City of Mason City: 2022 Airport Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments / Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Act as a catalyst for economic development	Create additional shovel- ready hangar and industrial sites at the airport	Two shovel ready hangar sites are ready, with plans for additional sites	Working with local schools on possible aviation related educational programs
Ensure quality services	 Retaining air service Attracting new ground transportation options 	 Have retained air service thus far Coordinated with local Uber/Lyft providers 	 Continue to work to retain and grow air service Working to create new ground transportation options
Provide quality project management, including future planning	 Sewer lagoon decommissioning Commercial terminal replacement Construction of new T- hangars Acquisition of new fire truck 	 Sewer Lagoon project complete. Commercial Terminal under construction New T-hangars under construction Fire truck acquisition complete 	1. Runway and taxiway rehabilitation projects 2. Smooth transition into new terminal summer 2024

New Initiatives Since October 2022 (Please List & Describe):

<u>City of Mason City: 2022 Finance Department Goals</u> September 2023 Update

Goal	<u>Work in Progress</u>	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Be a leader in City Hall and assist the City Administrator	 Joint comprehensive plan process City Hall building committee work & facility items Planning & implementation of goal-setting process 	 Process nearly finished. 3rd floor improvements completed; painted north stairwell and railings in both stairwells; painting in Engineering; progress toward 3rd floor shower room; new LED lights on roof & holiday wreath Good process in 2022; need more work on implementation & buy-in 	1.
Ensure quality accounting and financials & maintain strong financial condition	 Reconciling bank accounts Restructuring Caselle reports to better match new accounting procedures Continued improvements to the budget & CIP process- dedicated line-items for projects & ongoing initiatives Completion of FY22 audit and submission for GFOA Certificate of Achievement 	 Great progress on quality financials. Some progress; still working on Mostly completed; a few minor additional changes for FY25 Done. 	1.
Support the City's departments & initiatives	 Working toward a more efficient and paperless workplace- MiViewPoint, etc. Editing and upgrading the cemetery GIS to newer programs to provide 	 Ongoing committee meetings on electronic records- under contract with OPG-3/ Laserfiche Done. 	1.

City of Mason City: 2022 Finance Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
	assistance to workers in the field and better management of the public map 3. Creating a GIS website for MCPD to visually display crime, call data	3. Done.	
Enhance the City's technological infrastructure	 Server upgrades Computer replacement Mapping and obtaining of data of City and County trails using the DSM MPO data bike 	 Done. Done. Done. 	1.
Attract, train & retain quality staff	 Finding increased efficiency within utility billing Cross-training of employees 	 Still working on; electronic workflows with electronic records process should help significantly More work is needed. 	1.

New Initiatives Since October 2022 (Please List & Describe): Winnebago Watershed Coalition set-up, HOME Grant involvement, highly involved in recycling center change and now examining automated collection for garbage & recycling.

City of Mason City: 2022 Police Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Work to keep the community safe	 SMART/SAFE City buildout HealthIM Basic Mental Health Screening tool rollout 	 SMART/SAFE City buildout continues following Alliant refusal HealthIM BMHS online and in-use by patrol 	3. Alliant refusal to mount equipment on existing poles has caused delay in implementation
Work to ensure quality staffing and departmental leadership	 Reorganization of command staff & ensuring clear direction Professional Development for command staff Teamsters/Management relationship-building Officer hiring process 	1. Command Staff reorganization is completed 2. Completed FBI LEEDA training for all but two recent promotions 3. Continuing meeting with Teamsters to address recruitment/retention 4. Changes to Civil Service process to allow for continuous hiring process	1. completed 2. Completed/Ongoing 3. Ongoing 4. Ongoing
Work to ensure quality equipment and facilities	1. Continued facility improvements- \$250,000 bond allocation	completed specs, plans, bids construction to begin yet 2023	2. construction costs have increased significantly

New Initiatives Since October 2022 (Please List & Describe): Completed department-wide training in October 2023 of PERF Integrating Communication, Assessment, and Tactics (ICAT) training program that includes critical decision-making, crisis communications, tactics, continuous assessment, and response options; also rolled out Axon virtual reality training to sworn personnel related to mental health and bystander intervention

