

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

December 2016

(Issued January 13, 2017)



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

City Administrator Comments

Mayor and City Council Members,

The Airport Commission received word that the FAA has agreed with their recommendation and has agreed to have Air Choice One provide commercial air service to Mason City for the next four years. The Blue Zones Power 9 Committee is currently preparing the 2017 Blueprint for submission. Deputy Clerk Diana Black has sent the changes to the City Code recommended by staff to clean up old language and improve our code back to Sterling Codifiers for their final update. Staff will do a review of the Code when it comes back and then forward it to Council members to review after that. The plan is to go through a process that will complete review and approval of the Code by the second meeting in June so the changed Code goes in to effect on July 1, 2017. This is a major undertaking but there are many sections of the Code that were outdated and not useful that needed to be modified or deleted. It is customary to do this every 10 years and it has been over 15 since a comprehensive review was done.

The Development Services Department year end numbers show a strong investment in the community this year. There were 476 major and minor building permits taken out this year that represent value of over \$42 million. The permits include 14 new residential construction permits and 352 addition or remodel residential construction permits. Code Enforcement staff recorded 1,268 founded cases this past year for various issues, with 71% of the cases being initiated by City staff. Staff conducted 2,122 rental inspections of all kinds over the last year as well. There were 840 first shift animal service calls this year with a total animal service call volume at 1,589 for all shifts.

Engineering Department is closing out projects completed in 2016 and is beginning design work on projects for 2017. It was a very busy year in engineering with many good and important community projects completed. Finance Department staff continues to work on the new timekeeping system with all hourly City employees clocking in and out each day. Staff is working on fixing the bugs in the system with hopes of getting the set ups complete in the system over the next month. Finance also began to work on the fiscal year budget. The Capital Improvement Project Committee met and ranked projects for inclusion into the budget. The new process worked well at determining the priority projects for the FY 2018 budget. Department directors that served on the committee felt it gave them a better way to impact the decisions on what projects moved forward.

Human Resources staff has been very busy in December and heading in to January conducting testing and interviews for open positions in Operations and Maintenance and Development Services Departments. There are a number of new hires that will be brought forward for approval over the next two months. The Operations and Maintenance Department has been down a number of people due to retirements and resignations over the last three months. The loss of employees has required the transfer of utility crew members to assist with Sanitation Department. Human Resources is working the process as quickly as possible to get them hired so the snow removal crew and Sanitation Division can get back to full strength. Please refer to the monthly report for complete descriptions of the other departments' activities in the month of December.

Sincerely,



Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **December 2016**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2016 – 12/31/2016	18,892 Gallons	300 Buses
Enplaned 703 Deplaned 650		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at December 2016 Airport Commission Meeting 12/12/2016 and Special Meeting 12/19/2016
- Master Plan 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
- US DOT approved four-year contract with Air Choice One

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the January 2017 Airport Commission Meeting
- Winter Snow Removal Operations - Maintenance

Blue Zones Project

Reported by Angie Determan, Coordinator

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Accomplishments & Status

Community Policy –

- Quit Smoking & Smoke Free Multi-Unit Housing Facebook posts,
- 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 on 2nd and final reading, one dept. head (engineering) meeting with .chair & CPM (Community Program Manager)
- Invited to participate as a keynote for the February Bike Summit in Ames sponsored by Healthiest Ames and Ames Bicycle Coalition, one or two A.L.T. Commissioners will participate and Chief Brinkley if his schedule allows (Feb. 17)
- Participated in Zagster webinar learning about bike share programs for small communities
- Attend Iowa Water and Land Legacy information meeting
- Research on two north end community garden opportunities
- Grant reports for water enhancement and school greenhouse (grants total \$176,000)
- Invited to be a key panelist for the Cedar Valley Good Food Network showcasing our strong community garden work (Feb. 8)
-

Schools –

- Communications on spring walk-a-thon and bike safety education for third graders
- Discussion with Newman on implementing School Pledge (follow up visit in January)

Worksites –

- Wellness Works newsletter emailed

Healthy Foods (Grocery/Restaurant) –

- NI Food Coalition agenda prep meeting(s) for January meeting (we lead this month), Incubator Garden/Urban Garden focus group meeting and Charles City public input sessions scheduled for January 18 (BZP co-lead on this priority project)
- Discussion with new restaurant on BZ Restaurant pledge
- Local Blue Zones Restaurant guide printed to be distributed with Journey to Well-being book – also available on City website.
- Continued planning meetings for bi-weekly community cooking classes to be

Item

held at FIRST Church (1st Congregational) 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 hosted a healthy holiday appetizer class at both locations in December.

Engagement –

- December theme – Faith and Family, ways to cut seasonal stress
- 2017, First quarter promo (Healthy Resolutions).
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter (temp. on hold), Worksite Electronic newsletter.
- YMCA to host Winter Walking Moais in partnership with BZP – will be \$25 for 10 week session, free for YMCA members; program launches scheduled for Tues., Jan. 10th at 9am, 12noon, and 6pm. Need committed group leaders to run each moai. Leaders can get 50% off a YMCA membership if they volunteer at least 10 hours a month.
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City
- Potluck Moai promotion currently had 8 worksites participating, Overhead Door of Mason City won the \$50 Hy-Vee gift card
- Discussions with Hy-Vee Drugstore on a possible “Wine @ 5” promotion in the spring

Volunteer Center –

- Radio program 1st & 3rd (program is sponsored by Cerro Gordo County Community Foundation)
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Website - 102 volunteer opportunities are currently active, 35 member organizations are members
- Volunteer Reception Center – facilitating 28E agreement with MCPL on use of the Mason City Room and Pleasant Valley Golf Course in Thornton in the event of a disaster; Scheduling VRC volunteer training for January/February.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at Opportunity Village, IOOF Home.
- Year-end survey has been sent out to member organizations for feedback. Responses due January 10th.
- Presentations: Kiwanis on Dec. 8th; Mason City JayCees on Jan. 17th.
- Volunteer Committee meeting will be held on January 23rd to continue discussion on 2017 impact goals and planning.
- Open seats on Volunteer Committee due to transitions to be filled based on committee brainstorm.
- December Newsletter to members organizations and volunteers sent out week of 12/12/16.
- Planning webinar education event on fundraising

