

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

January 2017

(Issued February 17, 2017)



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

City Administrator Comments

Mayor and City Council Members,

The City Council approved two CoRL Loan applications at the last council meeting. Staff continues to market the program to encourage development of the corridors along Federal Avenue and portions of Highway 122. The NHANS house is listed with a realtor and available for purchase. Anyone interested in the potential purchase of the house should contact Development Services at 421-3626. The Iowa Initiative for Sustainable Community will host an open house on March 2, 2017 at the Mason City Room to show the progress they have made on Comprehensive Plan Update and the Sustainability Plan. The open house will be another opportunity to provide feedback and direction as the goals, objectives and implementation steps are developed.

The Engineering Department finalized a pre-engineering agreement with the Union Pacific Railroad authorizing them to begin work on plans for the relocation of equipment from 9th Street NW to 1st Street NW. A preconstruction meeting with the contractor hired by the City will be scheduled in February or March. Contract work will begin as soon as possible in the spring pending the Union Pacific's schedule. Field and design work continues for the sidewalk program, street panel and curb replacement program and the street rehabilitation program.

Engineering is also working with two engineering student groups on projects as part of the Iowa Initiative for Sustainable Communities partnership program. The two projects selected are the Rehabilitation and Reuse of the South Federal Avenue Fire Station and the Replacement of the 12th Street NW Bike trail extension. City staff will coordinate the project development and expectations for the engineering studies.

The utilities division found 6 frozen fire hydrants that required thawing in January. The steamer was used to thaw out the frozen hydrants. It is a slow process but is effective in allowing the hydrants to flow again. They also had one water main repair that required repairs on a Sunday afternoon. The crew came in and completed the needed repairs to limit property damage and customer interruption.

The Police Department is getting ready to promote the Citizen Police Academy for 2017. The MCPD is going to work with the Clear Lake PD and Cerro Gordo County Sheriff's Department to give the participants a better understanding of the various departments in the county. The Police Department is also working with the Mason City School District to provide training to school staff to improve their ability in crisis response situations.

The Recreation Department ran our sixth annual Ice Fishing Derby at Big Blue with approximately 400 participating. They also ran our 27th annual Kids Carnival at Southbridge Mall with approximately 650 participating with 19 community partners. The Park Board renewed its contract with Larry and Karen Anderson as the MacNider Campground managers. The City has seen steady growth in utilization of the campground under their management.

Sincerely,



Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **January 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 1/1/2017 – 1/31/2017	16,562 Gallons	300 Buses
Enplaned 474 Deplaned 494		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at January 2017 Airport Commission Meeting 1/9/2017
- Received Bids on Terminal A/C Unit Replacement Project (State Grant)
- Approved and Executed Airport Farm Leases
- Worked on Preliminary Capital Improvement Budget

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the February 2017 Airport Commission Meeting
- Continue working on Operating Budget
- Work on Media Marketing Campaign
- Winter Snow Removal Operations - Maintenance

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Quit Smoking radio ad
- Active Living and Transportation Commission rescheduled meeting, communications and push out of various opportunities and resources, agenda prep, research and prep for meeting
- Healthy Hometown Founder City Entry signage received

Schools –

- Communications and scheduling of bike rodeo and bike safety education for third graders

Worksites –

- Wellness Works newsletter being developed focusing on Governors Give Back Challenge, Iowa Culture App, In Plain Site exercise
- 40th worksite validation review scheduled for this week, four new worksites will begin work on pledge after meeting

Healthy Foods (Grocery/Restaurant) –

- Partnering with Hy-Vee to host Wellness Wednesday food demo on 2/22 to promote the importance of legumes. Customers will sample bean/lentil chips and hummus (subject to change) and be reminded of Plant Slant concepts, including eat beans every day.
- North Iowa Food Coalition – led January meeting as a Core Group co-chair, participated in February agenda prep meeting,
- Assisted in facilitation of focus groups in Charles City surrounding priority project/incubator gardens

Engagement –

- 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.
- Winter Walking Moais at the YMCA started – we currently have three groups who are open to additional participants! It is free for YMCA members and \$25 for 10 week session for others; Leaders can get 50% off a YMCA membership if they volunteer at least 10 hours a month. Current 10-week session will wrap up mid-March

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO
- KCMR Volunteer Corner weekly segment sponsored by Mason City

Item

Motors/Brian Taylor – year long opportunity

- Website - 102 volunteer opportunities are currently active,
- 35 member organizations; Recent meetings with Central Gardens of North Iowa and Youth for Christ; continue to meet with existing members to renew memberships (some a bit delayed due to recent displacement)
- Volunteer Reception Center – working on finalizing sites in Mason City (28E Agreement) and Thornton; Scheduling VRC volunteer training for March 29.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at Youth Task Force, NAMI, Partnership for a Tobacco Free Cerro Gordo County, Lime Creek Nature Center, IOOF Home, MacNider Museum, etc.
- Year-end survey of members revealed strengths and weaknesses of MCVC. Most members were positive about their experience and our ability to increase awareness about volunteer needs in our community, areas of improvement - number of volunteer matches
- Presented to Mason City JayCees on Jan. 17th; Lunch & Learn at Trinity in MC scheduled for April 20th.
- Volunteer Committee meetings are on-hold until decisions about the future of the project, and the blueprint are finalized.
- Open seats on Volunteer Committee due to transitions to be filled based on committee brainstorm.

