

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

November 2016

(Issued December 16, 2016)



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

City Administrator Comments

Mayor and City Council Members,

The Airport Commission recommended Air Choice One to provide commercial air service from Mason City Airport to Minneapolis, Chicago and St. Louis. The FAA is reviewing the recommendation and will contact us with the final decision. The air service to Minneapolis started in November and the new service is a good addition to our available service. The Elmwood-St. Joseph Cemetery completed the new cremation garden and new burial section projects. Wreath sales for grave sites are up 10% over last year.

The Engineering Department has completed most of its projects for the year. The few that are not completed have been wrapped up for this year and work will continue in the spring. The detailed list for each one is in the packet. The trails project has some parts to finish in the spring. Safety barricades have been put in place at a couple of locations until the project can be completed. The north end project has completed the replacement of damaged sidewalk between 13th and 16th Street. The damaged concrete in the paved City parking lot was replaced and the lot was striped. The parking lot lights have been relocated and upgraded to LED fixtures. The sidewalk ramp was installed on the west side of South Federal Avenue at the intersection with 21st Street South.

The pre-existing graveled city parking lot located at N. Federal Avenue and 14th Street NW was completely reconstructed with a Hot Mix Asphalt pavement. New underground conduit was installed prior to the paving for the addition of new lighting; lot striping was also completed. The new bases, poles, LED lighting fixtures and meter pedestal still need to be installed in the spring to complete the project.

Finance Department staff continues to work on establishment of the time keeping system for hourly staff. The project is coming along well with parallel testing going on with the current payroll period for City Hall staff and Fire Department staff members. The next payroll will have all hourly employees punching in and out and doing the paper record parallel. The go live date for computer only is scheduled for the first full payroll in January.

Street Division of the Operations and Maintenance Department was busy last month with many projects such as grubbing brush from the ditches along 12th St NW and NE and grinding stumps. They continue to replace railings along Hwy 122 as they are prepared by the paint contractor. In November they worked to get the trucks, plows and sanders ready for the winter weather. They hung the Christmas decorations downtown and removed and/or trimmed over 50 trees in November. The Park Department employees installed new benches donated in honor of Janet Burnett and Eladio Rubalcava. They removed the trees located on the north and south side of the Winnebago River of both sides of the pedestrian bridge. Staff also began installing the new 18 hole disc golf course that utilizes a portion of the flood buyout property along the Winnebago River.

The Police officers on first detail worked with Code Enforcement personnel to begin notifying property owners of items that need to be picked or taken care of on their property. The program was initiated prior to the weather change. We will work with property owners but we need to continue the clean up program. The partnership has produced a good opportunity to make a difference in the appearance of the neighborhoods. The Police Department continues to do extra patrolling around the school zones to promote safer driving in these areas.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: November 2016

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2016 – 11/30/2016	25,142.90 Gallons	300 Buses
Enplaned 668 Deplaned 684		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at November 2016 Airport Commission Meeting 11/9/2016
- Air Choice One Ribbon Cutting for MSP Route
- Met with airlines – Essential Air Service
- Met with Foth – Environmental Topics
- Published Farm Bid Notices
- 11/14/2016 Special Meeting held for Airline Recommendation

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the December 2016 Airport Commission Meeting
- PAC Workshop 12/8/2016 at 5 p.m.
- NovaTime Training 12/8/2016
- IPAA Legislative Update Meeting at the Fort Dodge Airport 12/6/2016

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0
Accomplishments & Status	<p>Community Policy –</p> <ul style="list-style-type: none"> • Great American Smoke Out Campaign - Facebook posts, 2 radio ads one recorded by Dave Cicetti and Pat Otto • Active Living and Transportation Commission met, notes prepared, communications and push out of various opportunities and resources, amendment of A.L.T. Ordinance presented and approved by Council. • Partnership for a Tobacco Free CG County committee met • Participated in IISC Focus Group (Gov't) <p>Schools –</p> <ul style="list-style-type: none"> • Video showcasing school greenhouse/garden grant from CGCCF was completed and will air on Channel 4 and be presented at service clubs <p>Worksites –</p> <ul style="list-style-type: none"> • Wellness Works email sent twice, promoted year end health assessments, Great American Smoke Out and resources available in area, healthy catering using BZP Restaurants, volunteering, <p>Healthy Foods (Grocery/Restaurant) –</p> <ul style="list-style-type: none"> • Blue Zones Restaurant catering promotion rolled out with worksites, radio ads done by State Street Deli owner, on website, and hard copies will be distributed to worksites • Bi-weekly community cooking classes to be held at FIRST Church from Jan - March, targeted at low-income persons and seniors – using the BZP potluck moai model focusing on community and healthier food options. • Hy-Vee is hosting healthy holiday appetizer classes: Tues. Dec. 13th at East and Tues. Dec. 20th at West both run 5:30 p.m. to 7:00 p.m. • NI Food Coalition agenda prep meeting(s) for January, Incubator Garden/Urban Garden focus group meeting <p>Engagement –</p> <ul style="list-style-type: none"> • December theme – Faith and Family, ways to cut seasonal stress • PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project (no longer supported by State and we are developing a plan to continue), BZP newsletter, Worksite Electronic newsletter. • Radio Ads – healthy catering, Great American Smoke Out, Giving Tuesday, • 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 MCVV & BZP with many non-profits engaging by using volunteers from schools or doing inhouse promotions
- Successful Potluck Competition promotion with worksites. Drawing held based on submissions for a \$50 Hy-Vee gift card.
- YMCA to host Winter Walking Moais in partnership with BZP – will be \$25 for 10 week session, free for YMCA members; currently working to gather interested group leaders – only will offer moais that have committed leadership; schedule will be based on interest; Leaders eligible for 50% off YMCA membership through a volunteer program initiated at the YMCA.

Volunteer Center –

- Radio program 1st & 3rd
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Website - 104 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
- Volunteer meetings – multiple meetings with volunteers for placement; recent placements made at Opportunity Village, City of Mason City, Hawkeye Harvest Food Bank.
- Friday after Thanksgiving placements at Hawkeye Harvest FB allowed them to be open – all new volunteers (8 total) that day, with additional back-up interest. Huge community win.
- Volunteer Committee meeting held to discuss 2017 metrics and planning; feedback drafted blueprint for Volunteer goals
- NIACC Seat on Volunteer Committee filled by Deb Kolb Jackson; onboarding completed
- December Newsletter to members organizations and volunteers to be sent out week of 12/12/16.
- “Bored Members” Education event held on 11/16 on Board member selection, orientation, and engagement – had over 40 participants, fantastic feedback from all. Two future events planned for early 2017 built off 11/16 event. Interest in both from participants.
- #GivingTuesday projects coordinated at MC High School, MC Alternative, and Newman Catholic for on-site projects for students during study hall periods on Nov. 29th – decorations made for Opportunity Village and NIVC’s fundraising events. Other local MCVV organizations ran successful promotions, such as the MC Family YMCA and Crisis Intervention; 5 minute interview on KCMR aired the Monday before.