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Power 9 Committee –

- Committee met and is continuing development of the 2017 Blueprint, follow up discussions with EDC on county/community strategic plan.
- Delivery of Community Book delayed due to displacement of our offices
- Discussions and meeting scheduled with Healthways on January 24 to receive Blue Zones Project proposal

Other –

- Weekly staff meetings
- Fielded call from private landowner regarding a possible community garden in the north sector of the city, contacted land owner of another possible location
- Attend YMCA/Mercy strategic planning meeting
- Fielded calls from BZP Fairfield, Cedar Falls/Waterloo, Sioux City

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of December:

- 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 one Special and Closed Council Meeting 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 18 Resolutions and 4 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 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 5 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 \$650.00 in animal license fees and \$450.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Issuance of December Licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: December, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Due to the failure of G8 Development to obtain financing, the City Council voted to rescind the development agreements for the hotel and for the mixed use building. The Council also exercised the reversion clauses, which will transfer the deeds from G8 back to the City. Staff is currently working on a Request for Qualifications to solicit proposals from other hotel developers.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The \$30,000 forgivable loan was disbursed to the owners of Platinum Motors at 145 6th Street SW. Except for some additional landscaping (which is guaranteed through a bond), project is complete. Among the other approved projects, the YK Construction project at 1625 North Federal and the Ashley Inn Motel at 3451 South Federal are also nearly complete. The Council approved a \$15,000 forgivable loan for exterior improvements to the apartment building at 2001 South Federal Avenue, owned by Bob and Joanne Mason.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: Staff is working with the Mason City Board of Realtors to have the property listed on the Mason City Multiple Listing Service. While the listing agent will not receive a payment when the property is sold, the City is offering \$800 to any buyer's agent that brings us a qualified buyer. Although the bidding period for purchasing the home expired on December 15, the bid notice allowed for the bidding period to be extended indefinitely until a qualifying bid is received.

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 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, is delayed until spring. 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. 8) A new restaurant, Z'Mariks Noodles and Bowls, is proposed for the empty store next to Einstein Brothers Bagels. 9) The last open store at Fairgrounds Plaza, just west of Target and the new Panda Express, will be occupied by a new Batteries Plus outlet.

Development Review Committee: 1 meeting held in December: 12/20/16.

DRC Activity	December, 2016	YTD
Total Development Plans Reviewed	2	74
Concept plans reviewed/approved as a Minor Site Plan	0	31
Concept plans to be resubmitted as a Major Site Plan	1	26
Total Concept Plans	1	57
Major Site Plan Reviews Completed	1	17
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.)	0	10
TOTAL ITEMS REVIEWED	2	87

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	December 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	28
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	62
Residential, Accessory Structure	4	60
Signs	5	71
Floodplain	1	2
Encroachment Permits	0	10
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	0	7
Miscellaneous	0	8
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	1

Activity	December 2016	YTD
Land Subdivision Activities:		
Boundary Line Adjustments	0	10
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	1	59
Unfounded	0	5
Founded-Resolved without citation	1	29
Citations	0	0
Open Cases (as of date of report)	13	68
Cases initiated by staff	1	49
Zoning Inspections		
Zoning – Case Request	1	49
Zoning – Violations	0	58
Zoning –Setback	3	60
Zoning - Final	0	31

In addition to the activities noted above, staff from the Planning and Zoning Division completed 758 permit reviews for zoning and floodplain regulation compliance in 2016.

Projects:

- Staff continues to work with students from the University of Iowa on the various IISC projects. An additional project is being added to the program to support the City's update of our Multi-Jurisdictional Hazard Mitigation Plan. A geography class will be completing risk assessments for Cerro Gordo County during the spring semester.
- The Planning and Zoning Manager participated as a judge for the Student Design Competition sponsored by Waggoner & Wineinger Architects.
- Final approval was received from FEMA to construct a disc golf course on property acquired through the City's Flood Mitigation Buyout. The property includes lots on the north side of the Winnebago River along N. Carolina Avenue. Construction of the course began immediately upon approval.
- The Planning and Zoning Manager completed a Community Assistance Visit (CAV) with staff from the FEMA Region VII office and the Iowa Flood Insurance Coordinator. The outcome of the visit was positive. Staff learned of new requirements that must be incorporated into our floodplain management ordinance. Staff also discussed training opportunities at FEMA's training center in Maryland. The City was encouraged to consider joining the Community Rating System (CRS). CRS is similar to the ISO rating system. Communities earn points for engaging in various flood mitigation activities. The points translate into discounts on flood insurance rates in the community. Because of the flood mitigation buyouts and the enhanced floodplain management regulations the City has adopted, they anticipate that Mason City's policy holders could qualify for a

10% discount on their rates. Staff is preparing a summary report on the CRS program and how it would impact Mason City for the Council.

Boards and Commission meeting highlights:

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

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	December, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	14	\$338,950.00	254	\$40,367,093.43
Minor Building Permits	2	\$ 7,500.00	222	\$ 1,870,615.85
Electrical Permits	16		254	
Plumbing Permits	29		159	
Mechanical Permits	29		199	
Sign Permits	5	\$ 4,830.00	70	\$ 219,476.95
Demolition Permits	1	\$ 1,700.00	22	\$ 122,967.00
Structure Moving Permits	1	\$ 500.00	5	\$ 27,500.00
Inspections	December, 2016		YTD	
Number of inspections	129		1,507	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	13	14	352
Multi-residential	0	0	0	1
Commercial	0	3	10	89
Industrial	0	0	0	8
Institutional	0	0	1	1
Other (signs, demo, etc.)	0	7	0	97

BUILDING INSPECTIONS PERMIT REPORT		
Fees Collected	December 2016	YTD
	\$ 5,235.39	\$ 232,218.72

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

On December 23, Neighborhood Services and Transit Manager Pat Otto retired. Pat served the City for 19 years and was a great manager, promoter of Mason City Transit, and a friend to everyone in Development Services. She will be greatly missed.