February Newsletter to members organizations and volunteers to be sent out next week. Here's a sample of the January Volunteer Newsletter:

<http://eepurl.com/cs9ULn>

Power 9 Committee –

- Committee continues to meet and discuss 2017 Blueprint and recertification and Healthways proposal

Other –

- Relocated to City offices
- Weekly staff meetings
- Attend NIC EDC Vision North Iowa
- Fielded calls from BZP Fairfield, Cedar Falls/Waterloo, Sioux City
- Legislative forum with Senator Ragan and Representative Steckman

Upcoming Dates:

Feb. 8 - panelist for the Cedar Valley Good Food Network showcasing our strong community garden work

Feb. 17 - Healthiest Ames and Ames Bicycle Coalition presenter

Feb. 22 – Wellness Wednesday demo with Hy-Vee West dietitian

April 20 – Trinity Lutheran Lunch and Learn on MCVC

May 13 – bike rodeo (rain date/May 20)

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of January:

- 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 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 17 Resolutions and 3 Ordinances based on various requirements
- Submission of final 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 2 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 \$590.00 in animal license fees and \$400.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Compilation of Licenses for March

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: January, 2017

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: A Request for Qualifications was sent to approximately 140 US and international hotel operations and development companies, to attract a developer for the hotel element of the Reinvestment District program. Responses to the RFQ are due March 1.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The \$30,000 forgivable loan was disbursed to the owners of YK Construction project at 1625 North Federal Avenue. The CoRL Loan Review Committee met on January 10 to consider two new loan requests: \$30,000 for renovation of the former Quaker Church at 146 6th Street SW and \$23,389.20 for parking lot improvements and an addition to Mary Kay's Grooming Station at 1520 North Federal Avenue. These requests will come before the Council in February.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The Mason City Board of Realtors sent us a list of all member realtors, which was used to send a request to most of the area real estate agents, requesting their help with listing the property at 430 1st Street NE. Three responses were received. Vicky Ballantyne of ReMax is a newly licensed agent who has not yet posted any listings. She volunteered her help as an opportunity to gain experience. The listing agent will not receive compensation. However, if a buyer's agent brings a qualified buyer to closing, the City is offering an \$800 bonus to that agent. The property is now listed by ReMax and we are hoping that there will be more activity as a result.

Iowa Initiative for Sustainable Communities Projects: The School of Urban and Regional Planning graduate students working on the Comprehensive Plan Update and the Sustainability Plan will hold an Open House on March 2, 2017, from 6:00 to 8:00 PM in the Mason City Room of the Public Library. This will be an opportunity to see the progress of the projects and for the public to provide feedback and direction as the goals, objectives and implementation steps are developed.

Developments: 1) The following are nearly completed: Good Shepherd Independent Living, 300 block of 1st Street NE; Prairie Ridge Treatment Center at 320 North Eisenhower; Cerro Gordo Farm Bureau office, on the east side of South Taft Avenue at Skyline Drive; Panda Express, just east of the Starbucks/Great Clips development 2) 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. 3) 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. 4) The new Pasta Bella is under construction on 4th Street SW, just east of Best Buy. 5) A new restaurant, Z’Mariks Noodles and Bowls, is proposed for the empty store next to Einstein Brothers Bagels. 6) 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.

Other Items of Interest: Interviews for the new Transit Operations and Safety Manager were held in January. After deliberation and background checks, this position was offered to Dylan Schulte. Dylan is currently a Recreation Programmer with responsibility for the Aquatic Center and the Day Care Program. He will begin his new duties on February 21. We are excited to have Dylan join Development Services.

Development Review Committee: 2 meetings held in January: 1/3/17 and 1/31/17.

DRC Activity	January, 2017	YTD
Total Development Plans Reviewed	2	2
Concept plans reviewed/approved as a Minor Site Plan	2	2
Concept plans to be resubmitted as a Major Site Plan	0	0
Total Concept Plans	0	0
Major Site Plan Reviews Completed	0	0
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	0
TOTAL ITEMS REVIEWED	2	2

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	January, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	0	0
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	0
Residential, Accessory Structure	1	1
Signs	7	7
Floodplain	0	0
Encroachment Permits	0	0
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	0
Planning and Zoning Cases:		

Activity	January, 2017	YTD
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	3	3
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	0	0
Unfounded	0	0
Founded-Resolved without citation	0	0
Citations	0	0
Open Cases (as of date of report)	5	5
Cases initiated by staff	0	0
Zoning Inspections		
Zoning – Case Request	0	0
Zoning – Violations	0	0
Zoning –Setback	2	2
Zoning - Final	2	2
Permit Reviews		
Zoning Reviews Completed	14	14
Floodplain Reviews Completed	19	19

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	January 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	7	\$ 246,241.03	7	\$ 246,241.03
Minor Building Permits	2	\$ 30,978.56	2	\$ 30,978.56
Electrical Permits	9		9	
Plumbing Permits	20		20	
Mechanical Permits	76		76	
Sign Permits	8	\$ 10,340.00	8	\$ 10,340.00
Demolition Permits	2	\$ 97,348.00	2	\$ 97,348.00
Structure Moving Permits	0	0	0	0

BUILDING INSPECTIONS PERMIT REPORT				
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	4	0	4
Multi-residential	0	0	0	0
Commercial	0	5	0	5
Industrial	0	1	0	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	10	0	10
Inspections	January 2017		YTD	
Number of inspections	103		103	
Fees Collected	\$ 5,429.70		\$ 5,429.70	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	January, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	76	76
Staff Initiated	34	34
Non-Staff Initiated (total):	42	42
Response to Complaint	24	24
Anonymous Complaint	14	14
SeeClickFix	4	4
Case Request Disposition		
Founded Case Requests	70	70
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	6	6
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	1
Dangerous Building	1	1
Abandoned Vehicle	0	0
Tree/Shrub Maintenance	3	3
Garbage	23	23
Inoperable Vehicle	7	7
Junk, Rubbish or Refuse	12	12
Other	14	14
Writ of Removal	9	9
Information Request	6	6
Snow Removal/Weeds & Tall Grass	38	38

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	January 2017	YTD
Initial Inspections	28	28
Reinspections	49	49
5 yr. Inspections	117	117
Complaint Inspections	26	26
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	23	23
Inspection cancelled by Inspector	11	11
Failed inspections	33	33
Passed Inspections	75	75
No Shows	00	00
Total # of Inspections	171	171
Rental Dwelling Certificates Issued	8	8
New Landlord License Issued	1	1
Units White Tagged	6	6

ANIMAL CONTROL

JANUARY		2017	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		CALLS	YTD
700	800	= 4	4
800	900	= 2	2
900	1000	= 3	3
1000	1100	= 6	6
1100	1200	= 4	4
1200	1300	= 6	6
1300	1400	= 4	4
1400	1500	= 4	4
1st shift sub total		<u>33</u>	<u>33</u>
1500	1600	= 5	5
1600	1700	= 5	5
1700	1800	= 3	3
1800	1900	= 4	4
1900	2000	= 3	3
2000	2100	= 1	1
2100	2200	= 2	2
2200	2300	= 1	1
2nd shift sub total		<u>24</u>	<u>24</u>

