

City Administrator's Monthly Activity Report

Kevin Jacobson, Interim City Administrator

November 2017

(Issued December 15, 2017)



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

City Administrator Comments

Mayor and City Council Members,

Community developments include a ‘soft’ opening at The Ashley Furniture and Mattress Outlet (Furniture Mart, USA) on November 16 with an official Grand Opening planned for December or January. The owners of the former Kmart building are actively seeking tenants for the remainder of the building. The new Mercy Medical Center – North Iowa Behavioral Health Unit has begun construction. Bergland & Cram, owners of the Lapiner Building at 115 South Delaware Avenue, have begun reconstruction of the first floor (other than the areas occupied by Domino’s Pizza and Midas Muffler) for relocation of their architectural practice.

Several Engineering projects are wrapping up with few items left on punch lists. Staff also began surveying street and sidewalk areas in preparation for 2018 projects. The Highway 122 Reconstruction & City Utility Replacements Project is scheduled to begin in the spring of 2018 with a letting date of December 19. A traffic detour plans is being developed for this project.

The Finance Department is preparing for the budget season, scheduling sessions with Departments working on operating budgets and capital improvement projects for the next fiscal year.

The MacNider Museum is continuing with their gallery lighting project and intends to complete the last and final phase of the project next year. They recently held their annual outdoor Raku firing which is an annual highlight for the NIACC class students.

The O & M Department has been trimming and removing trees, repairing/replacing lights in public areas throughout the City, and assisting with hanging Christmas decorations and lights at locations downtown along with preparation of snow removal equipment. Sanitation concluded the yard waste collection for the season and will resume again in the spring.

Police Department personnel have been heavily involved in the double homicide investigation that occurred early November and providing scene security and extra patrol in the days following. All Officers completed Tactical Medicine for Patrol training to provide care for injured persons by stabilizing major trauma while awaiting advanced care and transport. The training was provided at no cost to the department.

Season concession sales at the golf course increased from last year, up from \$55,836 to \$66,069. The MacNider Campground will host a stand-alone steak cookoff competition in the summer of 2018 – the only one scheduled in the state of Iowa.

Sincerely,

Kevin Jacobson
Interim City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **November 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2017 – 11/30/2017	19,862.90 Gallons	300 Buses
Enplaned 635 Deplaned 661		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at November 2017 Airport Commission Meeting
- Terminal Building Chiller Project Complete
- General Aviation Ramp Rehab Project – Phase 2 Continues
- Prepare Snow Removal Equipment for Winter Season

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the December 2017 Airport Commission Meeting
- Access Road Project

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	
Accomplishments & Status	<p>Community Policy –</p> <ul style="list-style-type: none"> • Active Living and Transportation Commission meetings, water feature research and conversations along with update to Park Board, development of logo for commission completed, annual update presentation to Council created • conversations with renewing 2018 gardeners and new people interested in plots • Removed locks from garden hydrants, development of new application for 2018, several calls or visits with gardeners/prospective gardeners, tracking of water usage and development of assessment for usage for non-trackers <p>Schools –</p> <ul style="list-style-type: none"> • submission of information to Healthy Hometown regarding District Wellness Advisory Committee. <p>Worksites –</p> <p>Healthy Foods (Grocery/Restaurant) –</p> <ul style="list-style-type: none"> • North Iowa Food Coalition Core Group meeting and regular meeting, discussion with Healthy Hometown on future focus items with NIFC <p>Engagement –</p> <ul style="list-style-type: none"> • PR & Marketing – theme “Friends, Family & Faith” development of Facebook posts for both BZP and MCVC, • Submission of info for Chamber newsletter • Radio ads featured Attitude of Gratitude, Great American Smoke Out, National Volunteer Day, De-stress During Holidays <p>Volunteer Center –</p> <ul style="list-style-type: none"> • Radio program 1st & 3rd Mondays on KGLO, • KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – updates Nov. 6, 13, 27, 30 & Dec. 4 • November Newsletter to member organizations (34); 55 recipients and volunteers (631) sent out week of November 13th. Here is a sample of the November Volunteer Newsletter http://mailchi.mp/017c7eccb7e1/volunteer-news-april-1243221?e=[UNIQID] Website – 116 volunteer opportunities are currently active. • 34 member organizations • 155 new volunteer applications in 2017, • 21 Placements since last report –including (assisted in volunteer placement for One Vision – Festival of Trees held December 1st – 3rd, MacNider Art

Item

Museum – Off the Clock to be held December 8th, MacNider Art Museum – Holiday Open House to be held December 9th, Affordables Thrift Store, City of Mason City Development Services, IOOF Home & Community Therapy Center, Community Kitchen, One Vision

- 19 volunteer referrals since last report
- Member meetings: Court Appointed Special Advocates (CASA)
- Volunteer meetings – multiple contacts with volunteers for placement

Other –

- Participated in Vision North Iowa meeting
- Conversations and request to City of Clear Lake on well-being initiative
- Conversations with Waterloo/Cedar Falls on sustainability transition efforts
- Meeting with Healthy Hometown/Wellmark Director of Community Health Improvement on transition
- Submission Healthiest State Initiative Community Awards application due Nov. 30 and announced in 2018 for presentation February 15.
- Weekly staff meetings

Upcoming Dates:

- [Hawkeye Harvest Food Bank - Canadian Pacific Holiday Train](#) – Dec. 6
- [MacNider Art Museum: Off The Clock](#) – Dec. 8
- [MacNider Art Museum: Holiday Open House](#) – Dec. 9
- Blue Zones Project Power 9 meeting – Dec. 14

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of November:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and one Special 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 24 Resolutions 1 Ordinance based on various requirements
- Upload data for 3 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 11 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$660.00 in animal license fees and \$170.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: November, 2017 Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: The results of the November 7 election were more gratifying than we expected. Public support behind this project is very strong. Much of Staff's time in November was spent on reviewing the Purchase, Sale and Development Agreement and evaluating bids on the sale of land in an Urban Renewal Area. Prior to the close of the bidding period on November 21, G8 Development submitted a qualifying bid. This resulted in a "bid-off" between G8 and Gatehouse Mason City, LLC. The result was a better deal for the Mason City taxpayers, as G8 provided a bid that is more in the public interest. Council approved G8's bid at the November 27 special meeting. Staff will be travelling to Des Moines on December 15 to hopefully secure approval of the Reinvestment District from the Iowa Economic Development Authority Board.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in November, as no new applications were submitted. A request for a loan to Bergland & Cram for work on the Lapiner Building was submitted late in the month and will be considered by the Committee in December.

Iowa Initiative for Sustainable Communities Projects: The North End Neighborhood Planning Group presented their preliminary findings in a presentation to Staff on November 27. One very interesting finding is that property and violent crime are no more prevalent in the North End than in other older areas of the city.