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	December, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	161	1311
Staff Initiated	95	926
Non-Staff Initiated (total):	33	352
Response to Complaint	18	164
Anonymous Complaint	15	153
SeeClickFix	0	35
Case Request Disposition		
Founded Case Requests	128	1268
Citations Issued	0	6
Cases to Court	0	5
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	19
Dangerous Building	1	14
Abandoned Vehicle	1	13
Tree/Shrub Maintenance	1	34
Garbage	16	284
Inoperable Vehicle	39	218
Junk, Rubbish or Refuse	56	524
Other	5	144
Writ of Removal	7	68
Information Request	0	7
Snow Removal/Weeds & Tall Grass	46	513

Note: In 2016, 71 percent of the code enforcement cases were initiated by staff; the remainder were initiated via complaint or were unfounded.

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	December, 2016	YTD
Initial Inspections	37	429
Reinspections	45	560
5 yr. Inspections	120	1474
Complaint Inspections	18	208
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	40	295
Inspection cancelled by Inspector	0	155
Failed inspections	31	299
Passed Inspections	88	1133
No Shows	9	173
Total # of Inspections	176	2122
Rental Dwelling Certificates Issued	27	920
New Landlord License Issued	8	69
Units White Tagged	3	55

ANIMAL CONTROL

DECEMBER			2016	YTD
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
700	800	=	3	60
800	900	=	10	98
900	1000	=	8	99
1000	1100	=	7	123
1100	1200	=	4	104
1200	1300	=	7	109
1300	1400	=	6	128
1400	1500	=	4	119
1st shift sub total			49	840
1500	1600	=	6	117
1600	1700	=	5	100
1700	1800	=	5	103
1800	1900	=	5	75
1900	2000	=	4	63
2000	2100	=	3	65
2100	2200	=	3	40
2200	2300	=	1	35
2nd shift sub total			32	642
2300	2359	=	1	23
0	700	=	8	77

3rd shift sub total	9	107
TOTAL for Month	90	1589
ARRESTS		
Animal		
Sanitation	0	1
Chase/bite nuisance violation	4	17
Cruelty/Welfare of Animal	1	4
Vicious Animal	0	3
Disturbing the Peace	0	3
No Rabies Vaccination	0	22
No City License	2	17
Animal At Large	0	23
Total People Arrested	7	92
Animal Bites <u>5</u>		79
Wild animal calls <u>10</u>		159
Pickup slips animal count	56	1198

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>
December	7	58%	5	42%	12
Year to Date	38	58%	28	42%	66

Burials in December were 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>
December	4	1	5
Year to Date	33	5	38

Lot sales were slightly lower than projected and niche sales were higher than projected for the month. Lot sales are slightly lower and niche sales are equal to the year to date projections.

Projects - Street improvements will be done in the spring because the contractors were behind with other projects due to the rainy summer and fall seasons.

Administration – Quality checking data in the Cemetery information management system continued. The committee for the 150 year anniversary furthered the plans for a Band Festival Parade entry and a Historic Day at the Elmwood Cemetery. Manager Opheim worked on Capital Improvement requests and the Operating Budget for FY 2018.

Operations – Staff were busy with burials, snow removal, maintaining equipment and using up their vacation time.

Board of Trustees – Board members voted to purchase pallet forks for the John Deere utility tractor to unload and move picnic tables during the set up for the History Walk and to be used in gravestone preservation. Funds raised for historic preservation by the History Walk were used to purchase the pallet forks. The Cemetery's Capital Improvement requests and the Operating Budget for FY 2018 were discussed. The board gave their input and direction on those items.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	2
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	0
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	40
▪ New Installation	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	0
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	122
• Emergency Call-outs	6
• Emergency Call-out after hours	0
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$70.00

2014 Pedestrian Trail Improvements – Phase 2:

A storm sewer intake was relocated and fill was placed in-order to improve the safety at a drop off adjacent to the new trail along North Taft Avenue just north of Highway 122. The contractor

has secured the trail endpoints with fencing and signage, the unpaved trail segments will be completed in the spring.

Monroe Avenue Pedestrian Trail:

The contractor has secured the trail endpoints with fencing and signage, the unpaved trail segments will be completed in the spring.

Downtown Street Lighting Project:

The remaining sidewalk and pedestrian ramp concrete work was completed in the early part of December. Final project quantities are being reviewed. The remaining new downtown traffic and parking signs were also installed.

Union Pacific Railroad Quiet Zone:

The contract and bonds with Mid-Continent Contracting were approved at the December 6th City Council meeting. A preconstruction meeting will be scheduled at a later date and work on this project is planned to begin in the spring.

The City continues to work with the UPRR on a pre-engineering agreement for engineering design for the relocation of equipment from the 9th Street NW crossing to the crossing at 1st Street NW.

North End Improvements Project:

Mid-Continent Contracting has installed the new parking lot light bases, poles and LED fixtures in the City parking lot at North Federal Avenue and 14th Street NW. A new meter pedestal has been installed and the new lights are energized. The disabled parking stall signage was installed in both of the City parking lots included in this project. A final pay request has been prepared and is planned to be included on the January 17th Council Agenda for approval.

South Pierce Avenue and Highway 122 Signal Improvements:

The contract for this project was awarded to Mid-Continent Contracting at the December 6th City Council meeting. Much of the work on this project will be done in conjunction with the Alliant Energy gas main installation under Highway 122. New traffic and street light conduit will be pulled simultaneously under Highway 122 with the new gas mains. Traffic control at this intersection will be coordinated between the City and Aliant Energy's contractor.

Raw Water Pre-Filtering Pilot Project:

Staff in the Water Supply Division continues to sample and analyze those samples 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.

2017 Sidewalk Program:

Engineering Staff reviewed and inspected damaged sidewalks and surveyed pedestrian ramps in a selected area. Preliminary cost estimates are being assembled and once specific project boundaries are established, plans and specifications will be assembled.