JANUARY		2017		YTD
ANIMAL CALLS FOR SERVICE				
2300	2359	=	0	0
0	700	=	5	5
3rd shift sub total			5	5
TOTAL for Month			62	62
ARRESTS				
Animal Sanitation				
Chase/bite nuisance violation			1	0
Cruelty/Welfare of Animal				0
Vicious Animal			1	0
Disturbing the Peace				0
No Rabies Vaccination			2	0
No City License (approx)			2	0
Animal At Large				0
Total People Arrested			6	6
Animal Bites			5	5
Wild animal calls			3	3
Pickup slips animal count			48	48

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	0
▪ New Installation	0
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Installation	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	71
● Emergency Call-outs	5
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	1
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
● Permit Fees collected	\$90.00

2014 Pedestrian Trail Improvements – Phase 2:

Trail endpoints are secured with fencing and signage. The unpaved trail segments will be completed in the spring.

Monroe Avenue Pedestrian Trail:

Trail endpoints are secured with fencing and signage. The unpaved trail segments will be completed in the spring.

Downtown Street Lighting Project:

Final project quantities are being reviewed and closeout documents are being assembled.

Union Pacific Railroad Quiet Zone:

The Engineering Department finalized a pre-engineering agreement with the UPRR authorizing them to begin work on plans for the relocation of equipment from 9th Street NW to 1st Street NW. A preconstruction meeting with the contractor hired by the city will be scheduled in February or March. Contract work will begin as soon as possible in the spring pending the Union Pacific's schedule.

North End Improvements Project:

All work has been completed and final payment was approved at the regular meeting of the City Council on January 17th.

South Pierce Avenue and Highway 122 Signal Improvements:

The project remains on hold awaiting Alliant Energy's directional drilling contractor. The signal conduit is planned to be installed under Highway 122 utilizing the same directional bore as that for the gas mains being constructed for Alliant Energy. The City's contractor will then intercept the new conduits, complete the necessary connections, rewire the signals and complete all other miscellaneous components of the project. Traffic control at this intersection will be coordinated between the City and Alliant Energy's contractor.

Raw Water Pre-Filtering Pilot Project:

The water sampling and analysis was completed in January and the results sent on to the consultant. The consultant is reviewing the results and sharing them with potential equipment vendors. They are also establishing design criteria and developing preliminary layouts and construction staging utilizing the current plant layout. The consultant is coordinating with the IDNR regarding pilot testing protocol as they continue with the development of the report.

2017 Sidewalk Program:

Engineering Staff has identified the project boundaries for this 2017 Sidewalk Project. Non-compliant sidewalks have been identified and field surveys of the pedestrian ramps were completed. Project plans and specifications as well as a preliminary cost estimate are being produced and assembled.

2017 Street Panel and Curb Replacement Program:

Field survey continued into the month of January as more damaged street panels were identified, primarily along 12th Street NW. Draft plans and specifications were completed and are currently under review along with the cost estimate to determine the final scope of the project.

2017 Street Rehabilitation Program:

Plans and specifications are currently being produced and assembled. Additional pedestrian ramp survey was completed for incorporation into the 2017 program.

2017 Pavement Marking Program:

Engineering Staff is reviewing the current pavement markings to determine locations for additions and/or deletion to the program for 2017.

Drainage District No. 17:

The contract work has been completed with the exception of minor final grading in select areas. The recommendation for appointment of commissioners will come before the City Council in February. Following appointment, the commission will assess benefits and classify the district. In this case, “reclassify the district”. The reclassification is expected to be completed in February.

Other Tasks Performed through the Engineering Department:

- Prepared and finalized the capital and operating budgets for 2018.
- Engineering Staff continued attending 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 the Aliant Energy and their contractor.
- Engineering Staff began working with two groups of engineering students and their professors from the University of Iowa, as part of the Iowa Initiative for Sustainable Communities partnership program. The students chose two engineering projects from an extensive list provided to them by the City Engineering Department during the fall semester. The two projects are being incorporated into the program that these groups of university senior students will use as their senior projects. The students will study and analyze the projects based on the scope provided, then throughout the spring semester prepare a report to the city as well as provide a presentation at the end of the project. The two projects chosen from the list include the Rehabilitation and Reuse of the South Federal Fire Station and the Replacement of the 12th Street NW Bridge and 12th Street NW Bike Trail Extension. Engineering Staff has been coordinating project development and expectations with university staff and students, providing know data and available records, and most recently, coordinated and hosted a site visit for both groups.
- Engineering Staff completed the IDOT annual city streets inventory. These updates include city streets and bike trails that were constructed and open within the past year. The information gathered is used by the IDOT for programs relating to traffic accident reporting and location, federal functional classification, planning studies, project location studies and traffic flow maps.

Traffic Division:

- Traffic Control
 - Sign work orders 12
 - Traffic Sign Orders 1
 - Streetlights

▪ New Installation	0
▪ Repair Request	10
• Traffic Signals	
▪ Respond to signal issue reports	13
▪ Perform traffic signal repairs	2
• Iowa One-Call locate reviews	108
• Locate City-owned electrical utilities	2
• Emergency Call-outs	2
• Tornado Siren repairs	6

Other Tasks Performed by the Traffic Division:

- Calculate cemetery electrical bill from signal meter on 15th SE/SW & South Federal Avenue.
- Periodically monitored InterCon's traffic control on Alliant Energy's gas main project along Pierce Avenue.
- Assessed damages to street signage and traffic signals following a recent significant snow storm, then initiated repairs.
- Evaluated the current lighting in the city parking lot at 1st Street NE & North Delaware Avenue for improvements.
- Analyzed the tornado siren fault issues and consulted with an equipment vendor to schedule an overall maintenance checkup.
- Assisted the City Electrician with changing existing intersection street lighting to LED lighting.
- Worked with the Mason City Police Department on a revised timing plan for the school zone beacons on the east end of the city.
- Continued to update sign inventory physical count.