<u>City of Mason City: 2022 Engineering/Water Supply Department Goals</u> September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Ensure quality equipment & support for staff	1. Replace aging fleet vehicles	Leased new vehicles for the Water Supply Division.	1. Desired vehicle inventory not available. Identified a secondary source for leasing to replace addition Engineering and Water Supply fleet vehicles.
Ensure safe & compliant drinking water supply	 PLC replacement of custom-built panels Continue to replace aging electrodes, membranes, and valves 	 All PLCs have been replaced in outlying locations including Wells, Towers and Booster Stations. The replacement schedule is on-going. 	 Long lead times and availability of programmers. 2.
	3. Lead service line survey	3. The survey is well underway and ahead of the scheduled date for submission to the IDNR through a coordinated effort between Engineering, Water Supply and GIS personnel.	3. It's an extensive list of records to compile and verify.
Provide quality infrastructure design & project management, including	 Final draft of water distribution model & master planning Winn Way & 12th NE SWAP project 	 The final draft was delivered in the last quarter of 2022. Project 98% complete, close-out in Spring 2024. 	 Too many assumptions built into the report. Performed live data collection and used to calibrate the model. Construction season too short for the magnitude of the project.

City of Mason City: 2022 Engineering/Water Supply Department Goals

_	Work in Progress	Accomplishments/ Progress	Challenges or Changed
Goal	Work in Progress	Since October 2022	Circumstances Since October 2022
future planning	3. Completion of water meter replacement program	3. The program is on-going.	3. There are some remaining customers who refuse to accept the radio meters. Original Neptune meters are reaching end of life sooner than anticipated.
	4. 2023 annual programs	4. All annual programs are near completion.	4.
	5. Revise & update standard specifications	5. No changes have been made.	5. A specifications rewrite requires a major commitment of personnel time. It could not be accomplished with the current project workload.
	6. Downtown ADA sidewalk compliance plan	6. Project scope is being identified in preparation for field survey and design.	6. Staffing and current workload.
	7. Design of City utility plans & coordination for S Federal DOT project	7. Final plans are under review for submission to the Iowa DOT.	7. Iowa DOT changed the project letting date. Coordinating design parameters with a large project presents many revisions and challenges.

City of Mason City: 2022 Engineering/Water Supply Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
	8.	8.	

New Initiatives Since October 2022 (Please List & Describe):

12th Street NE Bridge over Ideal Creek Replacement – The project involved the replacement of a bridge that was built in 1920 and reconstructed in 1961. The project was let through IDOT and constructed over the 2023 construction season.

<u>Destination Iowa Project – Scrip Road Conversion</u> – The segment of Birch Drive once known as Scrip Road was permanently closed to vehicular traffic. The roadway was reworked and upon the original base, a shared path trail was constructed.

<u>Destination Iowa Project – High Line Trail Phase 1</u> – A portion of the High Line Trail between 1st Street SE and 4th Street NE was graded to form the alignment of the trail. The segment includes two bridges which were partially rehabilitated and fitted with decorative steel pedestrian railing. The project also includes an observation deck high above Willow Creek at the north end of the bridge. The project was partially paved with Hot Mix Asphalt, the remainder of it will be paved in the spring of 2024 whereby completing the project.

<u>Destination Iowa Project – High Line Trail Phase 2</u> – A major project involving the clearing and grading of an abandoned rail line recently purchased by the city. The project, in general, encompasses a trail corridor from 19th Street SE to 13th Street NE, less the Phase 1 segment. The end project resulted in a ten-foot wide paved shared path trail through a scenic landscape for Mason City and visiting naturists. A ribbon cutting ceremony was held in October to celebrate the opening of the trial.

<u>Destination Iowa Project – Prairieland Trail Connector</u> – This project is a connecting link between the city trail network at Taft Avenue and 19th Street SW and the existing Prairieland Trail which terminates west of Nettle Avenue along 240th Street SW in Cerro Gordo County. The project is currently under contract for design with construction anticipated during the 2024 construction season.

<u>City of Mason City: 2022 Engineering/Water Supply Department Goals</u> September 2023 Update

<u>Highway 122 Mercy Corridor</u> – The project involves the reconstruction of the segment of Highway 122 from Pierce Avenue to Monroe Avenue. Several collaborative meetings were held with City, DOT, Mercy, EMS and Engineering personnel. Concurrently, the design consultant worked on layout and staging plans as an effort to generate a deeper discussion into the needs of everyone throughout the proposed two-year project. The city entered into a contract with the design consultant with a target project letting date through the IDOT of January 2025.