2017 Street Panel and Curb Replacement Program:

Engineering Staff reviewed and surveyed several areas of damaged street and curb sections in preparation for the 2017 project. Cost estimates for each repair area are currently being reviewed and preliminary plan assembly is underway.

2017 Street Rehabilitation Program:

Several streets have been reviewed and surveyed in preparation for the 2017 Street Rehabilitation Program. The program targets streets showing signs of heavy wear and minor pavement failure. The streets are overlain with HMA (Hot Mix Asphalt) which preserves and prolongs the life of the original pavement and in many cases reestablishes the gutter flow line. The program addresses utility structures needing to be replaced, relocated or adjusted. The pedestrian ramps within the boundaries of the program will also be replaced and brought into ADA compliance. A review of the surveyed information and preliminary plan assembly is in progress.

2017 Water Main Program:

In preparation for this project, Engineering Staff is reviewing segments of water main within the City's water distribution systems that are aged, have a history of breaks or are undersized. Cost estimates are being prepared for each area and plan assembly will begin soon.

2017 Pavement Marking Program:

Engineering Staff is reviewing the current pavement marking locations for revisions, additions or deletions.

Drainage District No. 17:

The contract work has been completed and a final payment certificate is being prepared. The City Engineer is working with the Consulting Engineer to complete the next steps for reclassification of the district prior to assessing cost to the property owners within the district.

Other Tasks Performed through the Engineering Department:

- Installation of the new underground utilities has begun in the Asbury 10th Subdivision. The Developer hired Navratil Excavating for the installation of new water and sewer mains and services. All of the new water main is in place and tested. Engineering Staff provided inspections, testing services and recorded the location of the new main on the City's GIS system.
- Engineering Staff continues to attend weekly progress meetings with Alliant Energy and their contractors on the Pierce Avenue Gas Main Replacement project. Engineering Staff has been locating city utilities, inspecting street removals and coordinating the staging of the construction with Alliant and their contractor.
- Engineering Staff continued planning with representatives from Alliant Energy and Intercon, the staging and traffic control layout for the Alliant Energy South Pennsylvania Avenue gas main project. Engineering provided pedestrian ramp designs for ramp replacements throughout the project. The project was completed and Pennsylvania Avenue reopened to traffic on January 6, 2017.

Traffic Division:

○ Traffic Control

• Sign work orders	96
• Traffic Sign Orders	1
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	11
• Traffic Signals	
▪ Respond to signal issue reports	9
▪ Perform traffic signal repairs	8
• Iowa One-Call locate reviews	142
• Locate City-owned electrical utilities	8

Other Tasks Performed by Traffic Control:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue
- 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
- Assess damages to street signage during recent snow storm and initiate repairs
- Worked with a secondary contractor to complete the installation of a new light located in the NE parking lot of the Southbridge Mall
- Performed physical count of street signs in stock to bring sign inventory spreadsheet up to date
- Set traffic counters at 15th Street SE & South Louisiana Avenue to compile data. Batteries failed, new parts on order
- Cleaned and temporarily vacated office due to asbestos removal and HVAC upgrade
- Monitored vehicle parking issue on Village Green Drive due to Salvation Army's toy give-away program. Several complaints were received regarding vehicles blocking the roadway, the bus stop and the Menards lumber yard access.

Water Supply Division:

○ Water Production

	<u>October</u>	<u>FY 2017</u>
• Total (gal)	108,599,000	765,697,000
• Daily Average (gal)	3,503,000	4,161,397
• Daily Maximum (gal)	3,835,000	6,865,000*
• Daily Minimum (gal)	2,888,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash Down EDR stacks and perform voltage checks
- CIP #2 EDR train

- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 EDR train
- Service Hardness analyzer at treatment plant

○ Customer Service

• Iowa One-Call locates	125
• Miscellaneous locates	3
• Prepare and send service repair letters	0
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	1
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	4
• Water Main shut down for repairs	0
• Water shut offs for non-payment	18
• Water service re-connects	7
• Assist with installation of Water Meters	5
• Repair Water Meters and collect reading	8
• Deliver Red or Tan Tag	3
• Update shut off data base and maps	10
• Water Service Permit/Inspection	
▪ Repair/Replace	3
▪ New Installation	1
▪ Disconnections	0
▪ Frozen Pipe/Meter	5

○ Meter Department

	<u>December</u>	<u>FY 2017</u>
• Meters Installed	55	775
▪ Industrial	0	0
▪ Commercial	1	18
▪ Residential	54	757
• Meters Repaired	1	6
• Contractor and Garden Meters Installed	1	10
• Meter Reads	11,772	70,627
• Meters Ordered	0	683

Other Tasks Performed through the Water Supply Division:

- Cleaned vent piping on Hypochlorite Generator
- Replaced differential pressure meter EDR #2
- Rebuild air actuator #3 EDR product line
- Repair chlorine analyzer at Eisenhower Tower

- Submitted IDNR Reports
- 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
- Snow removal at plant and outer wells and booster stations

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 December:

Finance

Item	December	Fiscal Year-to-Date
Prepare payable checks	606	3,686
Prepare receivable invoices	56	391
Prepare payroll checks	613	4,657
Certify invoices to County		130
Send letters to State Offset Collections	21	38
Record State Offset collections		\$ 15,225.27
Sort Mail	5,885	18,590
Record ambulance receivables	177	936
Process utility payments	1,894	6,917

- 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 November
- 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

- Train managers and supervisors on Novatime use
- Continue FY 2017-18 CIP budget
- Start FY 17-18 operating budget

Utility Collections

Item	December	Fiscal Year-to-Date
Record ACH activities	26	307
Prepare Utility adjustments	50	310
Estimate billings		-
Issue utility bills	10,793	65,357
Answer phone calls	704	4,517
Respond to voicemail	226	1,391
Complete utility service orders	347	2,027
Complete landlord tasks	40	230
Issue shutoff notices	490	2,887
Process customer paid utility bills	6,027	37,532
Process customer deposits	454	2,769
Replace meters	53	905
Complete monthly sales tax report/hours	3.00	21