Power 9 Committee –

- Committee met and is beginning to work on 2017 Blueprint and continued discussions with county/community strategic plan.

Item

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- Delivery of Community Book being developed
- Provided information requested by P9 member(s)

Other –

- Participated in Healthways call regarding renegotiation of contract, meeting scheduled for Jan. 24th or 25th
- Discussions with NIC EDC CEO on planning meeting and possible funding sources
- Invited to participate as a keynote for the February Bike Summit in Ames sponsored by Healthiest Ames and Ames Bicycle Coalition
- Weekly staff meetings
- Fielded call from private landowner regarding a possible community garden in the north sector of the city
- Presentation to Council

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of November:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and two Special and Closed 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 115 Resolutions and 1 Ordinance 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 2 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 15 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 \$938.00 in animal license fees and \$50.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Preparation of December Licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: November, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: The November 30 deadline for G8 Development to begin construction on the Courtyard by Marriott Hotel and Mixed Use building passed without any construction activity. The Building Inspections Division received a building permit application for the hotel, but the owners have not yet submitted a Major Site Plan for review by the DRC. Staff is currently reviewing the options related to moving forward with this project.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): Several of the projects are nearing completion, and Staff expects to disburse two or three more loans before the end of the year. Platinum Motors at 145 6th Street SW has essentially completed their project; they will be submitting a performance guarantee to ensure that landscaping will be installed in the spring. Once this is received and approved, their loan will be disbursed. The Ashley Inn Motel is also nearly complete.

The Corridor Revitalization Loan Review Committee met on November 29 to review a request for a \$15,000 forgivable loan for exterior improvements to the apartment building at 2001 South Federal Avenue, owned by Bob and Joanne Mason. This request will be considered by the Council at the first December meeting.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: Staff is working with a realtor to have the property listed on the Mason City Multiple Listing Service. Although the City will not be working with a listing agent, we are offering a small bonus (\$800) to a realtor who brings a qualified buyer. The initial bid period ends December 15, but the bid notice provided that if no bids are received, the bid period is extended indefinitely until a qualified bid is received. We expect that listing the property on the MLS will attract more buyers.

Iowa Initiative for Sustainable Communities: Students from the University of Iowa's Iowa Initiative for Sustainable Communities held focus groups at St. James Church on November 17 and at the Library on November 17. They met with groups representing several local interests, such as arts and culture, business, development, and the faith-based community. On November 28 and 30, the two groups presented their work thus far to the Development Services Department. The Sustainability Plan and Comprehensive Plan Update projects are going smoothly and the students have begun refining the initial drafts based on the information learned at the focus group meetings.

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) The new Panda Express restaurant, just east of the Starbucks/Great Clips development, is well under way and is expected to open in the first quarter of next year.

Development Review Committee: 4 meetings held in November: 11/1/16, 11/15/16, 11/22/16, and 11/29/16.

DRC Activity	November, 2016	YTD
Total Development Plans Reviewed	6	72
Concept plans reviewed/approved as a Minor Site Plan	2	31
Concept plans to be resubmitted as a Major Site Plan	3	25
Total Concept Plans	5	56
Major Site Plan Reviews Completed	1	16
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.)	1	10
TOTAL ITEMS REVIEWED	7	85

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	November 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	27
Commercial, Accessory Structure	0	0
Residential, Principal Structure	8	62
Residential, Accessory Structure	7	56
Signs	15	66
Floodplain	0	1
Encroachment Permits	0	10

Activity	November 2016	YTD
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	4
Variance	0	13
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	2	7
Miscellaneous	0	8
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	2	10
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	2	58
Unfounded	0	5
Founded-Resolved without citation	0	28
Citations	0	0
Open Cases (as of date of report)	5	55
Cases initiated by staff	1	48
Zoning Inspections		
Zoning – Case Request	2	48
Zoning – Violations	0	58
Zoning –Setback	8	57
Zoning - Final	2	31

Projects:

- 22nd St. SE Buyout: Project closeout is complete and the final payment has been received from the State.
- 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 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 beginning work on the various 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 November. The Commission will be disbanded as part of the City's re-codification.

- Historic Preservation Commission: The Commission did not meet in November due to lack of quorum.
- Planning and Zoning Commission: The Commission met and reviewed two rezoning requests.
- Zoning Board of Adjustment: The Board did not meet in November. There were no applications to review.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	November, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	23	\$800,586.27	240	\$40,028,143.43
Minor Building Permits	9	\$ 79,667.00	220	\$ 1.863.115.85
Electrical Permits	23		238	
Plumbing Permits	7		130	
Mechanical Permits	6		170	
Sign Permits	15	\$ 29,824.00	65	\$ 214,646.95
Demolition Permits	1	\$ 4,000.00	21	\$ 121,267.00
Structure Moving Permits	0	0	4	\$ 27,000.00
Inspections	November 2016		YTD	
Number of inspections	136		1,378	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	27	14	339
Multi-residential	0	0	0	1
Commercial	2	3	10	86
Industrial	0	0	0	8
Institutional	0	0	1	1
Other (signs, demo, etc.)	0	16	0	90
Fees Collected	November 2016		YTD	
	\$ 10,132.28		\$ 226,983.33	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	November, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	95	1150
Staff Initiated	53	831
Non-Staff Initiated (total):	42	319
Response to Complaint	9	146
Anonymous Complaint	29	138
SeeClickFix	4	35
Case Request Disposition		
Founded Case Requests	95	1140
Citations Issued	0	6
Cases to Court	0	5
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	18
Dangerous Building	0	13
Abandoned Vehicle	0	12
Tree/Shrub Maintenance	1	33
Garbage	22	268
Inoperable Vehicle	7	179
Junk, Rubbish or Refuse	48	468
Other	15	139
Writ of Removal	2	61
Information Request	0	7
Snow Removal/Weeds & Tall Grass	0	467

Note: there was only one Code Enforcement Officer on duty for the last half of November, due to vacation time taken by the other Code Enforcement Officer.