Students in the College of Public Health are working on a "Life in the North End" written and photo essay that focuses on public perception and its impact on neighborhood health.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is under construction. 2) The Ashley Furniture and Mattress Outlet (Furniture Mart, USA) store at 2006 4th Street SW had a "soft" opening on November 16. They are planning an official Grand Opening for December or January. The owners of the former Kmart building are actively seeking tenants for the remainder of the building. 3) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced. 4) The new Mercy Medical Center – North Iowa Behavioral Health Unit has begun construction. 5) Bergland & Cram, owners of the Lapiner Building at 115 South Delaware Avenue, have begun

reconstruction of the first floor (other than the areas occupied by Domino's Pizza and Midas Muffler) for relocation of their architectural practice.

Development Review Committee: 2 meetings held in November: 11/17 and 11/28.

DRC Activity	November, 2017	YTD
Total Development Plans Reviewed	3	48
Concept plans reviewed/approved as a Minor Site Plan	1	31
Concept plans to be resubmitted as a Major Site Plan	2	14
Total Concept Plans	3	45
Major Site Plan Reviews Completed	0	3
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	12
TOTAL ITEMS REVIEWED	3	60

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Note: the October report is incomplete due to extended leave of the P&Z Manager

Activity	November, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	20
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	51
Residential, Accessory Structure	4	59
Signs	1	51
Floodplain	0	9
Encroachment Permits	0	5
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	2
Variance	0	6
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	0	5
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	1

Activity	November, 2017	YTD
Land Subdivision Activities:		
Boundary Line Adjustments	0	10
Lot Splits	0	2
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	0	33
Unfounded	0	7
Founded-Resolved without citation	0	19
Citations	0	0
Open Cases (as of date of report)	11	N/A
Cases initiated by staff	0	28
Zoning Inspections		
Zoning – Case Request	0	39
Zoning – Violations	0	7
Zoning –Setback	2	51
Zoning - Final	2	23
Permit Reviews		
Zoning Reviews Completed	15	326
Floodplain Reviews Completed	17	311

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	November, 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	11	\$ 112,162.50	242	\$34,609,016.03
Minor Building Permits	9	\$ 7,500.00	168	\$ 1,374,766.99
Electrical Permits	38		215	
Plumbing Permits	5		132	
Mechanical Permits	1		233	
Sign Permits	1	\$ 2,000.00	54	\$ 347,557.00
Demolition Permits	1	\$ 8,500.00	29	\$ 208,405.00
Structure Moving Permits	0	0	1	\$ 5,000.00

BUILDING INSPECTIONS PERMIT REPORT				
Inspections	November, 2017		YTD	
Number of inspections	145		1,187	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	17	10	295
Multi-residential	0	0	24	1
Commercial	1	2	3	59
Industrial	0	0	0	6
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	2	0	79
Fees Collected	November, 2017		YTD	
	\$ 6,440.85		\$ 205,824.67	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	November, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	111	1733
Staff Initiated	47	1102
Non-Staff Initiated (total):	64	631
Response to Complaint	36	231
Anonymous Complaint	17	311
SeeClickFix	11	89
Case Request Disposition		
Founded Case Requests	111	1724
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	9
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	29
Dangerous Building	1	22
Abandoned Vehicle	0	10
Tree/Shrub Maintenance	0	28
Garbage	38	342
Inoperable Vehicle	11	210
Junk, Rubbish or Refuse	47	699

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.

CODE ENFORCEMENT REPORT	November, 2017	YTD
Other	10	319
Writ of Removal	4	44
Information Request	0	25
Snow Removal/Weeds & Tall Grass	0	508

Rental Inspections Summary:

Rental Inspection Report	November, 2017	YTD
Initial Inspections	10	275
Reinspections	0	249
5 yr. Inspections	140	904
Complaint Inspections	18	156
Unregistered Unit Complaint	0	3
Inspections cancelled by Landlord	40	213
Inspection cancelled by Inspector	3	24
Failed inspections	18	216
Passed Inspections	88	740
No Shows	9	188
Total # of Inspections	168	1460
Rental Dwelling Certificates Issued	30	489
New Landlord License Issued	4	41
Units White Tagged	6	40

TRANSIT AND SAFETY

Transit

During the month of November, Mason City Public Transit provided 13,106 rides on our Fixed Route; which averages to be over 655 rides per day.

Mason City Public Transit also participated in a training exercise on the importance of having a Fleet Safety Plan with Argent, the City's worker's compensation carrier.

Safety

During the month of November, the Safety Department collected Lockout/Tagout Audits, submitted 2016 OSHA Logs and discussed future training opportunities with Argent, the City's worker's compensation carrier.

The Safety Department has also been busy training new employees for various departments within the City.

ANIMAL CONTROL

NOVEMBER		2017	YTD	
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
700	800	=	6	61
800	900	=	9	100
900	1000	=	2	76
1000	1100	=	4	106
1100	1200	=	5	109
1200	1300	=	5	93
1300	1400	=	6	106
1400	1500	=	10	82
1st shift sub total			47	733
1500	1600	=	5	103
1600	1700	=	10	88
1700	1800	=	8	86
1800	1900	=	10	79
1900	2000	=	5	65
2000	2100	=	7	55
2100	2200	=	2	41
2200	2300	=	3	43
2nd shift sub total			50	584
2300	2359	=	0	16
0	700	=	7	79
3rd shift sub total			7	95
TOTAL for Month			104	1412
ARRESTS				
Animal Sanitation				0
Chase/bite nuisance violation				15
Cruelty/Welfare of Animal				1
Vicious Animal			1	6
Disturbing the peace				3
No Rabies Vaccination			3	31
No City License			1	24
Animal At Large			3	22
Total People Arrested			8	102
Animal Bites		3		59
Wild animal calls		7		135
Pickup slips animal count				1052

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
November	5	42%	7	58%	12
Year to Date	24	41%	35	59%	59

Burials in November were above projections. Traditional burials were slightly below projected and cremation burials were well above projected for the year and at 59% of the total.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
November	1	1	2
Year to Date	12	6	18

Lot sales were well below projections and niche sales were as projected for the month. Lot sales are significantly lower and niche sales are slightly above the year to date projections.

Administration – Christmas wreaths and flowers were sold and placed on gravesites throughout the month. Verifying database information with lot cards continued.

Operations – In addition to burials, grounds staff continued to prepare for winter by servicing and repairing equipment. The last of the concrete foundations for markers were installed.