Information Systems Coordinator

- Speak to Engineering about new server
- Install new hard drive in Engineering server
- Fix burning issues with computer at PD
- Get with Webb about wireless radios
- Get new switch for PD to RSM for configuration
- Configure new Datalux computers for PD
- Update Adobe, Java, and Silverlight on computer at Recreation department
- Get quote for Surface tablet for FD 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 PD and GIS servers for maintenance
- Check backup settings for Engineering
- Contact Datalux about issue with new mobile and docking station
- Replace switch at PD
- Set up new printer for user at PD
- Look at Image software for Recreation Department

- Check wireless links to Water Rec and Animal Shelter
- Install new licenses on FD server for Firehouse Software
- Order tablet for FD 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 PD
- Look at Youtube issue for Blue Zones
- Get new Car 12 up and running
- Order power injectors for Finance
- Order new hard drive for PD server
- Expand out hard drive capacity for PD Server
- Get with engineering about signs for Generator at City Hall
- Configure new tablet for FD 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 FD
- Get renewal quote for antivirus
- Recreate user profile for user at PD
- Get quote for tablets to FD
- Order tablet parts for FD Chief
- Program PD 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 PD for installation
- Order replacement keyboard for FD
- Order updates for Spam Firewall
- Create shortcuts for new time system on computers
- Reboot government channel computer
- Order part for FD fire truck mount
- Activate new antivirus license
- Get with Water Treatment about computer replacement
- Install software for PD 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 PD user on wireless
- Get with HAPPY to install update
- Reboot City Hall backup server
- Look at WiFi Hot spot for FD Ambulance
- Test wireless connection for mobile time clocks
- Help user at PD with email on his phone

- Start installing new time clocks
- Configure new time clocks once they are mounted
- Trouble shoot connection for Time Clock at PD

GIS Department

Cemetery

- Install newest version of GIS software on laptop
- Discussion with staff about linking lot cards and monument photos in CIMS
- Discussion with consultant about feasibility of linking lot cards and monument photos in CIMS

City Administration / City Clerk

- Answered question if GIS shows an alley vacated at specified intersection using county GIS data

Development Services

- Added historical aerials to GIS project
- Assist adding GIS data to project for staff member
- Discussion about improvements needed to lakes and streams GIS datasets
- Discussed access of data relating to future amendments to various plans including the comprehensive plan
- Assist staff member accessing GIS data when at a different work station

Engineering/Water Treatment/Customer Service

- Troubleshoot plotter settings
- Traffic sign questions
- Import GPS data and assist with technical issues relating to GPS unit. Double checked GPS height.
- Review link between customer service database and service order scanned card
- Received and answered questions relation to pedestrian ramps GIS dataset
- Troubleshoot GIS editing malfunction
- Assist street superintendent relating to storm GIS feature (phone call from field)
- Assisted staff in finding GIS layer that identifies 4" water main

Fire

- Discussion with Fire Marshal about Pre-fire plans and the use of GIS to improve such plans. Also discussed access to GIS in general and future needs.

Finance

- Attended Information Technology meeting
- Discussion with a Safety Committee member pertaining to training schedule
- Assisted IT director when out of the office with following activities: Password reset, coordination with Central Locke on front door automatic lock/unlocking issues, communication regarding the generator, assisted Alliant Energy staff in reading utility meter during asbestos abatement, assist with updates, and review surge protectors after possible power surge

Operations / Water Reclamation/Parks

- Review of software used for CCTV sewer videos
- Connect link between sewer video and GIS feature
- Discussion with utilities superintendent about GIS layer for water main breaks

Police

- Troubleshoot web mapping application on laptop
- Prepared large format map for a case

Recreation

- Updated recreation trails map
- Provided map of various parks to superintendent

General

- Edits to road centerlines, multipurpose trail, and landmarks GIS layer
- Aerial photography and street level imagery discussion with consultants and county staff
- Update GIS software to newer version on several computers

January initiatives

Finance Department

- Work on December 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
- Continue FY 17-18 CIP budget
- Continue FY 17-18 operating budget
- Continue timekeeping training for City managers and supervisors

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

- Finish upgrading GIS software to computers
- Finish updating city park maps
- Planning for aerial photography project
- Import GPS data for utilities
- Assist with tree inventory project
- Participate in quarterly IT meeting
- 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

Fire Department

Reported by Al Dyer, Fire Chief

	Month	CYTD	CY2015	% Diff
Personnel Hours Worked				
Battalion	6,819.50	85,475.50	80,382.75	6%
Office/Administrative	762.75	11,313.00	10,911.25	4%
Overtime Hours				
Fire	257.25	2,245.25	2,062.50	9%
EMS	438.50	5,111.25	6,340.50	-19%
9-1-1 Calls/Emergency Calls				
Fire	73	764	608	26%
EMS	352	3,798	3,729	2%
Non-Emergency Calls				
Fire	6	87	62	40%
EMS	90	1,187	1,262	-6%
Personnel Training Hours				
On-Site	242.00	6,400.25	n/a	
Off-Site	0.00	942.00	n/a	
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	94	1,157	621	86%
Existing Building Inspections	52	1,046	500	109%
Plan Review	8	143	130	10%
Fire Investigations	2	21	24	46%
Community Involvement				
Public Tours of the Fire Station (Number)	1	30	20	50%
Public Fire Safety Appearances/Trainings (Number)	5	149	92	62%
EMS/Fire Student Ride Along	64.00	1,159.75	792	46%
Preceptor Training Hours				

Significant Fire Calls

118 13th St NE – December 10, 2016 – The Department was saddened by the loss of life at this house fire. No smoke or other detectors were present.

Other Significant Events

Mason City Fire Department responded to 5,836 called during 2016 – a 3% increase from 2015. The Department also saw a 12% decrease in its overtime hours in 2016 compared to 2015.