<u>Taft Avenue Water Main Loop</u> – The project was identified a result of the water distribution model and master planning effort. The project involves the extension of water along South Taft Avenue to 240th/43rd Street SW, then east connecting with the existing main fronting the Golden Grain Ethonol Plant. The connecting loop will provide a redundant source of water to the far southwest and recently annexed industrial area. This will improve reliability, quantity and static pressure for customers in the area.

<u>Well #15</u> – This a new well project requiring a siting study to best match the efficiency of well production to the aquifer supply. The project will include the development of a new well and well house, as well as a new raw water transmission main to the water treatment plant.

<u>Sanitary Sewer Extension (Force Main)</u> – The project will be constructed in the southwest industrial area of the city to serve new development in both the existing and newly annexed properties.

Well A-3 Power Upgrade – Well A-3 is currently operating on an outdated Delta power supply. The system works, but it has become nearly impossible to locate replacement transformers should they fail. The Bike Park project has caused Alliant Energy to rethink the entire power network within the limits of the project, which includes the well. Planning has begun with Alliant and an electrical contractor to rework the power source. The plan includes a buried power system to a new transformer at the wellhouse and into a 400 Amp service. The new power source will be a 277/480 Volt 3-Phase Wye system, replacing the existing 2300 Volt system. The power conversion will require additional changes beyond the service, including the well motor.

<u>City of Mason City: 2022 Engineering/Water Supply Department Goals</u> September 2023 Update

<u>Water Storage Maintenance</u> – The project involves the inspection, cleaning and repairs, if any, identified during the inspection. The scheduled structures include the 1 MG tank located along 43rd Street SW and the 4.5 MG buried storage tank located near the Water Works Facility. Upon completion, Mason City's water storage units can be considered to be in very good condition, requiring only light maintenance over the next several years.

<u>City of Mason City: 2022 Fire/Ambulance Department Goals</u>

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Work to keep the community safe	ISO re-evaluation New emergency medical dispatch and automatic mutual aid system with CG County dispatch	 On Hold New EMD fully functional. Mutual aid system scheduled start date 11/1 	1. Unable to schedule prescore evaluation with ISO rep. 2. Dispatch center short staffed
Attract, train & retain quality staff	 Health & wellness initiative Establish paramedic training pathway to utilize grant funding Strategic planning to include financial planning, succession planning, risk management study, and economic resiliency strategy 	1. Wellness team established with 12 members 2. Paramedic training now in Mason City (NIACC) 3. Admin staff working on position focused succession planning	
Work to ensure quality equipment and facilities	Potential facility improvements/ expansion	1. Large scale renovations site plans approved. Bid in early 2024	1. Availability of contractors. Unexpected high bids
Work to ensure quality policies & procedures	Standards of coverage analysis to ensure quality customer service	1. Offset Worth & Floyd County calls. Reduced number of interfacility transfers	1.Operational time needed to produce enough data to evaluate a coverage analysis

City of Mason City: 2022 Fire/Ambulance Department Goals

September 2023 Update

New Initiatives Since October 2022 (Please List & Describe):

Increase efficiency in operations

WIP:

- 1. Preplans being built by GIS department
- 2. Company level preplanning in place & ongoing.

<u>City of Mason City: 2022 Library Department Goals</u> September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Properly maintain, secure & equip the facility	 Continuing to create a pleasant, positive, safe, and welcoming environment for all citizens Creating more efficient & effective building cleaning schedules Working on a plan to update outdoor plants, etc. for 2023 Replacing Liebert Unit in archives department Continuing to replace HVAC controls 	 The library staff is doing a great job of making the library a great place to spend time at programs, meetings and of course reading. I have worked with maintenance staff and we have a plan for short term and long term cleaning that is working for us. This will be carried over to the next year. This was completed. We continue to replace HVAC controls. 	Could not find the time to work on landscaping.
Enhance programs offered & their utilization	 Continuing to identify patrons' needs for inperson programming Continuing to identify patrons' needs for passive programming 	and 2. The library staff have implemented new programs this year and have changed the way they offer programming,	1.

<u>City of Mason City: 2022 Library Department Goals</u> September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
		adding many passive events.	
Enhance physical/digital resources offered & their utilization	 Continuing to work on collection development (acquisitions, weeding, recataloging, etc.) Continuing to identify patrons' needs for new types of materials, both physical and digital Additional new publicaccess computers Cataloging and organization of archives materials Increased promotion of library services & databases 	 The staff has done a great job of weeding the collections and of identifying collections that need enhancement. The staff is always working on displays and talking with patrons about their wants and needs. We have 7 new public access computers. 5 are Tablets in the Commons. This project was started and is ongoing now. The staff is constantly updating our promotions on facebook, on the website and the MyLibro app. We also send out newsletters and put items in River City Newsletter. 	6.