Water Supply Division:

○ Water Production

	<u>January</u>	<u>FY 2017</u>
• Total (gal)	125,232,000	890,929,000
• Daily Average (gal)	4,039,000	4,143,856
• Daily Maximum (gal)	5,698,000	6,865,000 *
• Daily Minimum (gal)	3,144,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

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

- Customer Service

• Iowa One-Call locates	81
• Miscellaneous locates	5
• Prepare and send service repair letters	0
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	2
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	2
• Water Main shut down for repairs	3
• Water shut offs for non-payment	25
• Water service re-connects	13
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	4
• Deliver Red or Tan Tag	9
• Update shut off data base and maps	15
• Water Service Permit/Inspection	
▪ Repair/Replace	8
▪ New Installation	2
▪ Disconnections	0
▪ Frozen Pipe/Meter	0

- Meter Department

	<u>January</u>	<u>FY 2017</u>
• Meters Installed	58	833
▪ Industrial	2	2
▪ Commercial	5	23
▪ Residential	50	807
• Meters Repaired	0	6
• Contractor and Garden Meters Installed	0	10
• Meters Read	11,772	82,399
• Meters Ordered	138	821

Other Tasks Performed through the Water Supply Division:

- Worked on the renewal of the discharge permit for the Water Treatment Plant
- Repaired leaking Sodium Hypochlorite tank
- Repaired vacuum leak in Sodium Hypochlorite Generator
- Replaced power disconnect #2 pump at Hoover Booster Station (waiting for replacement parts)
- Repaired piping leaks on #4 EDR train
- 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

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 January:

Finance

Item	January	Fiscal Year-to-Date
Prepare payable checks	544	4,230
Prepare receivable invoices	10	401
Prepare payroll checks	641	5,298
Certify invoices to County		130
Send letters to State Offset Collections	2	40
Record State Offset collections	\$ 449.13	\$ 15,674.40
Sort Mail	2,750	21,340
Record ambulance receivables	222	1,158
Process utility payments	1,833	8,750

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for December
- 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
- Finalized work on FY 16 CAFR
- Started working with OpenGov on financial transparency
- Continue working with Novatime on Timekeeping System
- Work with managers and employees on time clock issue
- Continue training managers and supervisors on Novatime use

- Go paperless with most departments for timekeeping system
- Prepare 2016 W-2's
- Prepare 2016 1095 forms
- Held workshops on FY 2017-18 CIP budget
- Start FY 17-18 operating budget

Utility Collections

Item	January	Fiscal Year-to-Date
Record ACH activities	30	337
Prepare Utility adjustments	50	360
Estimate billings		-
Issue utility bills	9,063	74,390
Answer phone calls	978	5,495
Respond to voicemail	245	1,636
Complete utility service orders	293	2,320
Complete landlord tasks	40	270
Issue shutoff notices	448	3,335
Process customer paid utility bills	6,579	44,111
Process customer deposits	462	3,231
Replace meters	52	957
Complete monthly sales tax report/hours	4.50	26

Information Systems Coordinator

- Check City Admins equipment in temporary office
- Get user at PD setup in new office
- Help council member with new phone
- Look at cell connection for Car 9
- Program Holidays into door lock system
- Order new equipment for Highland
- Get new Car 4 up and running
- Look into changing wireless keyboard and mouse for museum
- Finish car 7 computer
- Look at issues with hotspot for FD
- Reprogram hotspot for FD
- Work with Fire Department regarding Ipads and checklists
- Help Noah with email issues
- Check out equipment at O and M after alert noise was heard
- Setup contact folder for Cemetery users
- Order long USB cable for museum
- Reset password for user at O and M

- Get with PD about installing cradle points in Cars 13 and 14
- Look at computer in Car 13
- Get replacement radio for Task Force
- Help Finance user set up email alerts for time system
- Reroute HR cables back to original connections
- Get a warranty replacement for monitor at O and M
- Contact North Iowa Corridor about issues sending emails to the City
- Install printer for O and M user
- Run monthly backup for Youth Task Force
- Restart equipment at Park to correct time sync issues
- Take replacement monitor to O and M
- Get Smith System together with Finance regarding credit cards
- Check clock sync issues with requesting time off
- Configure new computers for Highland
- Install printer for O and M user
- Find monitor for new computer at highland
- Swap power supply for Engineering Disk Array
- Reprogram hotspot for FD again
- Remove HR user alias from HR account
- Help City Clerk get set up in her office
- Get with CDW-G about new tape systems
- Get replacement tape drive for City Hall
- Check radio equipment at O and M
- Install replacement tape drive in City Hall robotic system
- Look at monitor for Water Billing user
- Send defective tape drive unit back
- Contact county about radio issues again
- Check phone connection for PD user
- Configure new computer for Engineering
- Get new keyboard for PD user
- Look at printer issue for City Admin
- Work with PD backups to figure out backup issues
- Meeting about credit cards for highland
- Reseat memory in computer for Cemetery
- Look at printer for Animal Shelter
- Run cable for new time clock at City Hall
- Get parts at for mounting new time clock at City Hall
- Meeting with Marco
- Get City Electrician to drill hole in floor at City Hall for new time clock
- Get with PD regarding status of power supplies for Cars 4, 7, and 9
- Restore file for Engineering user
- Get with Smith Systems about credit cards for highland
- Re-arrange memory in Cemetery computers to troubleshoot issue
- Readjust Rec backups
- Readjust PD backups
- Work with new SPAM Filter to adjust SPAM detection settings

- Look at tablet for FD
- Look at mobile time clock for Rec
- Have PD get ahold of tech support regarding mobile RMS issues
- Re-adjust safety employees accounts for City Hall settings
- Remove stale accounts from Active Directory
- Reset time clock for Rec
- Send email to support about Rec Time clock
- Reboot PD server

GIS Department

Cemetery

- Participate with cemetery director GIS education for field staff. Technical difficulties ensued but still had lengthy discussion about present and future capabilities of GIS pertaining to department

Development Services

- Added utility easements to ArcReader projects

Engineering/Water Treatment/Customer Service

- Question about aerial tiles for Auto CAD
- Question about address search toolbar
- Import GPS utility data
- Research recovery options on GPS
- Question how to select multiple features within GIS system for editing all at once
- Discuss informational message that shows up before starting an edit session
- Assist staff locating topo CAD file on server
- Question from field if GIS showed whether a street was public or private

