

AGENDA
PARKS AND RECREATION COMMISSION
5:00 p.m.
THURSDAY, NOVEMBER 12, 2015
ROBERT A. LEE COMMUNITY RECREATION CENTER
MEETING ROOM A

- 5:00 p.m. Call to order
- 5:01 p.m. Staff Introduction
- 5:07 p.m. Approval of Minutes from Meeting of October 14, 2015
- 5:09 p.m. Public Discussion of any Item not on the Agenda
- 5:15 p.m. Project GREEN Presentation
- 5:30 p.m. Recreation Division Report – Chad Dyson
- Eastside Sports Complex
 - Youth Sports Council Update
 - Parks & Recreation Fees & Charges Review
- 5:50 p.m. Parks Division Report – Zac Hall
- Prairie Update
 - Seasonal Projects Update
 - Willow Creek/Kiwanis Park Project Update
- 6:05 p.m. Directors Report – Geoff Fruin
- Parks & Recreation Director Update
 - Mercer Park Playground Bids
 - Hickory Hill Master Plan Update
 - Lower City Park Master Plan Update
 - Parks & Recreation Foundation Update
- 6:15 p.m. Chairs Report – Clay Claussen
- 6:20 p.m. Commission Time/Suggestions for Future Agenda Items
- 6:30 p.m. Adjournment

MINUTES

DRAFT

PARKS AND RECREATION COMMISSION

OCTOBER 14, 2015

ROBERT A. LEE COMMUNITY RECREATION CENTER – MEETING ROOM B

Members Present: David Bourgeois, Clay Claussen, Maggie Elliott, Cara Hamann, Lucie Laurian, Paul Roesler, Joe Younker

Members Absent: Suzanne Bentler, Larry Brown

Staff Present: Geoff Fruin, Chad Dyson, Zac Hall

Others Present: Diane Allen, Patrick Alvord, Russ Buffington, Laura Hawks, Del Holland, Brenda Nelson, Amanda Opitz, Cindy Parks, Ben Sandell

CALL TO ORDER

Chairman Claussen called the meeting to order at 5 p.m.

STAFF INTRODUCTION:

Fruin announced that in an effort to give the Commission a chance to learn more about the department and its staff, he will invite a staff member to attend each meeting.

Fruin introduced Russell Buffington, the Cemetery Supervisor for the Parks and Recreation Department, to the commission. Buffington said a few words about himself and then talked about cemetery operations. In addition to him, there are two more full-time, year-round, and three seasonal employees that staff the Cemetery. Their operation includes lot sales, location of lots, assisting with genealogy, opening and closing all graves and maintenance of the graves and monuments. Cemetery staff also assists Parks staff with approximately 2.5 miles of sidewalk snow removal. Buffington estimates that there are approximately 22,000-25,000 monuments at Oakland Cemetery, although getting an exact count is difficult as some of the very old markers have washed away over the years. He noted that lot numbers are decreasing as cremations increase. Claussen praised Buffington and his staff for a very well maintained cemetery.

OTHER FORMAL ACTION:

Moved by Bourgeois, seconded by Hamann, to approve the September 9, 2015 minutes as written. Passed 7-0 (Bentler & Brown absent).

PUBLIC DISCUSSION:

Diane Allen and Cindy Parsons with Project GREEN, along with Laura Hawks with Hawks Design, attended tonight's meeting in hopes of encouraging the Commission to consider adding another item to the department's CIP list. They are advocating for an additional parking lot on the north side of the Ashton House. The group created a fact sheet which was shared with the commission. This parking lot would add an additional 23 parking stalls to the facility. The Commission agreed to invite Project GREEN to the November Commission meeting to discuss the Ashton House and other matters related to their operations.

LOWER CITY PARK MASTER PLAN PRESENTATION- CONFLUENCE

Patrick Alvord, Brenda Nelson & Ben Sandell with Confluence were at tonight's meeting to present their concept plan for a redesign of Lower City Park. The Parks and Recreation Department asked Confluence staff to create a master plan showing proposed improvements to the park that would lessen the likelihood of having to shut down amenities within the park due to nuisance flooding.