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 & Maint	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: Created external Civil Service list; Preparing to interview candidates externally - Swing Worker: Hired 1 new employee - Lead Collector - Sanitation: Posted vacancy internally and awarded bid pending Council approval - Youth Task Force Director: Met with selection committee to begin preparations for job search in early 2017 - Transit Driver - Dev Services: Continuing recruitment for applicants
Positions Filled:	<ul style="list-style-type: none"> - Hired 1 Swing Worker & 2 Seasonal employees, processed new Councilman

Turnover:	- 1 retirement, 1 resignation full-time employee, 1 resignation part-time employee, eliminated part-time temporary position
Employee Orientations/exit interviews:	- 3 employee orientations conducted
Civil Service Commission:	- Conducted testing on two lists, held one meeting conducted during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No new activity - Teamsters: No new activity - AFSCME: 1 grievance dropped
Labor Negotiations/Relations:	- Fire: Met once in labor negotiation sessions - Teamsters: Council ratified labor agreement. Met once in post-negotiation session - AFSCME: Processed contract extension with Council ratification
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 HSA enrollment for affected employees

Employee Involvement

Activity

Wellness Activities:	- Working with Deputy Clerk/Wellness Coordinator on upcoming activities
Retirement Celebration	- Conducted 2 retirement celebrations for 3 employees

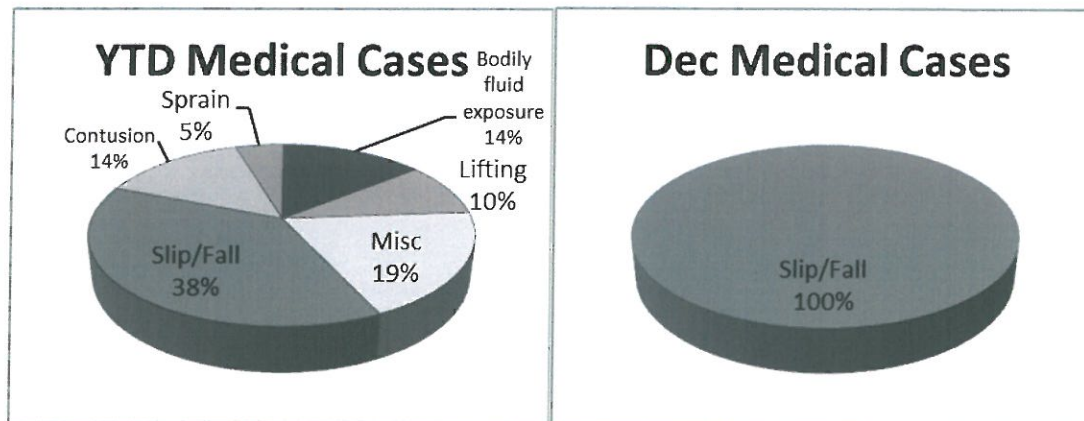
Government Efficiency

Activity

RPI Activity:	- Exploring new continuous improvement ideas with City Administrator
Timekeeping System	- Attended supervisory training for new time-keeping system
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
Professional/Community Support	- Attended Winter IaPELRA conference - Attended local HR Association board meeting

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	1	22	34
# of OSHA Injuries	1	21	27
# of Days Missed	11	187	145
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: December 2016

Routine Activities:

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

The Museum custodial staff worked to keep the walk ways and driveway clear of snow obstructing the facility, as well as general care to the facility related to winter conditions: increased cleanup of sand and grit, daily checks of the sidewalk and areas where freezing could occur, checking reserves of winter supplies.

Decorating the Museum for the holidays was coordinated by the staff and done by volunteers. The Museum puts up 2 trees, has decorative pots on the exterior, as well as a door wreath and banister decorations. This enhances the holiday programing at the MacNider.

The Museum and many many volunteers put on the two events: MacNider: Off the Clock and also the Holiday Open House. The Dettmer and MacNider families were the sponsors of these two programs, which drew huge crowds to the Museum. For the Friday event Sam Crosser played a variety of holiday tunes while visitors enjoyed the Museum's exhibits. The next day, many volunteers dedicated their time to assist with 5 crafts that were made by children. Over 1,000 cookies were baked by volunteers to hand out to children and adults that day.

The Museum hosted a number of rentals including family reunions and Christmases, staff Christmas parties, and other gatherings for the holidays. One of the biggest hits for the month was a parent and child class to make gingerbread houses.

Classes offered:

Classes offered: Lunch 'n' Learn (n/a), Kids Club/Holiday Open House (253 Adults, 264 kids), Art Bugs (8 Adults, 6 kids), Learn to Throw (26), Handbuilding (1 adult, 7 kids), Santa's Little Helper (1 adult, 5 kids), Cards & Ornaments (5 adults), Winter Break Fun Day (19 kids)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (50), Kentucky Ridge Outreach (4), Salvation Army Outreach (20), Manly Outreach (9)

Specialty Programming:

Programs: Holiday Open House (253 Adults, 264 kids)

Special Event: Board Meeting (n/a), Holiday Off the Clock (108)

Outreach / Specialty Tours:

Groups touring: -- n/a

Outreach locations: Prairie Ridge Outreach (50), Kentucky Ridge Outreach (4), Salvation Army Outreach (20), Manly Outreach (9)

Membership:

342 members

Attendance:

Gallery / Open Studio / Shop: 376

Programs: Off the Clock (108 adults), Holiday Open House (253 adults, 264 kids)

Outreach: 83

Tours: 0

Rentals: NIACC (35), Farm Bureau (38), Mercy (17 adults, 15 kids), Birthdays (6 adults, 10 kids)

Classroom: 78

Playground: (94 kids, 61 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Bacteria Samples	(1 Bacteria Samples)
Cement (Valve Repair)	(1 Cement (Valve Repair))
Cement Work (Main Repair)	(1 Cement Work (Main Repair))
Hauling	(2 Hauling)
Hydrant Repair	(5 Hydrant Repair)
Leak Detection	(1 Leak Detection)
Snow Hauling	(3 Snow Hauling)
Snow Plowing	(6 Snow Plowing)
Time Clock Training	(1 Time Clock Training)
Water Main Repair	(1 Water Main Repair)
Water Main Tap	(1 Water Main Tap)
Water Service Repair	(1 Water Service Repair)

Nine days out of the month, one man from the Utility Crew had to fill in at Sanitation and one day two men assigned to the Utility Crew were transferred to the Sanitation Department to cover for them. Part of the month was taken up by crew plowing or hauling snow from their assigned snow routes. A large amount of time was spent on trying to figure out the time keeping system.