Fire

- Discussion with Fire Marshall about GIS mapping for Fire Department

Finance

- Assist IT director with following: UPS computer backup battery failed and delivered to proper individual, answered question and discussion about email archiving options to staff member, updating GIS software, clean up printer list on computer, and explain options to staff member how to share a file with another staff member using network
- Assist mapping for High Line trail project with Grant Writer. Provide linkable Google map for grant application
- Provided Grant Writer with ward and precinct population map

Operations / Utilities/ Water Reclamation / Parks

- Prepared pdf maps of parks
- Technical support helping user edit data
- Question how to identify multiple features at same time
- Question how to navigate and look up information within GIS system
- Troubleshoot GIS software not working for individual
- Technical support how to select several graphics all at once and change size

- Question from field what GIS showed for right of way regarding an alley
- Request from field staff to review GIS system and identify possible location of storm intake under snow and ice

Police

- Future GIS plans with Police staff discussed
- Update aerial photography within GIS project

General

- After update of GIS software on several computers, configuration settings were necessary to be reviewed, adjusted, and updated including file association errors and Pictometry extension update
- Started working on ArcReader GIS reference guide
- Attended Safety Committee Meeting and Homeland Security Advisory Committee Meeting
- Aerial photography discussion
- Edits to road centerlines GIS dataset
- Aerial photography and street level imagery discussion with consultants and county staff
- Update GIS software to newer version on several computers

February initiatives

Finance Department

- Work on January 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
- Finalize FY 17-18 CIP budget
- Finalize FY 17-18 operating budget
- Work towards full implementation on the timekeeping system

Information Systems Coordinator

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

- Set up GIS for Cemetery laptop
- Finish ArcReader reference guide
- 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

January 2017

	Month	CYTD	CY2016	% Diff
Personnel Hours Worked				
Battalion	6,807.00	6,807.00	7,031.50	-3%
Office/Administrative	676.75	676.75	871.75	-22%
Overtime Hours				
Fire	194.00	194.00	133.25	46%
EMS	350.00	350.00	601.50	-42%
9-1-1 Calls/Emergency Calls				
Fire	56	56	55	2%
EMS	341	341	300	14%
Non-Emergency Calls				
Fire	4	4	6	-33%
EMS	96	96	106	-9%
Personnel Training Hours				
On-Site	243	243	675	-64%
Off-Site	32	32	72	-56%
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	58	58	128	-55%
Existing Building Inspections	67	67	31	116%
Plan Review	12	12	10	20%
Fire Investigations	4	4	3	33%
Community Involvement				
Public Tours of the Fire Station (Number)	0	0	2	-100%
Public Fire Safety Appearances/Trainings (Number)	7	7	7	0%
EMS/Fire Student Ride Along	70	70	81	-14%
Preceptor Training Hours				

Significant Fire Calls

12-27-2016 - During remodeling @ Hosmer Toyota, the contractor cut a gas supply line. Continuous monitoring and area evacuations prevent any property or person loss.

Other Significant Events

It's Official - We're building the dynasty. North Iowa Fire, for the second year in a row, beat Law Enforcement in the annual Battle of the Badges, which benefits Make-A-Wish. While money is still coming in, this year's event raised over \$42,000.

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	10	15	25
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maintenance	54	1	55
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	237	26	263

Staffing

Activity

Hiring Activity:

- Collector - Sanitation (2 openings):
Interviewed external candidates, extended 2 job offers w/1 with Council approval & started during the month. Second candidate to start in February.

- Equipment Opr (Utilities): Interviewed external candidates, extended job offer w/Council approval. Will start in February.

- Lead Collector - Sanitation: Filled job internally.

- Code Enforcement Mgr - Dev Services:
Conducted internal/external recruitment, interviewed candidates, background checks, extended job offer pending Council approval.

	- Transit Ops & Safety Mgr - Dev Services: Conducted internal/external recruitment, interviewed candidates, background checks, extended job offer pending Council approval.
	- Youth Task Force Director: Met with Youth Task Force Executive Board to finalize job search details, began recruitment process for candidates.
	- Transit Driver - Dev Services: Interviewed and hired 1 candidate. Will start in February.
	- Summer Seasonal Openings: Met with depts to begin planning for 2017 seasonal hiring process/timeline.
Positions Filled:	- Hired 1 Transit Driver & 1 Seasonal employee.
Turnover:	- 2 retirements at Library, 1 resignation of Police Officer, 1 resignation of Transit Driver.
Employee Orientations/exit interviews:	- 2 employee orientations conducted. 1 exit interview conducted.
Civil Service Commission:	- No activity during the month.

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: 2 new grievances filed. - Teamsters: 1 new grievance filed and resolved. - AFSCME: No new activity.
Labor Negotiations/Relations:	- Fire: Federal Mediation scheduled for Feb 3rd.
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation.

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues

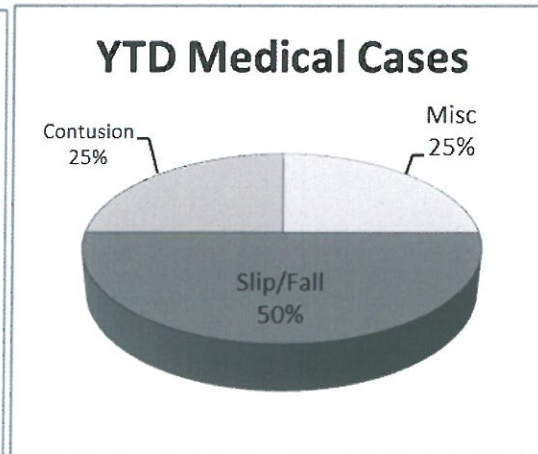
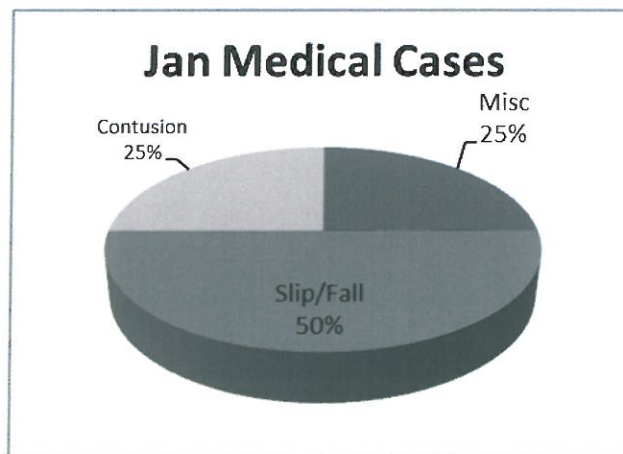
Employee Involvement	Activity
Wellness Activities:	- Working with Deputy Clerk/Wellness Coordinator on 2017 activities.