Alvord, the principal landscape architect with Confluence, noted that City Park is unique in that it is located near a river. The park has experienced periodic flooding, often enough to have made it necessary to close off some of the amenities including ball fields, the festival stage and amusement rides to name a few. He further stated that while the park would still experience flooding during a major event similar to 2008, the goal is that this redesign will prevent closing of facilities during future nuisance flooding. During the preparation of the concept plan, Confluence staff met with stakeholders including Riverside Theatre staff and Boys Baseball representatives. Some of the major changes mentioned include repositioning of the park entrance, reducing the number of ball fields from eight to six, and creating a festival lawn around the stage. Alvord had discussions with the previous Parks and Recreation Director, Mike Moran, about what he felt were the priorities within the park. It was determined, during this discussion, that perhaps the ponds are not something that needs to remain in the park. Alvord noted that these ponds are connected to the river and that naturally when the river floods, these ponds also come up and contribute to flooding within the park. The plan also advocates for a large rental space that would become a great event venue which would in turn create revenue for the City. They suggest moving the amusement rides to a higher ground and reorganize and redevelop the tennis courts, while consolidating ball fields. He also mentioned the possibility of a secondary access road into the park that would help with traffic congestion and provide another option for entry into the park during events at the festival stage. He said the last component might include a connection to Upper City Park. He stated that perhaps developing the hillside as an adventure area could provide access to upper City Park.

Questions and comments from the commission members followed.

Elliott asked if the new Park Road Bridge would help prevent flooding of the park. Alvord said that it will help to some degree, but it is difficult to determine to what extent. Fruin noted that the modeling for the Gateway Project and the Park Road Bridge, will, in fact, reduce flood waters entering the park.

Laurian asked if they have considered moving the festival stage out of the park. Fruin stated that he had met with the Riverside Theatre Board. They are very interested in returning to the park further stating that they love the space and the park and that there is no other alternative that comes close to this setting. They are excited about this planning process and see it as an opportunity to allow them to return.

Fruin noted that one point of clarification he wanted to make addressed the idea of a secondary access road into the park from Normandy Drive. He said that there has been a lot of discussion about this option over the years. City Council has said that there will not be a readily accessible road from Normandy Dr. into the park and that if there is an access it will be emergency access only. When asked about the timeline for this project, Fruin said that while it is not included in this current budget, it will become priority in future years. He further noted that there is \$180,000 in the budget to build a secondary access road, however, they may be able to use these funds on some of the smaller items listed in this concept.

Laurian asked if they had considered removing the ball fields from the park stating that this may be prime land that may be better suited for some other type of use. Fruin agreed that while this may be partly true, when hosting tournaments, which are all day events, this location provides a great experience for the

friends and families of the players. Dyson further noted that this is the only complex the City has that is centrally located in the community and to lose that would have a very negative impact tournament groups coming to Iowa City.

Laurian also noted her concern about the concept of placing a bowl-like landscape around the stage. Her concern is that if the water does go over, it will stay within this area with nowhere to go. Alvord stated that the road elevation within the park will help prevent that.

Commission was then asked to note their priorities within the plan by placing dots on those particular areas on the displays that were available at the meeting.

Confluence and staff will present this concept to the public at a meeting on October 21. They will gather the information from the Commission, as well as the public and adjust the concepts as necessary. They will again present these concepts to Commission and to the public at future meetings.

Paul Roesler exited the meeting at 6 p.m.

CIP PRIORITIZATION:

Fruin directed commission's attention to the 2015-2019 Adopted Capital Improvement Plan document that was included in their packets. This included the list of CIP projects that were approved by Council last March. He explained that departments are in the process of submitting their CIP requests to the City Manager and the City's Finance Director. He stated that they will compile the requests, evaluate the funding sources and prioritize them over a five year period. He said that it is very common each year as they go through some of the projects they find some that are no longer of great importance and others that become more important. Fruin asked commission for their input. Specifically, if there are any projects that they would like to see moved from unfunded to funded and vice versa, as well as any new projects they would like to see included.

Laurian asked for an explanation of what the BAS controls project entails. Fruin explained that BAS stands for building automation systems. This system makes it so that boilers and HVAC units are all centrally controlled and temperatures can be managed remotely.

Elliott asked Fruin how he feels about Project GREEN's request for a second parking lot at Ashton House being on the unfunded list. Fruin noted that when considering projects to be funded, they need to consider what is asked for within the City's strategic plan. He further noted that the City has invested a lot of money into the Ashton House and the Normandy Drive restoration projects over the last few years. He said that while a second parking lot would be very beneficial, if there is available funding for a park project, Council would likely not want to use it for a parking lot. This is not to say that they wouldn't agree that a parking lot is important, they just would likely want to put those funds towards something that they see is a higher priority.