Board of Trustees – The Board of Trustees meeting did not have a quorum. Therefore, no business was conducted.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	2
▪ Disconnect	3
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	4
▪ New Sidewalk/Approach	1
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	4
● Driveway Approach permit & inspection	5
● Iowa One-Call locates	277
● Emergency Call-outs	4
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	1
● Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	1
▪ Moving	0
● Permit Fees collected	\$200.00
● Sanitary Sewer records drawn and scanned (GIS)	17
● Field Book updates (GIS)	0

2017 Street Panel and Curb Replacement Program:

King Construction completed the remaining punch list items associated with this project. The final pay request was prepared and will be on the December 19th agenda for City Council approval.

2017 Street Rehabilitation Program:

McKiness Excavating substantially completed the work associated with the project, however a few remaining punch list items are left to complete. Final quantities are being verified as the next pay request is being prepared.

Heartland Asphalt completed placing the Hot Mix Asphalt (HMA) overlay on the alley west of the Police Station. The alley was removed from the project contract due a delay of work caused by the asbestos mitigation and abandonment of the Alliant steam pipe located under the alley.

2014 Pedestrian Trail Improvements - Phase 2:

The placement of base material and the first lift of HMA for the trail segment adjacent to the ASSA ABLOY property on South Taft Avenue was completed by Heartland Asphalt.

The Engineering Department completed all steps to acquire the necessary permit with the Canadian Pacific Railroad (CPRR) for the crossing extension on Taft Avenue.

Monroe Avenue Pedestrian Trail:

No update.

Union Pacific Railroad Quiet Zone:

Mid-Continent Contracting continued working on acquiring the Right of Entry permits through the Union Pacific Railroad. Following approval and issuance of permits, Mid-Continent will begin the installation of the lane delineators at the three Union Pacific crossings that will remain open to traffic. The three crossing are on 15th Street SW between South Monroe Avenue and South Harrison Avenue, 6th Street SW between South Monroe Avenue and South Jackson Avenue and on 1st Street NW between North Monroe Avenue and North Jackson Avenue. The contractor will also be able to begin work on removal of pavement in preparation for closure of the streets on 4th Street SW and 9th Street NW.

Highway 122 Reconstruction & City Utility Replacements Project:

Engineering Staff continued to coordinate with the IDOT for the upcoming Highway 122 Reconstruction project scheduled to begin in the spring of 2018. In October, a final set of infrastructure improvements plans were submitted to the IDOT along with a set of street lighting plans prepared by SEH. Engineering Staff worked with IDOT Staff addressing contractor questions in preparation for a December 5th contractor Pre-Bid Meeting. The Letting Date is still for the project is December 19, 2017.

Engineering Staff also coordinated with the IDOT to develop a Federal Avenue/ US 65 traffic detour plan. The signed detour route will be on 4th Street SW to South Monroe Avenue to 19th Street SW. As part of the detour, temporary traffic signals will be installed at South Monroe

Avenue The detour will be in place for two short durations during the Highway 122 reconstruction project.

Engineering and IDOT Staff continued coordination efforts with private utility companies relocating within the corridor. Engineering Staff reviewed a revised five phase plan from Alliant Energy for the relocation and rebuild of the electrical systems within the Highway 122 corridor and surrounding areas. Resulting from the relocation and rebuilds is the need for several utility easements. The first was approved in November and others are expected to come forward for approval at the December 19th meeting of the City Council. In November the Engineering Department also approved and signed IDOT Utility Accommodation Permits for the remaining three phases. Alliant Energy work has already started and is expected to continue throughout the winter.

South Kentucky Avenue Pavement Widening:

Work was completed on the project, however until acceptable levels of vegetation are established, erosion control devices must remain in place. For that reason, the project will remain open until such time the seeding is established.

27th Street SW Street Paving and Utilities RISE Project:

The recommendation for consultant selection was approved at the November 7th meeting of the City Council. The contract with SEH was approved at the second meeting in November and a kick-off meeting held immediately following the Thanksgiving Holiday weekend.

Water Pumping Building Restoration:

The project close-out documents were received following a review by the contractor and SEH. A recommendation for final approval of the project will be on the council agenda for the December 19th meeting.

Hwy 122 and South Pierce Avenue Signal Project:

Multiple runs of 1 ¼” and 2” HDPE duct were installed in an abandoned 12” gas main. The roadway pavement was restored, and the remaining sidewalk construction was completed.

9th Street SW and South Eisenhower Avenue Street Light Replacement:

Alliant Energy completed the final power connections to a new street light controller. The existing street light heads were replaced with new LED units. The system was analyzed and switched on, restoring power to several lights on Indianhead Drive and Calmus Court.

19th Street and South Federal Avenue Traffic Signal Upgrade:

A new battery backup system and signal cabinet was installed. The underground wiring was replaced and prepared for the installation of a new traffic detection camera system.

Other Tasks Performed through the Engineering Department:

- Work has been completed on the Asbury 10th Subdivision. City Engineering accepted the street and utility improvements on November 9th. Engineering Staff met with Alliant Energy and determined new street light locations. Alliant is expected to have the new lights and associated underground conduit installed soon.

- Engineering Staff surveyed the alley approach at Enterprise Alley and 2nd Street NW. Following the survey, a design was prepared, and a contractor hired to reconstruct accordingly. The approach section was in poor condition and through reconstruction a drainage issue was able to be resolved and a compliant sidewalk section was established across the alley way.
- In the month of November Alliant Energy and their contractors substantially completed the work associated with the gas main projects within the City. Engineering Staff continued coordination efforts with Alliant Energy and their contractor KS Energy on the two gas main projects that began in July. Engineering continued attending weekly progress meetings with Alliant Energy personnel and their contractor. Staff continued preforming utility locates as well as street and sidewalk paving inspections. The two projects include an Alliant Energy Distribution Rebuild near the Highway 122 reconstruction corridor, and a 10" Gas Pipeline installation along 6th/7th Streets South from Pierce Avenue to Carolina Avenue.
- Work continued in the Village at River Bend Subdivision. Following a review from the IDNR a section of sanitary sewer main was removed and replaced with a different type of material. Engineering Staff coordinated with the contractor and recorded the GPS locations of the modifications and added these points to the GIS mapping.
- Engineering Staff continued coordination efforts with Alliant Energy on a two-part planned gas main project paralleling 19th Street SW. The first phase of the new gas main is being installed along the southern part of 19th Street SW right-of-way. The beginning of the project is just east of the South Eisenhower Avenue intersection; it continues west beyond Mason City Corporate Limits. Phase 2 of this project is currently under review. The second phase will begin at the point of beginning of Phase 1 and continue east to South Pierce Avenue.
- Engineering Staff began survey work of street and sidewalk areas in preparation for 2018 projects. Over forty damaged street panels have been surveyed for consideration as candidates for the 2018 Street Panel and Curb Replacement Program. Approximately two miles of streets at various locations have been identified and are currently being surveyed for consideration in the 2018 Street Rehabilitation Program.