Government Efficiency	Activity
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RPI Activity:	- Exploring potential continuous improvement ideas with City Administrator.
HR Filing System:	- Continuing our 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.
HR Office Relocation:	- Moved HR Offices back following HVAC project relocation in Dec.
Safety:	- Participated in City-wide Safety Committee meeting.

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	4	4	2
# of OSHA Injuries	4	4	2
# of Days Missed	6	6	113
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: January 2017

Routine Activities:

In the month of January 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 administration attended relevant council budget meetings.

The January weather presented special challenges for the Museum custodial staff. The ice storms and heavy snow fall kept the custodial staff busy keeping the walk ways and driveway clear of the snow obstructing the facility and applying sand to slippery areas. The winter conditions required stepped up efforts in the general care to the facility: increased cleanup of sand and grit, daily checks of the sidewalk and areas where freezing could occur, checking and replenishing the reserves of winter supplies. The Museum received several positive comments from visitors on how well the grounds were kept clear of snow and ice. No classes or events at the Museum needed to be cancelled due to the weather.

To help keep the Museum humidity levels at the proper level for artwork, two humidifiers were purchased to replace two aging units. Although this was an unexpected expense the need was immediate and these were paid for by funds the Museum raised. The Museum's holiday decorations, including two trees, door wreath and banister decorations were taken down and put away by staff.

The Museum was offered a cartoon series drawn by the late Bil Baird which was accepted for the archival collection. The Lunch and Learn program this month was given by Programming Associate Pam Jost and featured Women in Art. Museum staff began working on the new long range plan which was approved at the end of 2016. Administration began several grants to raise funds for programing and special equipment. The Museum staff also began work on a special historical poster of the Museum. Museum administration also visited all of the local radio and television stations to promote upcoming classes for the semester.

The Museum staff continued work on the Museum's partnership with Wright on the Park and the Stockman House to bring a Marion Mahoney Griffin exhibition to North Iowa for the 2017 summer season. In addition to the exhibition there will be 3 speakers provided and additional educational programming. Grants will be written to cover expenses.

The Museum hosted a number of rentals including business meetings, retirement receptions, and birthday parties. As part of our outreach into the community the Museum participated in the Kids Karnival event held at Southbridge Mall.

Classes offered:

Classes offered: Lunch 'n' Learn (40), Kids Club (2 Adults, 7 kids), Art Bugs (11 Adults, 11 kids), Handbuilding (21 adults, 26 kids), Photo Transfer (9), Galaxy Crafts (1 Adult, 9 kids), Hot Wax Painting (14)

Specialty Classes: Prairie Ridge Outreach (25), Kentucky Ridge Outreach (7), Salvation Army Outreach (23), Manly Care Center Outreach (10), Girl Scouts (21 Adults 25 Kids)

Special Events: Board Meeting (7), Kids Karnival (60)

Outreach / Specialty Tours:

Groups touring: -- n/a

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

Membership:

351 members

Attendance:

Gallery / Open Studio / Shop: 365

Programs:

Outreach: 125

Tours: 0

Rentals: NIACC (24), LuLaRue (61), Dr. Allgood (123), Birthdays (26 adults, 29 kids)

Classroom: 151

Playground: (133 kids, 61 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Catch Basin Repair	(2 Catch Basin Repair)
General Maintenance	(1 General Maintenance)
General Maintenance (equipment)	(1 General Maintenance (equipment))
Hydrant Repair	(5 Hydrant Repair)
Hydrant Repair (FROZEN)	(6 Hydrant Repair (FROZEN))
Hydrant Repair (PAINT)	(7 Hydrant Repair (PAINT))
ICE REMOVAL	(1 ICE REMOVAL)
Road Box Repair	(1 Road Box Repair)
SNOW PLOWING	(6 SNOW PLOWING)
Street Repair	(1 Street Repair)
Water Main Repair	(2 Water Main Repair)

The Utility Crew had 1 man cover for the Sanitation Dept. for 18 days in January. We are optimistic that this number will be less in February as the Sanitation Department gets back to full staff.

We found 6 fire hydrants that were froze up and needed to be thawed out during the cold spell. We have a steamer that will thaw frozen hydrants but it is a slow process.

One of the water main breaks happened on a Sunday afternoon and I would like to acknowledge the crew for coming in and making the needed repairs to limit property damage and customer interruption.

Internal Service Division:

Mechanical

Do snow removal as needed

Service animal control officer vehicle

Service and repair 11 fire trucks and ambulances

Repair heater on Park pickup and service 2 Recreation Department vehicles

Service and repair 5 police cars

Repair and service 3 Sanitation trucks, brakes, etc.

Repair and service 22 Street Department vehicles

Service 1 Water Supply vehicle

Service and repair 2 Water Utility vehicles

Electrical

Do snow removal as needed

Repair 2 street lights on S. Federal Avenue

Repair receptacles at park maintenance garage

Repair lighting at the Street Department

Repair lighting in pump station and maintenance garage at Water Reclamation

Repair 3 parking lot lights at 1st and N. Delaware

Repair 6 street lights at 9th and Indianhead Drive

Retrofit Sternberg light heads for LED lighting

Repair 7 parking lot lights in the main lot at Southbridge Mall

Repair wiring in the parking lot at 14th and N. Federal Avenue

Check mechanical rooms on 1st and 3rd floors at City Hall for new lighting

Terminate wires on new mercoid switch on WAS pump #1 and test switch function on WAS pumps #1 and #2 at Water Reclamation

Repair 8 lights in restroom on 3rd floor at City Hall

Repair street lights at 2nd Street SE and S. Pennsylvania

Replace 2 puck lights in the aeration and digester buildings at Water Reclamation