Internal Service Division:

Mechanical

Snow removal as needed

Service and repair 2 building inspector vehicles

Service and repair 2 fire trucks and ambulances

Service and repair 5 police cars

Repair and service 2 Sanitation trucks, brakes, etc.

Repair and service 27 Street Department vehicles

Laboratory Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Hand aeration building painted by outside contractor
- Removed recirc pump and rebuilt
- Installed new raw sampler
- Repaired several drip traps
- Repaired sump pump in preair basement

Sanitation Division:

	<u>December</u>	<u>Year-To-Date</u>
Refuse collected	441.72 tons	4,899.26 tons
Recycling collected	159,720 pounds	1,695,080 pounds
Yard waste collected	0 tons	1,449.05 tons
Large item number of stops	42	576
Materials collected:		
Large furniture	25	388
Small furniture	42	523
Tubs & toilets	2	52
Appliances & TVs	12	172
Electronics	0	4
Request for service calls	250	2,778

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Repair and maintain equipment as needed after snow and ice removal

Snow and ice removal as needed

Haul snow from the downtown area

Pick up dead deer as needed

Install repainted handrails at Hwy. 122 and S. Carolina

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

Haul sand to replenish stock for ice control

Repair signs as requested by Engineer's office

Sand alleys and streets after rain and ice on Christmas Day

Assist the sanitation crew in trash collection due to staff reduction

Remove ice build-up from various sump pump drains around town approximately every 3-4 days

Pick up trash along roadsides and dead end areas as needed

Remove and trim 5 trees, routine trimming as needed

Split wood for stock for the campground for next summer

Haul fill and rebuild berms at the gun range for the Police Department

Haul leaves to dump site near Plymouth

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

Install bench for the Nettleton Group near shelter 2 in East Park

Remodel warming house at the Ray Rorick skating rink, remove overhead door, install wall

Remove the trees along the bridge at 15th Street SW and S. Pierce

Clean and pick up dog waste stations

Remove snow and ice on the downtown sidewalks, parking lots, bridges, park trails, etc.

Set up barricades for the dam construction in East Park

Make ice on the Ray Rorick ice rink

Haul snow from the downtown area before Christmas

Trim trees at the Black Pit and for the new Disc Golf Course

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 2,008, YTD – 25,336

CFS Type	Month Total	Year To Date
Traffic Contacts	324	3,425
Medical	253	2,562
Collision	140	1,273
Suspicion	126	2,288
Disorderly/Disturbance	109	1,963
Welfare Check	104	1,241
Animal	89	1,571
Alarm	86	970
Theft	85	1,086
Parking	76	584

Many officers from our department were involved in assisting a homeless, disabled man who found his way to Mason City. This involved several involvements while trying to assist him in receiving services. Ultimately, we were able to get him transportation to a warmer climate after attempts to help him locally were refused. We appreciate the support of the community as we worked to find a good solution to this challenge.

We had a homicide on December 2 that was secured quickly by patrol and then investigated by the Criminal Investigation Division. A suspect was quickly identified and charged. The weapon was recovered. The case is now pending trial.

3rd Detail officers responded to a marijuana odor complaint and discovered a 9mm handgun in plain sight at the residence. The gun was seized and traced back to the original owner through purchase records. There will be no charges at this time.

Officers responded to an increased number of collision reports this month as winter weather returned in full force. We hope that by now drivers have been reminded of what it's like to drive in winter weather conditions, that number will return to a more reasonable monthly average.

Criminal Investigations

CID completed the murder investigation that happened on December 2. They also assisted with the fire investigation that claimed the life of a three-year-old on December 10.

During the month, CID personnel served four search warrants, conducted four child protection center interviews, submitted three cases to the Law Enforcement Intelligence Network, and completed an overdose death investigation. They also obtained a federal indictment for child

exploitation and completed one missing person investigation. An arrest was also made in a child sex abuse investigation.

CID obtained a new surveillance and tracking device and completed training on it with the vendor. This should be a useful tool in future investigations that will be a force multiplier for us.

Administration

Crime Prevention

Our social media accounts continue to be a successful way for us to interact with our community. We continued to receive information on cases from people who reach out to us. We picked up 43 new followers on Twitter in December for a new total of 1,258. Facebook also continued to increase as we picked up 355 new page likes for a total of 2,788.

We are continuing to engage in discussions with local schools about the A.L.I.C.E. program and its response to violent intruder training. Officer Jeremy Ryal made a presentation to the Clear Lake Rotary Club on this topic as well.

Officers are continuing to spend time in/near schools with the aim of improving traffic and pedestrian safety at the start/end of the school day. This included some extra time on North Pierce Avenue in the construction area near Hoover Elementary.

We are beginning preparations for our next Citizen Police Academy and are excited to have the opportunity to add Clear Lake PD to the mix. We are looking forward to having the additional agency involved.

Administration

We completed the Capital Improvement Project (CIP) budget submission for the next fiscal year. One important piece of this submission is an upgrade in our computer-aided dispatch (CAD) and records management software (RMS). We are looking at an upgrade to Zuercher Suite that would allow us to make better use of data and to better manage the information we have. It would also allow us to tailor the software to our workflow. We have also begun the capital budget process and are looking at ways to be efficient and cost-effective as we provide police services to our community.

We completed the year end audit on property and evidence. The results of that were very good and we are working to refine a couple of internal processes. We seized an unusually high number of bicycles this year, so storage space is tight and we are working to return as much property to owners as we can.