Elliott asked for an update on the status of the City Park cabin restoration. Dyson noted that the department has applied for several REAP grants in the past but they have not been awarded. The department is looking at ways to phase this project over several years. Dyson explained that the cabins need new roofs; need logs replaced, and need to be updated so that they are ADA accessible. The top priority in the phasing process would be getting the roofs replaced.

Claussen pointed out that the Riverfront Crossings Park Improvements is on the unfunded list. He suggested that perhaps this project could move up to the funded category as it will be very beneficial to

the downtown area and the entire city. Fruin noted that the Riverfront Crossings Riverbank/Park Development is included in the funded list. He explained that there are three half-million dollar investments in 2016, 2017 & 2018. He further noted that the riverbank restoration is necessary to protect the integrity of the park. Elliott said that she is in agreement with Claussen. Laurian asked if they were to choose to place an unfunded item on the funded list, would something need to be removed from the current funded list. Fruin said that in this case that would likely be necessary.

Yunker asked about the status of the Frauenholtz-Miller Park restroom project. Fruin said that there was a disagreement between the neighborhood and the church on whether or not to include a restroom within the park. He said that this is one of the projects that is being considered to be pushed back. The City has annexed subdivisions out there which will be included in the Frauenholtz-Miller neighborhood and if we wait a bit, those dedicated open space fees can be used to fund this project.

Laurian asked Hall what the Willow Creek Phase 2 and 3 Improvements include. He stated that the trail improvements took place during Phase 1 and that restrooms and playground replacement will be included in phases 2 and 3. Laurian said she would like to see the Creekside Park Redevelopment and the Riverfront Crossings moved up to the funded list. Fruin said that at a staff level it has been determined that they would like to see the Willow Creek project carried through the end of the master plan.

Hamann asked what the plans are for the Intra-city Bike Trails. Fruin said that the funding for this project will include maintenance of the existing trails, not necessarily creation of new pathways. Hamann asked if a section of a sidewalk at Creekside that would be used by cyclists could be included within the Intra-City Bike Trails project. Fruin pointed out that there will be some emphasis on neighborhood improvements and that Creekside will be included in this.

Laurian asked if staff has considered decreasing the dollar amount that is budgeted for the Elementary School Recreation Facility Partnership. Fruin said that this is a fixed expense. He further noted that the school district could not build a larger facility without the City investment, and that the City will get 20-30 years of use out of their investment.

Claussen asked for more information on the South Sycamore Landscaping projects listed. Fruin explained that these funds would be used for street trees, which were not included in the initial project funding.

Fruin invited commission members to contact him should they have any additional comments or questions.

RECREATION DIVISION REPORT:

Eastside Sports Complex: Dyson said that staff is busy putting together conceptual plans for Hitchcock. There is a kick-off meeting scheduled for October 27. He would like two representatives from the commission to be a part of this group. Claussen and Brown have agreed to do so.

City Park Pool End of Season Report: At the September commission meeting, Brown asked Dyson if he had any end of the season figures for attendance and revenue for City Park Pool. Dyson reported that revenues are up from last year as well as an increase in the number of attendees. The department also saw an increase in swim pass sales this year.

Iowa City Girls Softball Update: Dyson said that he placed this on the agenda due to the recent discussions with commission regarding affiliate groups. He reported that Girls Softball is experiencing a pretty rapid turnover on their board, further noting that most of them have resigned. Dyson is working

with them to assist in getting some interested parties back on the board. He offered to help them in any capacity that the department could from an administrative standpoint. If they are unable to get the board reestablished, the department will have to look at assisting further. However, he stated that the department does not have the budget to run the program at this time.

Recreation Programing: Dyson announced that the annual Halloween Parade & Carnival are scheduled for Friday, October 23. Participants meet downtown at the Pedestrian Mall and parade back to the Recreation Center where there are many activities for the kids.

Iowa Parks & Recreation Association (IPRA): Dyson invited commission members to join in the IPRA progressive recreation facility tour on Wednesday, October 21. They will be touring several of the local recreational facilities.

Staff Training: Amanda Opitz, Joyce Carroll, Matt Eidahl, all Parks and Recreation Employees, along with Dyson, attended an event titled "Up, Down and All Around." This was a training to teach staff de-escalation tools when dealing with youth.