Rental Inspections Summary:

Rental Inspection Report	November 2016	YTD
Initial Inspections	32	392
Reinspections	45	515
5 yr. Inspections	82	1354
Complaint Inspections	22	190
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	22	255
Inspection cancelled by Inspector	5	155
Failed inspections	28	268

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	November 2016	YTD
Passed Inspections	66	1045
No Shows	15	164
Total # of Inspections	139	1946
Rental Dwelling Certificates Issued	131	893
New Landlord License Issued	7	61
Units White Tagged	6	52

ANIMAL CONTROL

NOVEMBER		2016	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	YTD
700	800	= 4	57
800	900	= 6	88
900	1000	= 8	91
1000	1100	= 14	116
1100	1200	= 9	100
1200	1300	= 6	102
1300	1400	= 7	122
1400	1500	= 12	115
1st shift sub total		66	791
1500	1600	= 11	111
1600	1700	= 3	95
1700	1800	= 16	98
1800	1900	= 9	70
1900	2000	= 3	59
2000	2100	= 3	62
2100	2200	= 2	37
2200	2300	= 2	34
2nd shift sub total		49	610
2300	2359	= 2	22
0	700	= 7	69
3rd shift sub total		9	98
TOTAL for Month		124	1499
ARRESTS			
Animal			
Sanitation			1

Chase/bite nuisance violation	3	13
Cruelty/Welfare of Animal		3
Vicious Animal		3
Disturbing the Peace		3
No Rabies Vaccination		22
No City License	1	15
Animal At Large	1	23
Total People Arrested	5	85
Animal Bites	7	74
Wild animal calls	17	149
Pickup slips animal count	120	1142

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
November	6	55%	5	45%	11
Year to Date	31	57%	23	43%	54

Burials in November were slightly higher 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>
November	13	2	15
Year to Date	29	4	33

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

Projects - The cremation garden and new burial section projects were completed.

Administration – Wreath sales were up by 10% over last year. Staff was busy selling and placing the wreaths and flowers on gravesites. Quality checking data in the Cemetery information management system continued. A committee was formed and met to plan for the cemetery's 150 year anniversary next year. A presentation about the online cemetery search program was given to the North Central Iowa Genealogical Society.

Operations – Staff completed preparing for winter and has begun servicing equipment.

Board of Trustees –An official board meeting was not held due to not having a quorum of members. The members present reviewed the capital improvement projects for submission to the City as they were due on December 2nd.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	9
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	1
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	4
▪ New Installation	1
▪ Curb Cut	0
• Pedestrian Ramp survey & design	4
• Driveway Approach permit & inspection	1
• Iowa One-Call locates	206
• Emergency Call-outs	2
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	4
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	2
▪ Demolition	0
▪ Remodel or Addition	1
▪ Moving	1
• Permit Fees collected	\$590.00

2016 Sidewalk Program:

Mid-Continent Contracting has completed all of the sidewalk replacements for this project. A final pay request is being assembled.

2016 Street Panel and Curb Replacement Program:

Mid-Continent Contracting has completed all of the street repairs on this project. Final acceptance of the project and release of payment was approved at the November 15th City Council meeting.

2014 Pedestrian Trail Improvements – Phase 2:

Engineering Staff met with representatives from WHKS and Heartland Asphalt to discuss the schedule of the remaining work. Heartland Asphalt will secure the trail endpoints with fencing and signage, the unpaved trail segments will be completed in the spring.

Monroe Avenue Pedestrian Trail:

Engineering Staff met with representatives from WHKS and Heartland Asphalt to discuss the schedule of the remaining work. Heartland Asphalt will secure the trail endpoints with fencing and signage, the unpaved trail segments will be completed in the spring. Traffic control signage taken down during trail construction on North Illinois Avenue has been reinstalled.

Downtown Street Lighting Project:

A final walk-through of the project was conducted on November 3rd and a list of outstanding issues was sent to the contractor. All of the old streetlights have been taken down and all of the old street light bases have been removed. Pedestrian ramp designs for sidewalk ramps in the IDOT right-of-way have been approved and the new concrete has been placed. New downtown traffic signs have been, and will continue to be installed on the new street light poles.

Drainage District No. 17:

The contractor finished the installation of the 30" buried storm sewer pipe and abandoning of the old pipe. There is some surface drain and grading work yet to be completed. The contractor should have the grading work completed by the second or third week in December.

Union Pacific Railroad Quiet Zone:

Two bids were received for the project on November 8th and an award of contract was approved to Mid-Continent Contracting. A recommendation for approval of the contract and bonds is on the agenda for the December 6th City Council meeting.

City Staff met with representatives from the Federal Railroad Administration, Union Pacific Railroad, and Iowa Department of Transportation Office of Rail Safety on November 15th for a diagnostic field review of the proposed project. The diagnostic field review team visited the five rail grade crossings to review the City's plans and verify that the street, sidewalk and signage modifications being proposed are acceptable for the creation of a quiet zone.

South Federal Avenue Elevated Storage Tank:

The South Federal Avenue tower is now on line in normal operating mode. A few remaining items are being completed.

Downtown Multi-Level Parking Structure Project:

WHKS and their design team have completed final plans, specifications and contract documents for bidding. The project is currently on hold.

North End Improvements Project:

Mid-Continent Contracting finished replacing damaged sidewalk between 13th Street and 16th Street along North Federal Avenue. Damaged concrete was also replaced in the city parking lot east of North Federal Avenue in the 1300-block adjacent to the alley. Parking lot pavement markings have been applied and parking lot lights have been relocated and upgraded with LED fixtures. The sidewalk pedestrian ramp was installed on the west side of South Federal Avenue at the intersection with 21st Street South.

The pre-existing graveled city parking lot located at North Federal Avenue and 14th Street NW was completely reconstructed with a Hot Mix Asphalt (HMA) pavement. New underground conduit was installed prior to paving for the addition of new lighting; lot striping was also completed. The new bases, poles, LED lighting fixtures and meter pedestal still need to be installed to complete the parking lot project.

2015 Bridge Repair and Maintenance Program:

Minturn, Inc. completed the remaining repairs on the three bridges included in the project and final inspections were performed prior to recommendation of acceptance. A recommendation for final acceptance of the project and release of payment is on the City Council Agenda for the December 6th meeting.

South Pierce Avenue and Highway 122 Signal Improvements:

The Engineering Department created and assembled plans and specifications for solicitation of bids for the project. Bids were received on November 29th; Mid-Continent Contracting was the low bidder. The project consists of installing new traffic signal conduit at the intersection of Hwy 122 and South Pierce Avenue, replacing the old corroded and collapsed steel conduit. The project also includes the installation of new traffic signal vaults and the reconstruction of a pedestrian ramp at the southwest corner of the intersection. The work to be completed with this project will be done in conjunction with an Alliant Energy gas main bore beneath Hwy 122.