Our department is continuing to work through what it looks like to have a mental health advocate who can assist in the lives of those who suffer from mental illness and who commonly come into contact with law enforcement. We are moving forward with the Cerro Gordo County Sheriff's Office and Cerro Gordo County Social Services to build a program to put into place that will help us to make good interventions that reduce the patient contact with law enforcement.

We are looking forward to serving our community in 2017 and being a community partner.

Public Library

Reported by Mary Markwalter, Library Director

This past month all library staff have been working on special displays for the coming months and programming. The Library Staff has been preparing for the retirements of Terry Harrison and Joyce Colombo; reassigning work and assessing current and future staffing needs for the library.

The Friends of the Library are preparing for the upcoming annual geranium sale and Women's History Month programming in March 2017. The Library Director is writing grants for programming and equipment for the coming year. The Library received a Historic Preservation grant from the State of Iowa HRDP and will be working on preserving some special collections in the Archives this year. The Mason City Public Library Foundation gave matching funds to the library so that the library could apply for the HRDP grant. The Library Director raised funds this past year in order to replace all of the library staff and patron computers and to purchase a replacement self checkout station. So far, 10 public access computers have been replaced and a plan is being devised for replacement of all other computers and the self checkout station. It's a big job.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Little Chefs Camp
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- NIACC and Recreation Basketball Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	95
Tuesday	356
Wednesday	139
Thursday	402
Friday	89
Saturday	307

Total People Served in 2016: 301,333

Total People Served in 2015: 299,498

*0.61 increase in the people service in 2016

Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing

Recreation Special Activities/Accomplishments:

- Explored social media and email marketing options
- Hired, safety trained, and gave hands on training to 5 new staff
- Explored social media and email marketing options
- Addressing Winter Staff needs (email/letter)

- Sat in a conference call on topics dealing with our state government and local parks and recreation policies
- Called 102 children for our Santa Calls Program
- Hosted 33 participants with Lunch with Santa
- Held 5 different staff meetings for upcoming programs
- Ran a little chefs cooking class
- Attended the North Iowa Sports Authority Meeting
- Work on CIP Proposal for FY 2018
- Gathered information for information request
- Assisted in 8th grade mock interviews
- Attended the Nebraska Parks and Recreation State Conference (free)
- Gave Board Member Levenhagen tours of all CIP sites
- Attended training and started to implement a new city wide time keeping system
- Worked on MacNider Camp Ground contract
- Assisted on a number of Safety Issues with the city

Highland Park Golf Course Special Activities/Accomplishment:

- Started working on created a in house score card
- Started working on selling marketing on our score cards
- Worked on an agreement with CENT for an ATM located in the club house

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Adult Basketball
- Run Adult Volleyball
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Continue to collect community input meeting on the East Park Place Disc Golf Course
- Host the Annual Ice Fishing Derby January 14th
- Run the Kids Karvinal January 21st

Highland Park Golf Course Work to Done in Coming Month:

- Continue tee box marketing sales
- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings and seals in 04 4-bolt greens reels
- Assess for worn, damaged parts bearings, frames etc.
- Grind reels and bed knives on all reel mowers
- Selling advertising on scorecard
- Remodel of concession stands sink to add a soda gun (paid by Pepsi Co)

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day Meeting
- Volunteer Center Meeting
- Santa Calls Event
- Lunch with Santa Event
- Prepare for Martin Luther King Jr. Day Event
- Hour Logs
- Season Report for Beautification
- Grant application for Beautification 2015

Projects/Programs Completed or Ongoing:

Department	Assignment	Hours
Recreation	Santa Calls	27.5
	Lunch with Santa	2
Total		29.5
Earth Day Committee	Meetings	18
	Repurposing class	10
Total		28
Miscellaneous Projects	Housing Authority	20.5
	Transit Tokens	4
	Police Department	25.25
Total		49.75
Grand total		107.25

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. Alternative High School students are working on a project to educate peers and parents about mental health. Mason City High School students are partnering with the Student Senate on a project called "I CARE" week.

Health / Safety Focus Areas

- The Director facilitated the final planning meeting between County Social Services, the Mason City Police Dept. and the Cerro Gordo County Sheriff's Office for the implementation of a Law Enforcement Mental Health Coordinator.
- The Youth Mental Health First Aid Instructors met on Dec. 13 to plan the 5 workshops scheduled for January-March 2017.
- The Director participated in planning meetings with Francis Lauer Youth Services and others to develop a plan for children's mental health crisis and stabilization services to be submitted to the IA Dept. of Human Services.

Marketable Skills Focus Areas

- The Marketable Skills Promise Team began recruiting mock interviewers for an activity with the 8th grade class at John Adams scheduled for January. Brian Pauly is leading this effort.

Relationships / Volunteering Focus Areas

- There are 34 active mentor/mentee matches in Cerro Gordo County (22-Mason City & 12-Clear Lake) and 16 youth waiting for a mentor (12 Mason City & 4 Clear Lake). One new mentor was recruited in Dec.
- A total of 28 peer mentors are active in Mason City (17 Newman and 11 MCAHS).
- The Mentoring Coordinator met with the Jaycees president to discuss mentoring involvement.
- Volunteers on the Relationships/Volunteering Promise Team met on Dec. 6 to plan Mentoring Month in Jan.
- Gift bags with personal care products were distributed to all mentors to give to their mentees during Dec.

Staff/Other

- The Director and the Executive Committee search committee members met with the City HR department to plan for advertising and interviewing to replace the retiring YTF Director.

- The Director conducted a positive youth development lunch and learn, entitled “Assets & ACES”, on Dec. 14 attended by 12 community adults.

MEETING & EVENT SCHEDULE

- Jan. 3 & 17-MCHS Youth Action Team meetings
- Jan. 5 & 19-MCAHS Youth Action Team meetings
- Jan. 12 & 26-Newman HS Youth Action Team meetings
- Jan. 18-Executive Committee meeting
- Jan. 25-All Promise Teams meeting
- Jan. 27-Building Relationships on-line Positive Youth Development Training