Traffic Division:

○ Traffic Control	
• Sign work orders	21
• Traffic Sign Orders	1
• Streetlights	
▪ New Installation	0
▪ Repair Request	9
• Traffic Signals	
▪ Respond to signal issue reports	4
▪ Perform traffic signal repairs	2
• Iowa One-Call locate reviews	308
• Locate City-owned electrical utilities	17
• Emergency Call-outs	0
• Tornado Siren repairs	0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Assisted with traffic control for a stalled vehicle.
- Prepared and submitted sign mock-up for City Hall Parking lot.
- Responded to a citizen's complaint regarding work zone signs placed in the right of way.
- Diagnosed buried electrical fault to the north end Welcome to Mason City sign. Discovered the wires had been cut by someone installing subdrain tile.
- Set up traffic counters in the 600 and 800 block of North Harrison for data collection
- Met with Alliant Energy regarding the placement of new street lighting along the newly paved portion of Sumac Drive.
- Attended a Traffic and Safety forum in Ames.

Water Supply Division:

○ Water Production

	<u>November</u>	<u>FY 2018</u>
• Total (gal)	130,657,000	704,338,000
• Daily Average (gal)	4,355,000	4,603,516
• Daily Maximum (gal)	5,067,000	6,342,000 *
• Daily Minimum (gal)	3,024,000	3,024,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #3 and #4 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #1 EDR and #4 EDR train
- Changed oil in plant pump motors
- Rebuilt check valve on Well A1
- Programmed Hoover Booster Station flow meter
- Rebuilt 4-way valves on #2 EDR
- Repaired and replaced piping and tanks on the Hypochlorite Generator

○ Customer Service

• Iowa One-Call locates	278
• Prepare and send service repair letters	5
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	2
• Hydrant Flow Testing	0
• Hydrant Flushing	0
• Correlate water main breaks and investigate for leaks	3

• Water Main shut down for repairs	5
• Water shut offs for non-payment	0
• Water shut for other	2
• Water service re-connects	10
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	9
• Update shut off data base and maps	0
• Water Service Permit/Inspection	
▪ Repair/Replace	12
▪ New Installation	1
▪ Disconnections	0

○ Meter Department

	<u>November</u>	<u>FY 20178</u>
• Meters Installed	20	249
▪ Industrial	0	0
▪ Commercial	0	6
▪ Residential	20	243
• Meters Repaired	3	12
• Contractor and Garden Meters Installed	1	6
• Meters Read	11,772	58,860
• Meters Ordered	0	616

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Assisted IDNR with a sanitary survey
- Drained the South Federal Elevated Water Storage Tank for first year anniversary interior inspection
- Collected monthly water samples
- Continued to evaluate raw hardness and finish hardness for permit changes
- Collected daily water quality samples
- Monthly draw down on wells
- Monitoring discharge outlet for scaling deposits
- Calibrated chemical pumps
- Continued working on a lead and copper sampling plan
- Assisted Customer Service Division with utility locates and water shut offs
- Monthly Safety reports and inspections
- Continue to work with vendor on SCADA software update

Abbreviations:

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal

GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for November:

Finance

Duties	November	Fiscal Year-to-Date
Prepare payable checks	624	10,535
Prepare receivable invoices	59	7,079
Prepare payroll checks	651	12,517
Certify invoices to County	77	389
Send letters to State Offset Collections	44	449
Record State Offset collections		\$ 57,716.21
Sort Mail	7,400	76,500
Record ambulance receivables	152	3,007
Process utility payments	1,796	19,071

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed Golf Course direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for October
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Finalize work on FY 17 CAFR
- Complete TIF certifications
- Transition for Interim City Administrator

Utility Collections

Duties	November	Fiscal Year-to-Date
Record ACH activities	27	685
Prepare Utility adjustments	100	1,010
Estimate billings		-
Issue utility bills	10,548	179,530
Answer phone calls	854	13,511
Respond to voicemail	262	3,804
Complete utility service orders	50	4,513
Complete landlord tasks	50	770
Issue shutoff notices	345	7,640
Process customer paid utility bills	5,629	104,333
Process customer deposits	404	7,428
Replace meters	43	1,443
Complete monthly sales tax report/hours	1.50	54.00

Information Systems Coordinator

- Fix laptop for PD
- Install new switch at Task Force
- Check issues with space on City Hall SQL server
- Test upgrading server to 2008 R2
- Get Central Lock to look at door at City Hall
- Install Ark Database on new City Hall server
- Make new key for Mayor
- Test proxy settings for webfilter
- Get with RSM about webfilter connection
- Upgrade Finance Server OS
- Double check permissions on folder for Finance Director
- Double check Finance System after OS upgrade
- Get with WASP about inventory software install
- Move shared files from old to new City Hall server
- Call vendors about tape backup systems
- Double check permissions on GIS server for new GIS Analyst
- Get a printer quote for Barb W
- Get quotes for replacement tape drives
- Double check tape drives for O and M and Animal Shelter
- Replace tape drive at Cemetery
- Perform monthly backup duties
- Change password for Water Customer service user
- Contact WASP inventory about server setup

- Coordinate with RSM and Airport to replace failed radio
- Fix antivirus software
- Reboot Water Rec Server
- Order memory for FD
- Get with GIS to print map of fiber run
- Update Active 911 for FD
- Send out email regarding shutting down and locking computers
- Look at scanner issues for museum
- Get with Kevin about Backup UPS issues
- Replace firewall at City Hall
- Check time clock at Water Supply
- Check hotspot at FD
- Check issues with GIS server
- Research email issue
- Set up shared file for Grant Coordinator
- Change permissions on safety folders as per Safety Director
- Make cables for Task Force
- Order dual video cards for PD
- Install memory in FD computers
- Look at Internet issues with Water Treatment computers
- Clean up connections after firewall changes
- Clean malware off of GDP computer
- Install printer for housing
- Move data for Task Force users
- Order backup hard drive for temporary backup to disk for animal shelter
- Perform open records request search for HR
- Replace power supply for GIS server
- Configure new mobile for PD Car 1
- Change user groups for shift change at PD
- Fix L-3 for Task Force
- Hook up hard drive for Animal Shelter and reconfigure nightly backup
- Replace key for maintenance staff
- Double check memory for PD 2nd Detail
- Order memory for PD 2nd Detail
- Test streaming video from library through new firewall
- Re-install office on Bluezone computers
- Get cubical at Task Force patched into network
- Fix issues with Water Supply computer
- Look for email for Bluezones User
- Program phone for new PD investigator
- Get cradle point for new Car 6 and install Sim card in tablet
- Get with GIS Analyst about printing to Engineering copier
- Order memory for PD Records Clerk
- Check radio for Airport
- Install dual video cards in computers at PD
- Order temp backup hard drive for Rec Department