Install access for cable for time clock at City Hall

Check pump operation at Hoover Water Tower, lost a phase

Disconnect old recirculation pump and connect new on heat exchanger, #3

Repair street light on west side

Repair street lights at 19th and S. Benjamin

Replace yellow light at traffic signal at 122 and Illinois Avenue

Check and adjust Mercoid switch function in aeration building at Water Reclamation

Test generator at the storm shelter at campground

Check lighting program for summer schedule in Main lot at South bridge Mall

Repair ceiling light at Street Department

Replace street lights with LED at Hwy. 122 and Grover, Winnebago Way and Monroe

Replace switch on basket height adjuster pole for the Recreation Department

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
 Routine Activities for the month: **January 2017**

Division: Wastewater

- Wastewater treatment:

Monthly Total:	188.742	million gallons
Daily Average:	6.088	million gallons per day
Daily Maximum:	8.184	million gallons per day
Sludge processed:	1.55	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5
- Sewer crew assisted street dept. with snow plowing
- Cleaned and televised storm & sanitary sewers for engineering project
- Put new truck 56 into service

Treatment Plant Activities:

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Had all fire extinguisher yearly checked
- Installed new floor hatches in PS #1
- Checked and replaced all oil in plant lift pumps
- Hauled scrap metal to junk yard
- Repacked several valves around the plant
- Repaired final sludge transfer pumps
- Repaired odor control fan for raw tank
- Made a trough to catch excess water in bar screen room
- Removed support structure for old methane blower
- Cleared snow from plant grounds and animal shelter after 14" of snow

Laboratory/ Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report.
- Inspected Metalcraft
- End of year calculations
- Performed laboratory analysis on plant samples

Sanitation Division:

	<u>December</u>	<u>Year-To-Date</u>
Refuse collected	395.13 tons	395.13 tons
Recycling collected	132,300 pounds	132,300 pounds
Yard waste collected (includes Christmas trees)	4.68 tons	4.68 tons
Large item number of stops	22	22
Materials collected:		
Large furniture	14	14
Small furniture	20	20
Tubs & toilets	3	3
Appliances & TVs	4	4
Electronics	0	0
Request for service calls	267	267

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

Clean snow and ice from the storm intakes

Haul sand to replenish stock for ice control

Repair signs as requested by Engineer's office

Sand alleys and streets after rain and ice

Assist the sanitation crew in trash collection due to staff reduction

Remove ice build-up from various sump pump drains around town

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

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Clean and pick up dog waste stations

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

Make ice on the Ray Rorick ice rink

Haul snow from the downtown area

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 1,827

CFS Type	Month Total	Year To Date
Traffic Contacts	342	342
Medical	235	235
Disorderly/Disturbance	122	122
Suspicion	116	116
Collision	95	95
Parking	80	80
Alarm	75	75
Welfare Check	70	70
Motorist Assist	61	61
Animal	60	60

Our call volume this month was a little lower than recent months. We attribute some of this to both cold and snow that we experienced in January.

1st Detail is currently at full strength. They completed 517 extra patrol checks in January. These are not routine calls for service but are locations in beat assignments that provide for extra security or provide special attention to locations that need it.

3rd Detail officers responded to a burglary call and charged a local man with criminal mischief after finding that he had caused significant damage to the residence. We continue to deal with mental health issues on a regular basis in patrol.

3rd Detail also ended up on a call that required some extended time and patience while a local man had refused to be taken into custody on a warrant. Officers were able to continue to talk to the man and gain his eventual compliance with their direction.

Criminal Investigations

CID personnel opened 17 new cases and closed 15 old cases involving 14 defendants in January. We now have a Child Protection Center satellite location open in Mason City that saves us travel time in order to complete child sexual abuse investigations.

CID personnel executed four search warrants and made four submissions to the LEIN network regarding criminal intelligence. We closed several cases this month, including: HyVee redemption counterfeiters, car wash burglaries, and several counterfeit payroll check cases.

Administration

Crime Prevention

We are getting ready to promote the Citizen Police Academy for 2017. We are going to be working with Clear Lake Police and the Cerro Gordo County Sheriff's Office this year. It should give participants a good understanding of our local law enforcement operations.

We continue to work with the Mason City Community Schools on safety training for staff and students. We are working on the next phase of training for school staff as they work to improve their crisis response.

We continue to use electronic investigative tools as a resource in criminal cases. This month was no exception and we spent approximately 23 hours on three separate investigations.

Social media continues to be a great communication tool for our department. We picked up 30 new followers on Twitter for a new total of 1,297 and 64 new page likes on Facebook for a total of 2,849.

Administration

Captain McKelvey continues to assist the Youth Task Force in training teachers and local responders in Youth Mental Health First Aid. He also regularly attends Youth Drug Court. He continues to work with Building Services on rental inspections and assisting with nuisance properties.

We are working on wrapping up our HVAC renovation project and hope to do a final walk through in the near future. We are currently getting bids for our underground storage tank removal as part of CIP. Our new patrol vehicles are almost all in service and we will soon be sending the old units out for bid.

We are moving forward with plans to implement a mental health worker to assist persons with mental illness who are having frequent contact with the police department. We are also exploring some grant opportunities that may help us with the data management and planning associated with this project.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, City Staff Meeting, Friends of the Library, Library Staff Meeting, MCPL Book Clubs and City Council Work Sessions. January is the month when the MCPL Director and Staff plan and write many grants for programming and equipment for the year.

It is time to Pre-Order Geraniums from the Friends of the Library.