Raw Water Pre-Filtering Pilot Project:

The City's consultant communicated and coordinated with Amiad regarding preliminary filter selection, sizing, and equipment costs. They have also developed a recommended sampling plan for testing particle size distribution and total suspended solids (TSS) to support a filter design. The consultant requested information from equipment vendors on alternative filter options. They have also begun creating the outline for the report.

Staff in the Water Supply Division are sampling and having analysis completed to determine particle size and TSS which will be forwarded to the consultant for determination of a filter design. Water Supply staff is also collecting turbidity data for submission.

Other Tasks Performed through the Engineering Department:

- Final plans and specifications for Asbury 10th Subdivision have been received from Ryken Engineering. The Developer's contractor has begun with the installation of the new water main. Engineering Staff will be providing inspection services for the utility and street improvements associated with this project.

- Engineering Staff attended weekly progress meetings with Alliant Energy and their contractors performing the work on the Alliant Gas Main Project on Pierce Avenue. Engineering Staff performed locating services for city utilities, inspected street removals and coordinated the staging of the project with the Alliant and their contractor.
- Engineering Staff continued planning with the IDOT for the upcoming US 65/North Federal Avenue rehabilitation project. The project limits extend along North Federal Avenue from 6th Street to 18th Street. The rehabilitation project is planned for 2018. Engineering Staff is currently inspecting and collecting data relative to the storm sewer structures along the project corridor. The repair or replacement of those utility structures will be incorporated into the IDOT project plans.
- Engineering Staff responded to and replaced a damaged meter pedestal on the 500-block of North Delaware Avenue. The meter pedestal was damaged when it was struck by a vehicle whereby cutting power to the street lights along the North Delaware Avenue loop. An estimate of the damages is being prepared for submittal to the driver of the vehicle.
- Numerous surveys have been completed by the Engineering Department in preparation for the upcoming 2017 Street Rehabilitation and Street Panel and Curb Replacement Programs.
- Engineering Staff assisted Alliant Energy and their contractor, InterCon, with planning for the staging and traffic control layout relative to the Alliant Energy gas main project on South Pennsylvania Avenue. The Engineering Department also surveyed and provided Engineered Designs for the pedestrian ramps that needed to be replaced as a result of the project.

Traffic Division:

○ Traffic Control	
• Sign work orders	43
• Traffic Sign Orders	1
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	6
• Traffic Signals	
▪ Respond to signal issue reports	13
▪ Perform traffic signal repairs	8
• Iowa One-Call locate reviews	168
• Locate City-owned electrical utilities	12

Other Tasks Performed by Traffic Control:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue
- Replaced meter pedestal on the north end of the loop that was struck by a vehicle
- Replaced a damaged electrical panel at the intersection of 15th Street SW & South Federal Avenue

- Bagged traffic signal head and signs on South Pierce Avenue in an effort to coordinate traffic control related to the Alliant Energy Gas Main Project
- Coordinated traffic control with InterCon on the South Pennsylvania Avenue gas main project
- Worked with Michael's on an Alliant Energy electrical primary project along South Delaware Avenue
- Worked with a contractor on the preparation for a new light located in the NE parking lot of the Southbridge Mall

Water Supply Division:

○ Water Production

	<u>October</u>	<u>FY 2017</u>
• Total (gal)	104,428,000	657,098,000
• Daily Average (gal)	3,480,000	4,294,758
• Daily Maximum (gal)	4,029,000	6,865,000*
• Daily Minimum (gal)	2,832,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash Down EDR stacks and perform voltage checks
- CIP #3 and #4 EDR trains
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #3 EDR train

○ Customer Service

• Iowa One-Call locates	242
• Miscellaneous locates	11
• Prepare and send service repair letters	0
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	3
• Hydrant Flow Testing	2
• Correlate water main breaks and investigate for leaks	6
• Water Main shut down for repairs	0
• Water shut offs for non-payment	15
• Water service re-connects	18
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	6
• Deliver Red or Tan Tag	15
• Update shut off data base and maps	2
• Water Service Permit/Inspection	
▪ Repair/Replace	4

▪ New Installation	2
▪ Disconnections	1

○ Meter Department

	<u>November</u>	<u>FY 2017</u>
• Meters Installed	78	720
▪ Industrial	0	0
▪ Commercial	3	14
▪ Residential	75	703
• Meters Repaired	2	5
• Contractor and Garden Meters Installed	3	9
• Meter Reads	11,771	58,855
• Water Meters Ordered	125	683

Other Tasks Performed through the Water Supply Division:

- Placed South Federal Avenue Tower into service after blending water
- Removed used piping from Well #8
- Replaced pH probe on the Sodium Hypochlorite Generator
- Replaced sample taps on EDR floor
- SCADA programing completed for South Federal Tower
- Prepared well houses for winter operations
- Calibrated flow instruments in plant
- Collected daily water quality samples
- Continued 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
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for November:

Finance

Item	November	Fiscal Year-to-Date
Prepare payable checks	502	3,080
Prepare receivable invoices	30	335
Prepare payroll checks	633	4,044
Certify invoices to County	33	130
Send letters to State Offset Collections	1	17
Record State Offset collections	\$ 1,190.00	\$ 15,225.27
Sort Mail	655	12,705
Record ambulance receivables	166	759
Process utility payments	1,849	5,023

- 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 October
- 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
- Work with managers and employees on time clock issue

- Start FY 2017-18 CIP budget

Utility Collections

Item	November	Fiscal Year-to-Date
Record ACH activities	56	281
Prepare Utility adjustments	50	260
Estimate billings		-
Issue utility bills	10,878	54,564
Answer phone calls	841	3,813
Respond to voicemail	198	1,165
Complete utility service orders	312	1,680
Complete landlord tasks	40	190
Issue shutoff notices	486	2,397
Process customer paid utility bills	6,050	31,505
Process customer deposits	444	2,315
Replace meters	82	852
Complete monthly sales tax report/hours	2.00	18

Information Systems Coordinator

- Speak to Engineering about new server
- Install new hard drive in Engineering server
- Fix burning issues with computer at Police Department
- Get with Webb about wireless radios
- Get new switch for Police Department to RSM for configuration
- Configure new Datalux computers for Police Department
- Update Adobe, Java, and Silverlight on computer at Recreation Department
- Get quote for Surface tablet for Fire Department Chief
- Restore file for user in Finance
- Update DNS records for Finance
- Order new Firehouse Software licenses
- Set up printer for Recreation Department
- Get with Novatime about clocks for Cemetery and Parks
- Get with Novatime about power injectors for time clocks
- Restart Police Department and GIS servers for maintenance
- Check backup settings for Engineering
- Contact Datalux about issue with new mobile and docking station
- Replace switch at Police Department
- Set up new printer for user at Police Department
- Look at Image software for Recreation Department
- Check wireless links to Water Reclamation and Animal Shelter
- Install new licenses on Fire Department server for Firehouse Software