- Set up wireless for Task Force
- Install and configure hard drive at Rec for nightly backups
- Take cleaning tape to YTF
- Get RSM to check firewalls for IPads for PD
- Install memory for computer at PD

GIS Department

Cemetery

Development Services

- Discuss proposed changes in Transit Route Map, work on editing map
- Completed second draft of Transit Map update
- Finalize next draft of Transit Map with updates and edits
- Create new layer for Main Street District Project and export data to spreadsheet
- Create shapefile of parcels within a specified buffer distance and export data to a spreadsheet

Engineering/Water Treatment/Customer Service

- Create new shapefile and add to project for staff member
- Download GPS points and update layers x6
- Troubleshoot with engineering staff on shapefile migration to AutoCAD
- Become familiar with AutoCAD Map 3D software
- Add layers to existing project for reference
- Update and work on AutoCAD Map3D software

Fire

- Troubleshoot ArcReader map not loading, recreate project and publish
- Discuss setting up meeting with Fire Marshal to look at GIS pre-plan needs
- Troubleshoot connection problems between Fire Dept and County server data

Finance

- IT: Discuss potential power supply change with GIS server
- IT: discuss GIS server maintenance
- IT: assist and learn changing out power supply for GIS server
- Create map of Fiber Line location for downtown area
- IT: update IT map of WAN
- IT: discuss possible changes needed in firewall to allow County's new server
- Work on Budget spreadsheet
- Balance FY 18 expenses and look into upcoming reoccurring costs and potential expenses

Operations / Utilities/ Water Reclamation / Parks

- Assist staff with ArcMap error message, solution found and resolved
- Discuss edits to shapefile for changes at local park

- Make copies of drawings for park project, make edits to Park Features Group shapefile to reflect changes, add requested layers to project

Police

General

- Familiarize with Trimble Business Software and Trimble Hardware
- Discuss shared GIS resources with County GIS staff
- Work on street level imagery integration with ArcMap, determine possible applications
- Assess migration to updated GIS software
- Review current database of existing City Maps
- County: Discuss new server at CG County and our connections to the GIS data, Troubleshoot connection and link to their databases
- Continue updating County server data location changes
- Meet with aerial imagery rep
- Review Street level imagery software tutorials
- Attend online ArcGIS seminar discussing online maps and Emergency Management situations
- work on access to ArcGIS Online, create admin account
- County: Discuss server changes and links to Parcel data
- County: confirm Parcel data database with county, update project

December initiatives

Finance Department

- Work on November financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Update financial transparency platform
- Finalize FY 17 CAFR
- Continue budgeting process for FY 19

Information Systems Coordinator

- Finalize programming database for Water Billing Department and begin testing
- Look at the rack system at the Police Department for better organization
- Complete expansion of the Wireless Network for City owned devices
- Complete Firewall replacement
- Get new PD server set up
- Get new computers configured and distributed

GIS Department

- Assess potential application for Street Level imagery, organize training for applicable staff
- Continue work on Transit Map updates
- Continue work on Budget
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Continue learning Trimble and AutoCAD software
- Participate in County GIS meeting
- Participate in IT meeting
- Participate in EOC meeting
- Edit and Maintain GIS data
- Import GPS data for engineering staff as needed
- Provide training and support for GIS users
- Provide maps (printed and digital) as requested

Fire Department

Reported by Doug Janssen, Interim Fire Chief



Monthly Council Report

		NOV 2017	YTD
9-1-1 Calls/Emergency Calls			
	Fire	48	750
	EMS	302	3591
Non-Emergency Calls			
	Fire	4	63
	EMS	77	1047
Total Calls for Service (Fire & EMS)		431	5451
Personnel Training Hours			
	On-Site	584.25	5384.87
	Off-Site	42.00	672.00
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	90	1058
	Existing Building Inspections	4	195
	Plan Review	14	167
	Fire Investigations	1	21
Community Involvement			
	Public Tours of the Fire Station (Number)	3	24
	Public Fire Safety Appearances/Trainings (Number)	4	66
	EMS/Fire Student Ride Along	142.25	1538.00
	Preceptor Training Hours		
Overtime Hours			
	Fire	151.00	3108.00
	EMS	547.25	3930.50

Overtime Analysis

Fire overtime is down for the month of November from 272.25 hours to 151 hours, however ambulance overtime went up by 181.25 hours from last month. We continue to

have a high volume of transfer calls and maintaining staffing issues due to multiple long term leave absences. We anticipate EMS overtime to stay at this level for the month of December. Looking ahead, staffing will still continue to be our biggest issue and we expect this to continue well into the New Year. We will continue to monitor overtime and do our best to bring these numbers down while maintaining a professional staffed department.

Significant Fire Events

Fire at 953 5th Street SE– MCFD was dispatched for a house fire. We responded code three without incident or delay. Upon arrival light smoke could be seen from the back of the house. A Kentucky command was established and investigation was ordered. The wood siding behind the steel was smoldering along with the sheeting materials of the exterior wall. The fire was extinguished and overhaul completed. Fire Marshal Medlin was on scene to conduct the investigation. After the investigation plastic was applied to the exterior to keep heat inside the residence. The debris from overhaul inside the house was cleaned and removed. All companies returned to service. No injuries reported from this fire.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	1	6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	19	30
Engineering	17		17
Finance	9		9
Fire	44	1	45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	58		58
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	241	30	271

Staffing	Activity
Hiring Activity:	<ul style="list-style-type: none"> - Police Officer (1 opening): Job offer made subject to Council approval on 12/5/17 - Utility Worker (Utilities): Council approved external hire, started work 11/27/17 - Street Maintenance Worker (Street): Council approved internal job bid - Water Supply Operator (Water Supply): External posting & internal & external Civil service testing conducted, Internal & External Civil Service lists certified - Swing Worker (Utilities): Job posted internally. Job awarded subject to Council approval 12/5/17
Positions Filled:	- Hired Utility Worker & 1 seasonal

	employee
Turnover:	- 2 regular full-time resignations (City Administrator, Fire Chief) and 17 seasonal employees
Employee Orientations/exit interviews:	- 1 regular FT employee & 1 seasonal employee
Civil Service Commission:	- 2 meetings held during the month, 2 Civil Service tests administered

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: 4 open grievances, 2 grievance meetings conducted - Teamsters: No open grievances - AFSCME: No open grievances
Labor Negotiations/Relations:	- None
General HR support:	- Provided extensive HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation

Employee Involvement

Activity

Retiree Funeral	- Represented the City at retiree funeral
Biometric Screenings/Flu Shots:	- Coordinated final employee biometric screenings/flu shot session

Benefits

Activity

Employee Benefit Support:	- Ongoing support resolving employees benefit issues
Annual Benefit Enrollment:	- Processed 2018 benefit enrollments for all eligible employees

Government Efficiency

Activity

RPI Activity:	- None
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Miscellaneous

Activity

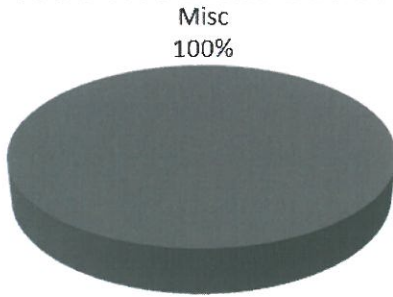
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required monthly drug testing. Attended Supervisory Drug/Alcohol Training

Professional/Community Support:

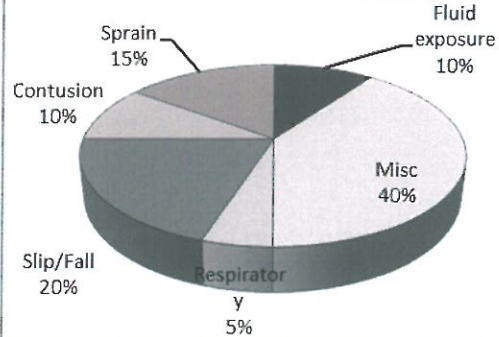
- Attended IaPELRA HR meeting &
local employment law training

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	1	20	21
# of OSHA Injuries	1	18	20
# of Days Missed	0	37	176
# of Employees Off	0		

Nov Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: November 2017

Routine Activities:

In the month of November the Museum completed a number of routine activities that kept the Museum operating smoothly. With winter approaching, the Museum serviced the snow blower, as well as moved the lawn equipment to the city storage shed. The dead leaf matter was removed from the shrubs and cleaned from the yard. The deer ravaged the Museum's plants so there was some clean up regarding the plants they killed (removal). The Museum repaired a toilet that had a leak that damaged the floor underneath.

The Museum also continued to work on the gallery lighting project. The galleries they are currently working on include: The Stairwell, Chang Gallery, Kinney Lindstrom, and Puppet Galleries. The Museum has submitted forms for CIP approval for next year to complete the last and final phase of the project.

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. Rhonda Paulson was nominated to the Museum Board of Trustees.

The class brochure for the upcoming semester was created. Also created were flyers advertising Holiday Open House. These were distributed in the city water bill to residents, as well as area school children through back packs. The Museum also advertised the last remaining classes of the season.

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

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

Special Events / Programs:

Classes offered: Lunch 'n' Learn (38), Kids Club(4 Adult, 16 kids), Art Bugs (13 Adults, 10 kids), Hand building (4 Adults, 32 kids); No School Fun Day (4 Adults, 4 kids); Mini Canvas (7 Adults); A.M. Throwing (20 Adults); P.M. Throwing (28 Adults); Minions (6 kids); Photo Transfer (12 Adults); Holiday Calendar (10 Adults, 15 kids); Ductigami (3 Adults, 5 kids).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (70), Kentucky Ridge Outreach (4), Salvation Army Outreach (9), Manly Outreach (8), Girl Scouts (16 Adults, 33 kids)
Specialty Programming: Iowa Crafts reception (22 adults, 4 kids); Board Meeting (8 Adults); Mercy Connections (3 Adults)

Outreach / Specialty Tours:

Groups touring: n/a

Outreach locations: Prairie Ridge Outreach (70), Kentucky Ridge Outreach (4), Salvation Army Outreach (9), Manly Outreach (8).

Membership:

329 members

Attendance:

Gallery / Open Studio / Shop: 327

Programs:

Outreach: 101 adults/ 0 kids

Tours: n/a

Rentals: Birthdays (16 adults, 22 kids), Party (88 adults, 4 kids); NIACC (48 Adults); Other (50 Adults, 13 kids)

Classroom: (130 adults, 88 kids)

Playground: (57 adults, 91 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(3 Cement Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(2 Hydrant Repair)
Lane Closure	(1 Lane Closure)
Road Box Repair	(1 Road Box Repair)
Valve Installation	(2 Valve Installation)
Valve Repair	(4 Valve Repair)
Valve Turning	(1 Valve Turning)

Internal Service Division:

Mechanical

Service and repair 8 fire trucks and ambulances

Service and repair 1 Engineering Department vehicle

Service and repair 5 police cars

Repair and service 4 Sanitation trucks, brakes, etc.

Repair and service 15 Street Department vehicles

Service and repair 1 Code Enforcement vehicle

Service and repair 2 Water Reclamation Plant vehicles

Service and repair 1 Water Supply Plant vehicle

Service and repair 0 Water Utilities vehicle

Electrical

Build contactor box to turn on Christmas lights in Central Park

Repair exhaust fan in thickener building at Water Reclamation

Repair Southbridge Mall parking lights

Run conduit to power cabinet at 9th and S. Eisenhower for street light

Pick up Christmas light for comfort station

Replace lighting in Water Utility shop

Repair traffic signal at Highway 122 and Indiana

Order lamps for comfort station

Repair lighting for north entrance sign

Repair wiring for traffic signal at Highway 122 and Pierce

Repair security lighting at cemetery

Repair motor and furnace at Water Reclamation

Repair outlet in basement at City Hall

Repair lighting on 3rd floor in City Hall

Repair outlet on roof at City Hall

Repair lighting at 1st and N. Pennsylvania

Repair lighting at Kiwanis Park

Hang Christmas decorations downtown

Repair street lights at 6th and S. Federal, 9th and S. Eisenhower, and Indianhead

Repair street lights at Crescent Drive, 12th North, 15th South and Mercy Drive

Repair lighting in parking lot at Southbridge Mall

Repair street light at 4th and N. Delaware

Repair parking lot light at Water Supply

Repair street light at Central Park

Reset clock tower in Central Park

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month: **November** **2017**

Division: Wastewater

- **Wastewater treatment:**

Monthly Total:	140.819	million gallons
Daily Average:	4.694	million gallons per day
Daily Maximum:	5.051	million gallons per day
Sludge processed	0.634	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2
- Assisted WHKS with locating manholes

Laboratory/Pretreatment Activities:

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

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Drained and cleaned NE primary clarifier
- Took delivery of new aeration blower
- Checked all clarifiers for proper oil level for winter
- Installed new recirculation pump in digester
- Installed new DO probe in aeration tank

