computers this year, 2 public access printers, a special Lincoln performance during National Library Week, summer reading for adults and youth, and a Winter Reading Program for adults. Their contributions help the library offer some very special services and programs free to the public.

Did you know?

The library has a large collection of animal puppets available for checkout. The puppets are used in the library and they are available for checkout. There is a small puppet theater in the Children's Room of the library and they are VERY popular.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	1,018
Tuesday	1,514
Wednesday	398
Thursday	1,411
Friday	126
Saturday	1,267
Sunday	54

Total People Served in 2016 through October: 286,839

Total People Served in 2015 through October: 286,110

Nights stayed at MacNider Campgrounds in 2016 through October: 6,117

Nights stayed at MacNider Campgrounds in 2015 through October: 5,423

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
○ Family	31	37
○ Class A	211	218
○ Class B	26	28
○ Youth	30	40
○ Punch Cards	65	57
- Season Concession Sales:

	2016	2015
	\$55,836	\$58,072
- 1,780 rounds played at Highland
- Ordered food and beverages for concession
- Mowed greens 23 times including double mowing
- Rolled greens 3 times
- Hand blow greens of leaves and stick 30 times
- Raked traps 9 times
- Changed cups 11 times
- Mowed rough 3 times
- Fix leak on 18 fairway
- Mow tees and collars 5 times
- Mow mounds 2 times

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new winter staff
- Worked with the Disc Golf Course Focus Group and FEMA
- Certified 13 youth coaches with NYSCA
- Addressing Fall & Winter Staff needs (email/letter)
- Started sit prep for the MacNider Camp Grounds site project with November completion
- Hosted NFL Regional Punt, Pass, and Kick event at Norris Youth Complex – 52 youth
- Hosted our 4th Annual Camper Appreciation Potluck at MacNider Campgrounds
- Assisted in the ICAP walkthrough
- Safety walkthrough of the Water Supply Plant
- Participated in a conference call on topics dealing with our state government and local parks and recreation policies
- Assisted with the City Hall HAVOC projected
- Attended the NIACC Wellness Advisory Board

Highland Park Golf Course Special Activities/Accomplishment:

- Adjust 2 cart shed doors also walk in door on new shed
- Change Kubota from mower to leaf blower
- Spray the front nine for broadleaf weeds
- Spray the back nine for broadleaf weeds

- Blow leaves in wind rows and pick up with leaf vacuum 51 loads
- Fertilize all greens
- Fertilize all tees
- Shut irrigation down
- Pull all ball washers and rinse out
- Pick and rake sticks after 12 wind events
- Order winter protectants

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Run Lunch with Santa
- Run Santa Calls

Highland Park Golf Course Work to Done in Coming Month:

- Develop and start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Finish spraying for broadleaf weeds on front
- Continue to blow and pick up leaves
- Spray greens and tees for winter molds
- Top dress greens for winter protection
- Identify trees for removal
- Blow out water lines
- Continue to maintain course till closing

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Volunteer Hour Logs
- Channel 4 updates and programming
- Park Watch
- Beautification Season wrap up
- Adopt A Program cleanups
- Walk, Roll and Stroll Event
- Branching Out Tree Planting
- Trees for Kids Tree Planting
- Earth Day meetings
- One-time cleanup crews

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt A Park	
	Adopt A Street	
Total		140.5
Beautification Project	Garden Clean up	
Total		35
Elmwood-St. Joseph Cemetery	Watering	
Total		24
Miscellaneous Projects	Walk, Roll and Stroll Cleanup & Event	42
	Police Department	24.25
	Transit Tokens	4
Total		70.25
Park Watch Ambassadors	Park Watch Tour	
Total		22
Parks and Streets Projects	Tree Planting	
	Trees for Kids and Branching Out	
Total		217
Grand total		508.75

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- There are currently 23 youth volunteers on the Youth Action Teams at the three high schools. They are reviewing last year's project as they get ready to continue efforts this year.
- The Director submitted the first quarter progress report to the IA Dept. of Public Health for the Youth Development Grant.

Health / Safety Focus Areas

- 2 Instructors and the YTF Support Staff attended the Youth Mental Health First Aid Summit in Des Moines.
- The YTF funded registration for Jadie Meyer, MCCS, to attend the Mental Health In Schools Conference in Des Moines.
- 2 Instructors were certified to present adult Mental Health First Aid.
- The 4th quarter data was entered on the SAMHSA website.
- The Annual Progress Report, Evaluation Report, and Sustainability Plan were submitted to SAMHSA.
- The Behavioral Health Resources Work Group met for their quarterly discussion and Youth Mental Health First Aid Instructors met to plan year 2 workshops.
- 4 community workshops on the Cost of Trauma were co-hosted with the North Iowa Trauma Initiative. Evaluation data was tabulated for 6 workshops/192 surveys.
- The Director facilitated a meeting with County Social Services, the MCPD, and the Sheriff's Office to discuss a potential Law Enforcement Mental Health Liaison.
- The Director met with Juvenile Court Services and Francis Lauer Youth Services to discuss the potential Law Enforcement Mental Health Liaison.

Marketable Skills Focus Areas

- The Marketable Skills Promise Team volunteers met twice in Oct. to schedule the timeline for this year's LifeWORKS project with the iJAG classroom at MCHS and continue reviewing asset survey data.

Relationships / Volunteering Focus Areas

- There are 33 active mentor/mentee matches in Cerro Gordo County (22-Mason City & 11-Clear Lake) and 14 youth waiting for a mentor. Two new mentors were recruited in Oct.
- There were 28 new high school peer mentors recruited in Oct. 14 of these were trained in Oct. Remaining peer mentors will be trained in November and all will be matched with younger students.
- The Mentoring Coordinator submitted the first quarter mentoring grant report to the IA Dept. of Public Health and attended the required grantee meeting in Oct.

- The Mentoring Coordinator and Youth Engagement staff met with the MC Volunteer Center staff on youth participation in Giving Tuesday activities.
- The Director facilitated goal setting for the Mason City Volunteer Center Advisory Board meeting.

Staff/Other

- The YTF co-hosted a community agency luncheon with United Way of North Central Iowa.
- The Admin. Coordinator participated in activities of the N. IA Domestic Violence & Sexual Assault coalition

MEETING & EVENT SCHEDULE

- Nov. 1 & 15- MCHS Youth Action Team meetings
- Nov. 2- Health & Safety Promise Team meeting with YMHFA Instructors
- Nov. 3 & 17-MCAHS Youth Action Team meetings
- Nov. 9 & 30-Marketable Skills Promise Team meetings
- Nov. 10-NCHS Youth Action Team meeting
- Nov. 11- Forest City High School YMHFA workshop
- Nov. 16-Co-Host Mason City Volunteer Center training workshops
- Nov. 17-Staff attends IA Dept. of Public Health Prevention Conf.-Des Moines
- Nov. 29 & 30-Co-host Psychological First Aid training with North Iowa Trauma Initiative