- Order tablet for Fire Department Chief
- Get with Central Stores about Internet issues
- Have Internal Services change password to see if it fixes issues
- Reset City Clerk's password
- Reboot main server at City Hall
- Wipe new Datalux and try reinstalling OS to see if it fixes docking issues
- Look into larger tape drive for Police Department
- Look at Youtube issue for Blue Zones
- Get new Car 12 up and running
- Order power injectors for Finance
- Order new hard drive for Police Department server
- Expand out hard drive capacity for Police Department Server
- Get with engineering about signs for Generator at City Hall
- Configure new tablet for Fire Department Chief
- Send Datalux tablet in for repair
- Contact Iprism about renewing maintenance
- Have PD look through old shared files
- Get quote for Energize updates
- Meeting to discuss mobiles at Fire Department
- Get renewal quote for antivirus
- Recreate user profile for user at Police Department
- Get quote for tablets to Fire Department
- Order tablet parts for Fire Department Chief
- Program Police Department access points for new tablets
- Clean out office in preparation for HVAC work
- Get with user at Museum for video issue
- Take new datalux computers to Police Department for installation
- Order replacement keyboard for Fire Department
- Order updates for Spam Firewall
- Create shortcuts for new time system on computers
- Reboot government channel computer
- Order part for Fire Department fire truck mount
- Activate new antivirus license
- Get with Water Treatment about computer replacement
- Install software for Police Department investigator
- Set up admin access on department and supervisor's computer for time system
- Program new mobile time clocks to use wireless
- Change shortcut for employee login for time system
- Program iPad for Police Department user on wireless
- Get with HAPPY to install update
- Reboot City Hall backup server
- Look at WiFi Hot spot for Fire Department Ambulance
- Test wireless connection for mobile time clocks
- Help user at Police Department with email on his phone
- Start installing new time clocks
- Configure new time clocks once they are mounted

- Troubleshoot connection for Time Clock at Police Department

GIS Department

Cemetery

- Communication concerning Cemetery Information Management System website
- Future project planning and preparing - discussions with NewCom Technologies and Cemetery Staff

Development Services

- Discussion regarding SmartGov and importing GIS information
- Request for building permit information to get accurate quote for aerial photography
- Preliminary discussion about future GIS projects for the department

Engineering/Water Treatment/Customer Service

- Assistance with mapping related to landfill and LEC regarding nearby utilities
- GPS troubleshooting relating to traffic sign inventory
- Import GPS utility data and export CAD files when requested
- Prepare GPS for data collection including traffic, street light, and pedestrian ramp project. Also imported data after collected by engineering staff.
- Edits to traffic sign inventory adding MUTCD codes for sign type
- Assist staff member with retrieving correct aerial photography tile from imagery warehouse
- Discussion about GPS data collected relating to shared use path signs
- Request by Traffic Control Technician to find misplaced GPS data

Finance

- Assist IT director with following activities: Troubleshoot monitor malfunction, educate user on how to connect to a wireless network with a laptop, assist with windows updates, assist with browser update, and received question about email and automatic photo removal.
- Planning for future projects. Researched and reviewed logistics of creating a GIS dataset for street and alley vacations.

Operations / Water Reclamation/Parks

- Discussion about digital signatures within Adobe PDF
- Discussion with Street Superintendent with GIS editing to delete multiple points at once and also copying points (Tree inventory)
- Update hyperlink report link in GIS for sewer infiltration inflow project
- Import GPS data for multipurpose trails
- Modifications completed to Street Superintendent GIS project
- Search if utility easement exists for a property per request of O&M Director
- Street Superintendent questions relating to making maps on their own
- Map requested from Water Reclamation Superintendent

Recreation

- Assist with coordinate information relating to proposed soccer fields in Ray Rorick Park

- Modifications to proposed disc golf course map
- Update Recreation Directors GIS project

General

- Planning discussion and activities related to future aerial photography projects
- Update symbols for service layer
- Editing to various layers including Service, Landmarks, and multipurpose trails
- Research into Trimble Business Center software and processing feature codes
- Update grid reference maps for aerial photography
- Blue Zones Project mapping for future farmers market
- Discussion about handheld GPS and photo shifting problem

December initiatives

Finance Department

- Work on November 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
- Start FY 17-18 CIP budget
- Timekeeping training for City managers and supervisors
- Time clock training for city employees

Information Systems Coordinator

- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- 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

- Future project discussions with Cemetery staff
- Planning for aerial photography project
- 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
- Participate in quarterly IT meeting
- Finish shared use trail map

Fire Department

Reported by Al Dyer, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6,108.25	78,656.00
Office/Administrative	942.25	10,550.25
Overtime Hours		
Fire	230.25	1,988.00
EMS	288.5	4,672.75
9-1-1 Calls/Emergency Calls		
Fire	77	691
EMS	296	3,447
Non-Emergency Calls		
Fire	5	81
EMS	102	1,097
Personnel Training Hours		
On-Site	356.00	5,916.25
Off-Site	28.00	942.00
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	129	1,063
Existing Building Inspections	84	994
Plan Review	17	135
Fire Investigations	1	19
Community Involvement		
Public Tours of the Fire Station (Number)	3	29
Public Fire Safety Appearances/Trainings (Number)	7	144
EMS/Fire Student Ride Along Preceptor Training Hours	154.50	1,095.75

Significant Fire Calls
None

Other Significant Events

Through the generosity of the International Order of Odd Fellows Iowa Grand Lodge, the Fire Department received a 100% gift for a new 6x6 Polaris Ranger with a FireLite Transport box which will allow the Department to access patients and fires off road more efficiently. The Ranger was delivered in November and the FireLite Transport box was received in the first part of December.

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	15	26
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	55
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	241	26	267

Staffing

Activity

Hiring Activity:	<ul style="list-style-type: none"> - Collector - Sanitation: Posted job internally. Filled internally. Posted a second vacancy internally. - Swing Worker: Filled 1 vacancy externally subject to council approval and posted second vacancy internally. - Transit Driver - Dev Services: Continuing recruitment for applicants. - Equip Opr - Utilities: Creating external Civil Service list to fill vacancy. - Entry Level Op & Maint: Exhausted current list, creating new external Civil Service list to fill anticipated vacancies.
Positions Filled:	<ul style="list-style-type: none"> - No hires during the month.