- Monthly inspections
- Met with WHKS to go over nutrient reduction feasibility report and collection system
- Installed new LED lights in thickener building
- Cleaned and changed oil in trickling filters
- McKiness excavating installed new sludge line around thickener building
- Hauled 2,410,300 gallons of biosolids to farm land
- Rewrote Quality Controls for laboratory
- Trained additional employee to operate laboratory
- Changed oil in all small air compressors
- Shut down and removed UV system for the winter

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	427.51 tons	4,712.24 tons
Recycling collected	137,760 pounds	1,450,020 pounds
Yard waste collected (includes Christmas trees)	226.48 tons	1,241.07 tons
Large item number of stops	44	585
Materials collected:		
Large furniture	33	347
Small furniture	30	546
Tubs & toilets	1	26
Appliances & TVs	11	158
Electronics	0	0
Request for service calls	366	3,166

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Remove and rehang flower baskets in the plaza

Grade gravel roads as needed

Change out banners on street scape

Trim trails for snow removal

Haul several loads of mulch to various locations

Repair signs as requested by Engineer's office

Haul spoil to build up Georgia Hanford sledding hill

Trim trees 27 calls, remove trees, 16

Prepare snow removal equipment

Pick up trash along roadsides and dead end areas as needed

Grind and clean up stumps in various areas and buyout lots and ditches

Go over new plow route assignments, adjust routes as needed, do ride-alongs and train new route drivers

Remove garden debris at S. Kentucky and Willow Creek community gardens

Pick up dead deer

Sweep streets

Mow road sides and trails and buyout lots as needed

Hang Christmas decorations

Remove old swings and pea gravel at Kiwanis Park in preparation for new playground in spring

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

Pick up trash in the parks on Mondays and Fridays

Trim around traffic control boxes along 19th Street SW

Clean and remove all the leaves from the plaza area

Mow and trim all parks as needed

Vacuum the carpet in the plaza

Remove swings and pea gravel from Kiwanis Park in preparation for new playground next spring

Haul spoil to build up sledding hill in Georgia Hanford Park

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 1,905; YTD – 24,596

	CFS Type	Month Total	YTD
1	Traffic Contacts	362	4,475
2	Medical	196	2,451
3	Suspicion	173	2,101
4	Disorderly/Disturbance	115	2,055
5	Animal	114	1,402
6	Welfare Check	100	1,189
7	Collision	86	1,011
8	Theft	64	834
9	Alarm	60	675
10	Harassment	50	615

Patrol Shift	Hours	CFS Total
1 st Detail	7 a.m. – 3 p.m.	779
2 nd Detail	3 p.m. – 11 p.m.	755
3 rd Detail	11 p.m. – 7 a.m.	371
Total		1,905

1st Detail was heavily involved in the double homicide investigation that occurred on November 7. The shift also assisted the Iowa State Patrol with a pursuit on November 14 that resulted in the recovery of a stolen gun. That case is still under investigation. School Resource Officer Jason Trask represented MCPD at the Career Expo at Mason City High School on November 15. Shift personnel completed 411 vacation and special attention checks for the month.

2nd Detail was pulled in to provide scene security during the homicide investigation on November 7. They also assisted with extra patrol related to the investigation in the following days. Several shift personnel participated in MCPD's cancer fundraiser for No Shave November. Officers also participated in several events, including: Laredo's Glow Party, Kids Club at MacNider Museum, the Roller Derby, Black Friday, and the Jingle Mingle Bar Hop.

3rd Detail continues to focus on traffic safety as part of their routine tasks. In November, they handled two rollover crashes – one that resulted in serious injury. One of those accidents was alcohol-related. Officers also continue to encounter drivers who are under the influence of drugs other than alcohol. In some cases, those investigations result in criminal charges for possession of a controlled substance.

On November 13, one of our patrol vehicles was struck while parked during a traffic stop and ongoing criminal investigation. The sergeant was uninjured and the Iowa State Patrol was called to investigate the crash.

Criminal Investigations

The Criminal Investigation Division spent much of their time this month working on the double homicide case with staff from the Iowa Division of Criminal Investigation (DCI). We were grateful for the assistance of our law enforcement partners in helping to put the case together, especially the Iowa State Patrol.

We took a report of a burglary to the Highland Park Golf Course, where numerous pieces of golf equipment were stolen from the cart sheds. The follow-up investigation resulted in the recovery of many of the stolen items. The investigation is ongoing and we hope to complete it soon.

Several guns and a safe were located during the investigation following a burglary report. We will be filing charges in this incident once the investigation is finished.

Other CID unit activity for the month included: eight search warrants served; four CPC interviews completed; one death investigation; 22 new cases assigned; three cases cleared by arrest; and three were cleared by other means.

Administration

All MCPD officers completed Tactical Medicine for Patrol training in November. The training was hosted by MCPD at the Iowa National Guard Armory and put on by the Midwest Counterdrug Training Center (MCTC) at Camp Dodge. This life-saving training was provided at no cost to MCPD by MCTC through their funding through the Department of Defense. The course concepts applied the lessons learned from the battlefield – controlling bleeding and providing care for an injured person while awaiting arrival of advance medical care and transport. We are certain that this training will help us to save lives in the future by our ability to stabilize major trauma as the first responding unit on many scenes.

MCPD Administration attended the Police Executive Research Forum (PERF) training on Integrating Communications, Assessment, and Tactics (ICAT) in St. Paul on November 15. We learned more about ICAT and the steps necessary to train and implement it as a de-escalation and problem-solving opportunity for our staff. We will be providing a summary of the training to our mental health planning grant work groups and likely writing it into our grant application for implementation.

We completed work on our capital budget requests and submitted those to Finance for review. We are completing work on our HVAC project and are looking forward to getting the building back in normal working order.

Our social media following continues to grow steadily. This month we added 20 new Twitter followers for a total of 1,553. On Facebook, we added 180 new followers for a total of 4,658. This is a very useful and cost-effective way for us to share information with our community.

Public Library

Reported by Mary Markwalter, Library Director

In November 2017 the library circulated 11026 items in print and electronic formats.

760 items were added to the library catalog in November, not including new electronic titles.

The library hosted 15 programs for children, young adults and adults in November and 444 people attended those programs.

1325 people used the library computers.

875 people used the library Wi-Fi access.

The library meeting rooms were used 146 times by 1213 people.