City of Mason City: 2022 Library Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Support a quality and well-trained staff	 Improved efficiency of adult department's management & staff Team building Updating training on CPR & AED for new staff 	 There is a lot of improvement in this area. Enhanced communication is the key to improvement. We are doing team building activities, so that people work across departments easily. We have worked with the Fire Department to retrain and train new library workers. 	4.

New Initiatives Since October 2022 (Please List & Describe):

City of Mason City: 2022 Recreation Department Goals

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Ensure quality recreation programming & public interface	 Increasing cart rental fleet at Highland E-sports programming Annual flag football tournament Possible after-school program at Jefferson Elementary Better ways to utilize social media Scheduling events & tournaments for 2023 End of year cleaning & closeout at aquatic center 	1. A storage shed was completed and an addition 20 carts were leased. Cart rental income was up 29.25% from last season.	2.
Fully utilize the Mason City Arena & other facilities	 Getting "Arenafest" at the arena A balance of ice & non-ice events at the arena- additional events such as conventions, seminars, etc. Hold 6 major non-ice hockey events in the arena per year 	 Not yet initiated Staff provided a variety of community activities during the summer months, with 10 major non-ice hockey events in the 13 weeks the ice was out. 	3.
Attract, train & retain quality staff	Obtain full staffing and coaching levels for all activities, programs, and facilities	1.	2.
Enhance recreational facilities & equipment	 New shed & rock bed at Highland Repainting inside clubhouse Seek to improve glass & boards at arena Highland- cleanup of dead & dying trees & trimming of low-hanging limbs More vehicles for the department 	1. 2. 4. 8. 9. 13. Eight forward tee boxes were installed, the landscaping around the clubhouse was completed, and new practices for no-mow areas were implemented. Cart shed was constructed.	2.

City of Mason City: 2022 Recreation Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	<u>Challenges or Changed</u> <u>Circumstances Since October 2022</u>
	 Ray Rorick complex- parking, bathrooms, concessions improvements New cooler for Fredrick Hanford softball complex concessions Landscaping issues at Highland Irrigation valve replacement at Highland Muse Norris complex concessions Storage & convenience on supplies & glass at arena Install kayak launch at MacNider Campgrounds Increase golf cart fleet to appropriate numbers for usage demand 		

New Initiatives Since October 2022 (Please List & Describe):

<u>City of Mason City: 2022 Operations & Maintenance Department Goals</u>

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Ensure quality equipment & support for staff	1. Vehicle replacement	1. 4 vehicles ordered in 2021; 3 additional ordered in 2023.	1. None of the ordered equipment has arrived and been put in service, leading to the need to run equipment longer than desired. Increasing repair costs.
Ensure safe & compliant water reclamation	 Nutrient reduction facility planning; keep plant functioning at top performance until upgrades Continue upgrades to raw lift pumps in pump station #1, pump #4 	 Consultant hired to complete nutrient reduction plant design for facility upgrade. Raw lift station pump replacement completed. 	1. Increased cost of completing facility upgrade (~\$27M).
Provide quality infrastructure & sanitation services	 Phase 4 sanitary sewer televising 2023 sanitary sewer rehabilitation project North Adams water main repair 19th SW water and sewer main repair 	 Completed. Nearing completion. 	2. Getting grouting contractor on site to complete project.
Ensure quality parks & recreational opportunities	 Winnebago Dam #2 water feature work Continued trail maintenance 	1. Completed.	

City of Mason City: 2022 Operations & Maintenance Department Goals

September 2023 Update

Goal	Work in Progress	Accomplishments/ Progress Since October 2022	Challenges or Changed Circumstances Since October 2022
Deal with the	1. Continued tree removal &	1. 65% of City-responsibility	1. Developing a plan to deal with
Emerald Ash	replacement	ash trees removed.	privately-owned dead or dying
Borer issue			ash trees.

New Initiatives Since October 2022 (Please List & Describe):

Phase 5 collection system televising has been awarded.

Awarded 2024 sanitary sewer project and started repairs this fall.

Working on completing an agreement with a new recycling processor to take in all recycling products.

Expanding the trail system, building bike park, and adding an additional shelter.

May need to expand the workforce to be able to maintain the extra miles of trails and acres of ground the Park Department will manage.