Turnover:	- 1 termination part-time employee, 7 seasonal employees.
Employee Orientations/exit interviews:	- No employee orientations conducted.
Civil Service Commission:	- Two meetings conducted during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No new activity. - Teamsters: No new activity. - AFSCME: 1 new grievance processed.
Labor Negotiations/Relations:	- Fire: Met twice in labor negotiation sessions. - Teamsters: Met twice in labor negotiation sessions - AFSCME: Union requested contract extension.
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	- Completed annual employee benefit enrollment processing.

Employee Involvement

Activity

Wellness Activities:	- Working with Deputy Clerk/Wellness Coordinator on upcoming activities.
Swearing In ceremonies	- Assisted with Fire Dept Swearing Ceremony's for new Chief.
Employee Health Screenings	- Coordinated voluntary employee-paid mobile cardiac testing clinic.

Government Efficiency

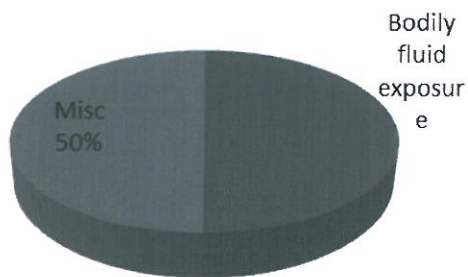
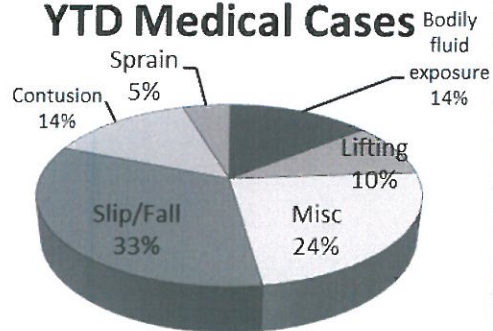
Activity

RPI Activity:	- Exploring new continuous improvement ideas with City Administrator.
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 and managed ongoing 411 cases..
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Safety:	- Coordinated required annual supervisory drug testing training.
Professional/Community Support	- Coordinated 2 employee United Way meetings. - Attended local Employment Law Conference.

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	1	21	32
# of OSHA Injuries	1	20	26
# of Days Missed	0	176	142
# of Employees Off	0		

Nov Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: November 2016

Routine Activities:

In the month of November the Museum completed a number of routine activities that kept the Museum operating smoothly. With winter approaching the Museum serviced the snow blower, as well as moved the lawn equipment to the city storage shed. The dead leaf matter was removed from the shrubs and cleaned from the yard. A last ditch effort was exercised to spread a treatment for creeping Charlie. Last minute touch up painting projects were completed and the large full room windows in the Salisbury Room washed.

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. The November board meeting was held one week earlier as it was a conflict for some of the staff that needed to attend. New board member Ian Stockberger attended as his first official meeting.

The Museum hosted a Raku firing on the front lawn of the Museum as part of its NIACC class partnership. In this method pottery that has been bisque fired (fired once to a hard, dry surface) is then super-heated by natural gas in a metal drum. Once red hot it is put in metal garbage cans filled with paper and sawdust material which burns and creates interesting patterns on the pottery. This is always one of the highlights of the class for the NIACC students.

On November 10th the Museum hosted Eulenspeigal Puppet Theater for their fall performance. This is paid for by a grant from the Bertha Stebbins Charitable Fund. This fall they had 3 showings of the puppet show "*Stories and Cuentos*" which provided entertainment for area children and families. Daytime events were attended by schools, and there was an evening event for families. Bus Subsidies for schools were provided by the 3M Foundation.

The Day after Thanksgiving was a busy day for the Museum. Often area residents are not interested in shopping but still have relatives in town. We are delighted that for many of them bringing family to the Museum has become a tradition.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (27), Kids Club (7 kids), Art Bugs (6 Adults, 6 kids), Learn to Throw (47), Handbuilding (3 adults, 25 kids), You're A Wizard (10 kids), Art in Motion (3 kids), Whimsical Painting (10 adults), Gingerbread House (14 adults, 19 kids)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (59), Kentucky Ridge Outreach (6), Salvation Army Outreach (19), Manly Outreach (7), Girl Scouts Pottery Badge (1 adult, 13 kids)

Specialty Programming:

Programs: Puppet Show (25+21+55 adults, 138+106+59 kids)

Special Event: Board Meeting (6), Other Meetings (3)

Outreach / Specialty Tours:

Groups touring: -- Marion Home School (10 adults, 15 kids)

Outreach locations: Prairie Ridge Outreach (59), Kentucky Ridge Outreach (6), Salvation Army Outreach (19), Manly Outreach (7)

Membership:

343 members

Attendance:

Gallery / Open Studio / Shop: 607

Programs: Puppet Shows (101 adults, 303 kids), Area Show Reception (51 adults, 6 kids)

Outreach: 91

Tours: 25

Rentals: NIACC (39), Art Show rental (14 vendors), Birthdays (36 adults, 51 kids), other rentals (137 adults, 22 kids)

Classroom: 177

Playground: (45 kids, 31 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Cement Work	(1 Cement Work)
Cement Work (Valve Install)	(2 Cement Work (Valve Install))
General Maintenance	(3 General Maintenance)
General Maintenance (Hauling)	(1 General Maintenance (Hauling))
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Hydrant Repair (Paint)	(3 Hydrant Repair (Paint))
Leak Detection	(2 Leak Detection)
Leak Locating	(1 Leak Locating)
Valve Installation	(3 Valve Installation)
Valve Operating	(1 Valve Operating)
Valve Repair	(2 Valve Repair)

Internal Service Division:

Mechanical

Service and repair 1 Building Inspector vehicle

Service and repair 9 fire trucks and ambulances

Service and repair 3 police cars

Repair and service 6 Sanitation trucks, brakes, etc.