January 2017 Statistics Highlights:	Monthly	YTD (7/1/16 to present)
Circulation-Print Books	6496	53910
Circulation E-Magazines	135	785
Circulation Print Magazines	214	1937
Meeting Rooms Used	155	1347
New Patrons Registered	92	736

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	1,129
Tuesday	1,190
Wednesday	1,378
Thursday	1,118
Friday	135
Saturday	1,663

Total People Served in 2017 thru January: 28,769

Total People Served in 2016 thru January: 12,983

Highland Park Golf Course Monthly Activities:

- Broke down 9 greens reels, 3 tee reels, 3 groomer reels, 7 fairway reels
- Check all roller and reel bearings in all reels replace worn bearings
- Make order for all parts needed
- Remove bed knives from the 22 bed bars inspect bar clean and replace with new
- Repack bearings in all greens and tees mowers
- Replace 6 roller bearings
- Disassemble groomer belt housings
- Repack groomer bearings replace pins and belts in housings
- Set up grinder for each specific bed knife and grind true
- Set up grinder for specific reels and grind cylinders

- Reassemble all greens and fairway reels
- Assemble all reels to specifications
- Level rear rollers and set up for first back lap
- Power wash 1998 325-D
- Pull and remove radiator and power wash
- Pull motor on 1998 toro 325-D
- Pull and replace rear crank seal on 325-D
- Replace 1998 toro fuel filters and lines
- Change 1998 toro oil and filter
- Remove pivot rod and drive pulley from 325-D replace rod and bushings
- Inspect 1999 6700 reels
- January inspections
- Assemble new accessories
- Inventory golf accessories (pins, cups, flags etc) Place standard spring order
- Purchase orders
- Safety meeting
- Safety inspections for month of January
- Staff Took Vacation
- Process Time Cards

Recreation Special Activities/Accomplishments:

- Processed 2 new employees
- Facilitated 56 safety trainings
- Trained 34 youth coaches
- Ran our Sixth Annual Ice Fishing Derby at Big Blue with approximately 400 participating
- Ran our Twenty-seventh Annual Kids Carnival at South Bridge Mall with approximately 650 participating and 19 community partners
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Renewed Larry and Karen Anderson as our 2017 Camp Ground Managers
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day
- Budget process and changes
- Held a quarter meeting with Visit Mason City
- Worked with John Adams Junior High on job skills for first time part employees and assisted in 130 mock interviews
- Brainstormed ideas for new items for the Camp Grounds store for resale
- Ran the Safety Committee meeting
- Met with Human Resources to plan out the summer part-time hiring process
- Reviewed our chemical plan at the Aquatic Center

Highland Park Golf Course Special Activities/Accomplishment:

- Reassemble 2008 reels level rear rollers set attitude and height of cut
- Moved snow 2 times
- Attended the Safety Committee meeting
- Order Season Pass Bag Tags
- Met with Human Resources to plan out the summer part-time hiring process
- Start creating our own scorecard
- Assist Operation and Maintenance Department with snow removal

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports

Highland Park Golf Course Work to Done in Coming Month:

- Weld motor mounts and put motor and radiator back in 98 Toro
- Replace pivot pin and reassemble into 98 Toro
- Reels on 1998 fairway mower
- Rebuild blower on Kubota
- Brake cylinder rebuild on 1970 John Deere
- Continue with winter maintenance on greens mowers, tractors, utility vehicles
- Finish up score card
- Start preparing the club house for the season

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day Meetings
- Volunteer Center Meeting
- Hour Logs
- Grant application for Beautification 2017
- Updates to Channel 4
- Youth Task Force Career planning with John Adams Middle School Students
- Monarch Mania Planning
- Appreciation Event planning
- Trees for Kids and Branching Out planning
- Cemetery Beautification meetings

Projects/Programs Completed or Ongoing:

Miscellaneous items	Housing Authority	12
	Police Department	28
	Transit Tokens	4
	Earth Day	19
Total		63
Recreation	Basketball games/practice	420
Total		420
Parks/ Streets	Trees for Kids	8
	Branching Out	5
	Spring Service Projects	2
Total		15
Cemetery	Beautification planning	5
	Miscellaneous	10
Total		15
Grand total		513

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

February 2017

Youth Action Teams

- Alternative High School Youth Action Team members participated in a focus group with researchers from UNI on youth mental health crisis and stabilization needs.
- MCHS Youth Action Team members worked with the student Senate to complete the “I CARE” project in January.

Health / Safety Focus Areas

- 150 post-surveys from the 7th grade Positive Action program class for the first semester were entered on-line for the evaluators. Students in the second semester class will start their sessions in February.
- Educators at RRM School District were trained in Youth Mental Health First Aid on Jan. 3.
- Staff worked with volunteers to finalize the professional development follow-up activity that will be distributed to organizations with staff who have completed Youth Mental Health First Aid training.
- The Behavioral Health Resources Work Group met on Jan. 31.

Marketable Skills Focus Areas

- Youth Task Force staff and 7 community volunteers provided a mock interview activity for 131 8th grade students at John Adams Middle School on Jan. 5 & 6.
- Volunteer Job Coach recruitment continued for the LifeWORKS program with the 11th and 12th grade iJAG students at MCHS.

Relationships / Volunteering Focus Areas

- There are 30 active mentor/mentee matches in Cerro Gordo County (18-Mason City & 12-Clear Lake) and 14 youth waiting for a mentor (10 Mason City & 4 Clear Lake). Two new mentors were recruited in Jan.
- Peer mentors from the Alternative High School and their mentees from John Adams Middle School participated in a learning activity on underage drinking in Jan.
- The Mentoring Coordinator posted on Facebook, sent a letter to the editor of the Globe Gazette, and posted a power point on Channel 4 for national Mentoring Month in Jan.
- The United Way continuation funding application for the mentoring programs was submitted by the Mentoring Coordinator.

Staff/Other

- The Director job posting was handled by the City HR Dept. The position advertisement ran in the Globe Gazette and Des Moines Register. It was also posted on a couple of on-line sites.
- The Executive Committee drafted interview questions for the round 1 interviews for the Director position.
- The Director participated in the Community Health Improvement Plan Advisory Board meeting for the Cerro Gordo County Dept. of Public Health.

- The Director participated in the planning meeting for Mercy Hospital's three year community health plan.
- The Director submitted the second quarter report to the IA Dept. of Health for the YTF Youth Development Grant.
- The Mentoring Coordinator submitted quarterly report updates on mentoring programs to the IA Dept. of Public Health and United Way.
- The Director submitted the Substance Abuse and Mental Health Services Administration quarterly report.

FEBRUARY MEETING & EVENT SCHEDULE

2 & 16-MC Alternative HS Youth Action Team	9 & 23-Newman HS Youth Action Team
7 & 21-MCHS Youth Action Team	9-LifeWORKS iJAG program-session 1
14-YMHFA Instructor on-line meeting	15-Executive Committee meeting
16-Charles City Youth Mental Health First Aid training	
17-Director job opening closes	20-Office closed-President's Day
22-Hacock County Youth Mental Health First Aid training	
28-Crisis Intervention Service Youth Mental Health First Aid training	