The public made 1390 photocopies at the library in November.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	751
Tuesday	788
Wednesday	140
Thursday	514
Friday	76
Saturday	485

Total People Served in 2017 through November:	317,650
Total People Served in 2016 through October:	294,949

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2017	2016
○ Family	33	31
○ Class A	200	211
○ Class B	32	26
○ Youth	20	30
○ Punch Cards	78	65

- Season Concession Sales:

2017	2016
\$66,069	\$55,836

- 41 rounds played at Highland
- Closed the concession for the season
- Mowed fairway once
- Changed cups 2 times
- Moved tee markers daily
- Raked traps 2 times
- Blew leaves on course greens, fairways, rough etc
- Hauled off 27 loads of 4 yard loads of leaves
- Mulch leaves in some areas
- Blow greens daily of leaves and sticks, acorns
- Raked and top dressed

Recreation Special Activities/Accomplishments:

- Addressing Winter Staff needs (email/letter)
- Assisted Bandfest Committee with paperwork
- Assisted in Earth Day Committee
- Assisted the safety department
- Work on CIP Proposal for FY 2019
- Attempted to recruit an intern for Spring 2017
- Working with North Iowa Soccer Association on bringing a travel tournament for 2018
- Met with a Blue Zone Group Sub Committee on add splash pads to Central Park
- Answered questions about MPC dimension about possible IFL team
- Finalized that MacNider Campgrounds will host the stand alone Steak Cookoff Competition July 7 and 8, 2018 (the only one in the state of Iowa)

Highland Park Golf Course Special Activities/Accomplishment:

- Scheduled a business outing for 2017
- Washed and disassembled the 6700 tractor
- Fixed 1 private cart shed door
- Removed ball washers and garbage
- Winterized back side toilets
- Repaired turf vacuum
- Removed 2 trees
- Cleaned up debris from trees on 1 and 3 tee
- Tilled in front of 3 tee and level
- Mowed down all no mow native areas
- Winterized sprayers
- Checked all equipment anti-freeze
- Worked on one cart shed, new springs
- Put up urban hunting signs
- Brought in timing clocks for irrigation system

- Cleaned shop and start disassembly of equipment for winter maintenance
- Checked furnaces
- Removed and store all drinking fountains
- Dismissed all seasonal employees
- Booked a 144 person outing for June 2018
- Started looking into a marketing tool called BaZing

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Run Santa Calls
- Run Lunch with Santa
- Host Winter Break Camp and other specialty day camps

Highland Park Golf Course Work to Done in Coming Month:

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

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Log Volunteer Hours
- Channel 4 updates and programming
- Adopt A Program review
- Park Watch Review
- Beautification Program review
- Santa Calls recruiting and planning
- Monthly Earth Day Meeting
- Snow Removal Recruiting Central Park
- Lunch with Santa Recruiting
- Parking Lot project on North Federal

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Lot	23
Total		23
Beautification	Cleanup of Gardens	47
Total		47
Miscellaneous Projects	Housing Authority	22.5
	Transit Tokens	8
	Police Department	29.25
	Earth Day Meetings	12
Total		71.75
Parks and Streets Projects	East Park Cleanup	42
	Parking Lot Project	40
Total		82
Grand total		223.75

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Youth Action Teams (YATs)

The Youth Development Coordinator continues to meet with Youth Action Teams (YATs) from all three high schools. She is meeting with teams twice each month (unless holiday week) to work on Strategic Prevention Framework (SPF) – based projects of the students’ choosing. Teams have chosen their projects and are working toward project completion. They will present their projects during the Youth Task Force spring recognition event.

The Youth Action Team meetings are meant to be facilitated by the YAT Chairmen. To nurture the process the Youth Development Coordinator began meeting with each Team’s Chair and Vice-chair prior to their meetings to plan for the upcoming meeting.

MC Alternative High School and Newman Catholic High School Chairmen and Vice-chairmen attended the Executive Committee meeting on November 15. Both positions from each school serve as Executive Committee members for the school term. The Chairman for the Mason City Alternative High School Youth Action Team will serve as the Vice-chairman for the Youth Task Force Executive Committee through this school year. The Executive Committee Vice-chairman position is rotated between the three local high schools each year. If Youth Task Force staff is notified the Executive Committee Chairman is unable to attend the monthly meeting, they will meet with the student serving as the Vice-Chairman to help him adequately prepare for leading the meeting. Attendance and interaction with members of the Executive Committee provides a unique leadership experience for the six students.

PREVENTION THROUGH MENTORING

Mentoring Advisory Board and Mentoring Programs

- The One-On-One Mentoring Program Coordinator has been busy working on recruitment of adults for mentors and managing current mentor matches.
- The Peer Mentoring Program is active at John Adams and Newman. Mason City Alternative High School students work with the students at John Adams and high school students from Newman provide the mentor experience for their students. Rewarding for both mentors and mentees.

SAMHSA Project AWARE

Youth Mental Health First Aid

- The SAMHSA Grant Year Two Progress Report, Evaluation Summary, and Budget were submitted to the Government Program Officer on November 30. Total number of First

Aiders trained during Years One and Two: 751. Local law enforcement officers (Mason City) along with Mason City School System teachers and paraprofessionals have been trained, with the possible exception of new staff. During the past year trained First Aiders made 1,421 referrals for youth to mental health assessment providers or support services. Many other sectors representing youth groups, Health and Human Services, the medical community, public health, business, and the general community have been trained.

We continue work with the City's Grant Administrator for local readiness to begin using the new eRA Commons National Institutes of Health online grant reporting system.

STAFF / OTHER

Youth Task Force applied for and received the following grants/donations:

- Beth E. Reinhart Charitable Trust - \$10,000 to be used toward activities/ supplies to support Mentoring Programs and Youth Action Teams (\$1,000 each); new mental health project - prescription drug awareness & misuse (\$8,000).
- Alliant Energy Grant - \$1,400 to be used for the One-on-One Mentoring Program

DECEMBER MEETING & EVENT SCHEDULE

- 4 – AMA Community Health Grant Education
- 5 – Positive Action Class Pre-Surveys – John Adams
- 5 - City Grants Administration Meeting
- 6 – Positive Action Class Pre-Surveys – John Adams
- 6 – Peer Mentoring – John Adams
- 7 – Positive Action Class Pre-Surveys – John Adams
- 7 – Partners For Children (P4C) Meeting
- 7 – MC Alternative High School Youth Action Team Meeting
- 11 – Mentoring Program Lunch and Learn - Bullying
- 12 – County Board of Supervisors Presentation
- 13 – MCHS Youth Action Team (YAT) Meeting
- 13 - Peer Mentoring – John Adams
- 14 - NCHS Youth Action Team (YAT) Meeting
- 14 – Child Abuse Prevention/Domestic Violence Meeting
- 15 – Prairie Ridge Open House
- 19 - Public Health Accreditation Board, CG County DPH
- 20 – Staff Meeting
- 20 – Executive Committee Meeting
- 20 – Peer Mentoring – John Adams
- 21 – MC Alternative High School Youth Action Team Meeting
- 26 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA

**Staff-members with unused vacation. Schools closed, so many days of vacation being used from 12/20 through New Year's Day at Youth Task Force.