Repair and service 6 Street Department vehicles

Repair and service 1 Water Reclamation vehicle

Service and repair 2 Water Utility vehicles

Electrical

Replaced 10 lamps in the Northbridge area

Reprogrammed the time clock for the Southbridge parking lot

Repaired pedestal at 5th and N. Federal due to vehicle accident

Repaired street light at 122 and S. Polk Avenue, replaced with LED

Repaired street light at Hwy. 122 and Grover Avenue

Repaired 2 lights under the 12th Street overpass and 6 on the road surface

Replaced 3 lights with LEDs in the aeration building at Water Reclamation

Repaired wiring for the parking lots and 2nd and S. Pennsylvania

Repaired pump at the Aquatic Center

Repaired emergency lights at Street Department

Replaced 9 ballasts and lamps at City Hall, utility billing and mail room

Replaced ballast in break room at City Hall

Checked heaters at campground shower house

Repaired water heater at pump station 1, Water Reclamation

Repaired wiring at the comfort station

Repaired mag door lock at the campground shower house

Checked generator at campground shelter, repaired siren communication

Replaced 4 lamps in Central Park street lighting, replace 5 lights 1100 block of South Pierce Avenue

Repaired lights at the parking lot at 1st NW and N. Washington

Replaced 2 lamps in City Administrator's office

Inspected portable space heaters needed due to HVAC repair at City Hall

Hung Christmas decorations downtown

Replaced 8 lights in the driveway at the library

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the month: **November** **2016**

Division: Wastewater

- Wastewater treatment:

Monthly Total:	192.37	million gallons
Daily Average:	6.412	million gallons per day
Daily Maximum:	7.163	million gallons per day
Sludge processed	1.66	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4
- assisted WHKS with installation of flow meters
- repaired 3 sanitary sewer box outs

Laboratory Activities:

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

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Repaired sidewalk
- Installed new water heater
- Check all clarifiers for proper oil level for winter
- Installed plow on new pick up
- Installed new DO probe in effluent channel
- Monthly inspections
- Met with WHKS to go over nutrient reduction feasibility report

- Met with FEMA to go over paperwork regarding the flood we had in September
- Cleaned and changed oil in trickling filters
- Gave employees of Metalcraft a tour of plant
- Mongan painting painted the inside of the aeration building
- Hauled 1,804,300 gallons of biosolids to farm land

Sanitation Division:

	<u>November</u>	<u>Year-To-Date</u>
Refuse collected	390.64 tons	4,457.54 tons
Recycling collected	139,780 pounds	1,536,360 pounds
Yard waste collected	348.44 tons	1,449.05 tons
Large item number of stops	40	534
Materials collected:		
Large furniture	21	363
Small furniture	36	481
Tubs & toilets	1	50
Appliances & TVs	16	160
Electronics	0	4
Request for service calls	366	2,778

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Haul dirt for the soccer field project

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep the southwest working our way north west of Mason City

Set up handrails

Continue grubbing brush from the ditches along 12th NW, NE, also ground stumps

Grade alleys as needed

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Assist the sanitation crew in trash collection due to staff reduction

Water and mulch new trees as needed

Pick up trash along roadsides and dead end areas as needed

Remove and trim 50 trees. Routine trimming as needed

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

Finish up storm sewer work for the season, mason creek crossing

Hang Christmas decorations for the downtown organizations

Haul appliances for the Sanitation Department to Larson Salvage in Nora Springs

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Till and add gravel to the walkway at the dog park

Remove broken bench pad at Kentucky Water Tower Park

Install new benches at East Park for Janet Burnett donated by the Gardeners of North Iowa

Clean and pick up dog waste stations

Install new bench in East Park for Eladio Rubalcava donated by children and grandchildren

Clean the basketball court at Monroe Park and East Park

Prepare equipment for snow and ice removal

Trim and remove the lilac bushes along the 19th Street SE trail for clearance

Maintenance on the fence at the dog park

Remove all the trees on the north and south side of the Winnebago River on both sides of the pedestrian bridge

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: November – 2,035; YTD – 23,328

CFS Type	Month Total	Year To Date
Traffic Contacts	291	3,101
Medical	205	2,310
Suspicion	199	2,164
Disorderly/Disturbance	161	1,854
Collision	126	1,132
Animal	122	1,482
Welfare Check	107	1,137
Alarm	78	884
Theft	74	1,000
Harassment	62	653

1st Detail is working with Neighborhood Services to get a good inventory of property issues related to junk vehicles and debris ahead of winter. This is going well and we hope to mitigate many of these issues by notifying property owners and gaining voluntary compliance.

We continue to do extra, directed traffic enforcement in school zones. We are promoting these enforcement projects on social media in an effort gain additional compliance from those traveling through the area. Enforcement actions are taken with drivers who are found to be in violation of the law.

3rd Detail officers followed up on a vehicle burglary case after using trace DNA evidence to identify a suspect. That case was resolved through a plea deal already in process on under charges.

Officers spent some time investigating and tracking down suspect vehicles in some hit-and-run collisions in November. This required time-consuming work that resulted in identifying parties responsible for the damage.

3rd Detail responded to a double homicide on November 17. The suspect was located a short distance from the scene and apprehended after a short foot pursuit. Charges were filed in the incident and the suspect is awaiting trial.

Criminal Investigations

CID had a busy month with some routine work, including four child protection center interviews, several LEIN submissions related to ongoing criminal cases, and the execution of one search warrant.

The entire CID unit was utilized in the double homicide case. We were assisted by the Iowa Division of Criminal Investigation and the DCI Crime Lab. That took several days of follow-up and interviews.

We have begun to more regularly work through cases with the Cerro Gordo County Attorney's Office. We are looking forward to bringing more of a team approach to some investigations as we move ahead. This should also help us to more proactively manage investigator caseloads.

Administration

We were engaged in wide variety of activities this month that really captures what the "overhead work" at the Police Department looks like, outside of patrol. This includes welfare issues related to public health. We served one search warrant and seized several dogs from a local residence. We also worked with city and county partners to white tag a local motel. These actions help to promote public safety by reducing the risk to our community from these hazardous circumstances. We continue to work through nuisance property issues with Neighborhood Services, as well. We also participated in contract negotiations with the Teamsters as we worked to settle a new contract that would take effect at the start of the next fiscal year.

Administrative personnel also attend a wide variety of monthly meetings. This month included Juvenile Drug Court, Youth Task Force, Psychological First Aid Training, CrimeStoppers, and the North Iowa Social Media Breakfast. Several officers from MCPD also participated in the PBIS program at Lincoln Intermediate.

We continue to work on safety programming dealing with active intruders at local businesses and schools. Many in our community are being proactive about their safety and seeking information and guidance as they develop a plan to deal with an emergency.

Our Phase I and II HVAC renovation project is moving along nicely. We have most of the major work done and hope to have the ceiling closed back up around the building by the end of the year. This has been a good next-step as we keep our facility up-to-date.

We continue to interact with our community via social media. We currently have 2,433 likes on Facebook (+65 for the month) and 1,215 followers on Twitter (+37 for the month). This continues to be a popular and convenient way for us to interact with our community and share what we do every day.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, YMCA Board, Friends of the Library and MCPL Morning Book Club. I continue to review grants and prepare for 2017 grant requests and reviewing the budget to prepare for FY2018 budget discussions. I continue to work with Staff to prepare for upcoming Staff member retirements.

I created the January newsletter that will be included in the January 2017 water bills.
The Friends Geranium Sale Pre-Order will be printed in the January 2017 MCPL newsletter.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	129
Tuesday	635
Wednesday	162
Thursday	455
Friday	64
Saturday	384

Total People Served in 2016 through November:	294,949
Total People Served in 2015 through October:	293,112

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

- 706 rounds played at Highland
- Closed the concession for the season
- Mowed greens 6 times
- Blew greens of sticks and leaves each day
- Mowed tees and collars twice
- Blew leaves and picked up 41 loads
- Changed cups and moved markers 9 times

Recreation Special Activities/Accomplishments:

- Finished up paperwork and started to install the new (and improved) 18 Hole Disc Golf Course
- Addressing Winter Staff needs (email/letter)
- Assisted Bandfest committee with paperwork
- Attended the WESLS Advisory Board for NIACC
- Sat in a conference call on topics dealing with our state government and local parks and recreation policies
- Assisted in 8th grade mock interviews
- Assisted in Earth Day Committee
- Assisted the Safety Department
- Finished up all major write ups for the City wide safety walk through
- Gathered information for information request
- Worked on CIP Proposal for FY 2018
- Attempted to recruited an intern for Spring 2017
- Put together the City action plan for the ICAP walkthrough in October
- Attended the Annual Required Drug & Alcohol Training for CDL
- Working with North Iowa Soccer Association on bring a travel tournament for 2017

Highland Park Golf Course Special Activities/Accomplishment:

- Scheduled an business outing for 2016
- New pto bearings in Kubota blower
- Finished spraying broadleaf weeds on front side
- Blew out water lines and greens tees and fairway heads
- Raked traps 3 times
- Mowed mounds once
- Filled and leveled irrigation leak on 18 and seeded
- Cut down 2 large dead Cotton Woods on 2 & 4 rough cut up and clean up
- Cut down dead Oak left on 1 and large Oak front right of 9 tee (rotten at top) cut and clean up
- Pushed back brush pile and leaf pile 3 times
- Sprayed all greens and tees with winter snow mold protection
- Picked up all rakes, garbage cans, flags tee markers at closing inspect and store
- Put loader on John Deere

- Winterized sprayers
- Checked all equipment anti-freeze
- Worked on one cart shed, new springs
- Put up urban hunting signs
- Brought in timing clocks for irrigation system
- Cleaned shop and started disassembly of equipment for winter maintenance
- Checked furnaces
- Removed and stored all drinking fountains
- Dismissed all seasonal employees

Recreation Work to Be Completed in Coming Month:

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

Highland Park Golf Course Work to Done in Coming Month:

- Continue score card marketing
- Develop and start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps, remove debris and fill with soil and seed
- Order parts for winter maintenance
- Renew pesticide license
- Assess all equipment for winter repair and maintenance
- Evaluate all equipment for repairs and maintenance

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Log Volunteer Hours
- Channel 4 (EG Channel) updates and programming
- Adopt A Program review
- Park Watch Review
- Beautification Program review
- Santa Calls recruiting and planning
- Monthly Earth Day Meeting
- Snow Removal Recruiting Central Park
- Lunch with Santa Recruiting

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Park Cleanup	16
Total		16
Elmwood-St. Joseph Cemetery		13.5
Total		13.5
Miscellaneous Projects	Housing Authority	20.5
	Transit Tokens	4
	Police Department	17.75
	Earth Day Meetings	26
Total		68.25
Parks and Streets Projects	Landscaping	36.5
Total		36.5
Grand total		134.25

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- There are currently 24 youth volunteers on the Youth Action Teams at the three high schools. Newman students are reviewing school documents to make sure their policy change regarding vaping is included in all documents and preparing education campaign to students to let them know about the change. MCAHS is brainstorming a project around violence and MCHS has met with the Student Senate to engage them in their project.
- The Youth Coordinator took 3 Alternative High School students to Ames to participate in a planning workshop for the Youth and Shelter Services annual Risky Business Conference.

Health / Safety Focus Areas

- A 2 day training to certify 138 people in Psychological First Aid was co-hosted with Four Oaks in late November.
- The Health & Safety Promise Team met twice during November to work on developing a follow up professional development activity for organizations after they are trained in Youth Mental Health First Aid.
- Positive Action delivery continues for 7th grade students at JAMS.
- 31 people received half of the required Youth Mental Health First Aid certification training at the Forest City School District. The second half of the training is scheduled for February 2017.

Marketable Skills Focus Areas

- The Marketable Skills Promise Team is preparing to conduct interest inventories with iJAG students to identify potential Job Coach matches for the LifeWORKS project scheduled for the second semester.

Relationships / Volunteering Focus Areas

- There are 33 active mentor/mentee matches in Cerro Gordo County (22-Mason City & 11-Clear Lake) and 18 youth waiting for a mentor (14 Mason City & 4 Clear Lake). One new mentor was recruited in November.
- Three new peer mentors were recruited at Newman for a total of 28 peer mentors (17 Newman and 11 MCAHS).
- The Mentoring Coordinator was interviewed on KGLO radio during November.
- She also participated in a peer sharing call with the Iowa Mentoring Partnership and a webinar with the national MENTOR organization.
- The YTF co-hosted workshops for the Mason City Volunteer Center.

Staff/Other

- The YTF CONNECTIONS newsletter and NIPA NEWS e-newsletter were distributed in November.
- The Admin. Coordinator, Youth Coordinator, and Support Staff attended the IDPH Prevention Conf. in Des Moines.

- The Admin. Coordinator participated in activities of the N. IA Domestic Violence & Sexual Assault coalition.
- The Director participated in a steering committee meeting for the Cerro Gordo County Dept. of Public Health strategic plan and in meetings at Francis Lauer Youth Services for the development of a plan for the IA Dept. of Human Services on children's mental health crisis and stabilization services.
- The Director also participated in meetings for the North Iowa Trauma Initiative application team and the Law Enforcement Mental Health Liaison with the MCPD, CG Sheriff, and County Social Services.

MEETING & EVENT SCHEDULE

- Dec. 1 & 15 - MCAHS Youth Action Team meetings
- Dec. 6 & 20 - MCHS Youth Action Team meetings
- Dec. 6 - Relationship/Volunteering Promise Team meeting
- Dec. 8 - NCHS Youth Action Team meeting
- Dec. 13 - YMHFA Instructor meeting
- Dec. 14 - Asset & ACEs Lunch & Learn