PARKS DIVISION REPORT

Memorial Bench Program: Parks staff, in collaboration with the Water Department has installed six benches at Waterworks Park. A group of donors who frequent Waterworks Park funded these benches. Hall received an email from a woman who walks this trail on a regular basis. Her husband is a double amputee and has not been able to join her in the walks as he cannot make the entire trip around the park. He is now able to join her as there are a number of resting spots within the park. They were both very appreciative and thankful.

Thornberry Pond Restoration: The windmill has been installed in the pond. At this point staff is looking for avenues for filling the pond. Hall just received word today that the Water Division will be able to fill this pond yet this year.

Community Garden Program: Parks staff has cleared out the garden plots at Wetherby and Chadek Green Parks for the season. Hall noted that the Chadek Green garden plots were hugely successful in their first year.

Willow Creek/Kiwanis Park Project Update: Staff held a preconstruction meeting with HBK for this project. The concrete work was awarded to All American Concrete. They will be tearing up some sections of trail this week. He hopes to have this project complete by spring.

Seasonal Projects Update: Staff will begin mulching leaves within the parks as well as doing some trail work. They are also preparing winter equipment. Staff has been shutting down and repainting park restrooms.

DIRECTORS REPORT:

Parks & Recreation Director Update: Fruin reported that the City received approximately 50 applications for the position. Initially he and the City Manager chose nine of those applicants and asked them to submit writing samples. Of those they chose six candidates to interview. There is a mix of internal and external applicants. They will conduct the interviews during the week of October 26. Fruin, Claussen and four other people from city department that work closely with Parks and Recreation will participate in the interview process. It will be determined after those interviews whether to move forward with a

second round which may include a public engagement component. He hopes to have the position filled by mid-November.

Oakgrove Park Update: Fruin announced that Verizon has withdrawn their application to place a cell phone tower within Oakgrove Park.

Riverfront Crossing & Hickory Hill Master Plan Updates: Fruin asked commission members if any of them would be interested in joining one or both of these planning groups. Hickory Hill Master Plan will include looking at a trail network and bridge placement. The Friends of Hickory Hill Park are very involved in this process. Staff has a conceptual plan for the Riverfront Crossings Park. This group will focus on construction of wetlands and bank stabilization along Ralston Creek. If any members are interested, they are asked to contact Fruin.

Mercer Park Update: The Mercer Park Playground plans are available for review by commission. It is the hope that these improvements will make this park a more regional destination rather than a neighborhood park.

Ashton REAP Grant: The City has been awarded a \$150,000 REAP Grant. This grant will be used to fund a paved terrace, a pergola, and additional landscaping. He will report more details at the November commission meeting.

Dubuque St. Pedestrian Bridge Ribbon Cutting Event: Fruin shared a flyer inviting anyone interested to join them for a ribbon-cutting event to celebrate the new section of the Iowa River Trail. This event is scheduled for Saturday, October 17 at 11 a.m. Those interested will meet at the northwest corner of the Parkview Church parking lot at 10:45 a.m.

Solar Power Evaluation: Fruin reminded commission that at their last meeting there was discussion of evaluating the possible use of solar energy to power for the Recreation Center facility. He has the Moxie report available for anyone who would like to review it. The recommendation for the Recreation Center included a 10 year power purchase agreement. The vendor would install the solar panels at their cost and they would then charge a premium for the electricity that they generate. After ten years, the City would own the panels and receive all of the revenue. The vendor believes that over a 25 year period, the City would save close to \$500,000 in electricity. Fruin said that staff has some concerns about this proposal. He noted that these numbers are based on an assumption that electricity prices will increase annually. While staff realizes there is a savings after the initial ten year period, the City would be in the red during the initial ten years. In this case, it may take up to year 16 to see any profit. The City would be taking a leap of faith that those assumptions included in their model are correct. He said that staff is still very interested at a City level. The University is also looking at this option which may open up the possibility of a partnership.

Commission Vacancies: Fruin reminded commission members whose terms expire that they have until November 4 to submit their applications. He noted that one of those chosen must be a female unless no females apply. He also noted that City Council has had some recent discussions about taking steps to further diversify City boards and commissions. They are making a concerted effort in making sure that the entire community is reflected within these groups. One change that has been implemented is that there is no longer an automatic renewal for incumbents.

CHAIRS REPORT:

Claussen announced that there is a desire to gear up the Parks and Recreation Foundation. He stated the Foundation needs to take a more active role in fundraising. He will be working to re-establish the Foundation in the upcoming months.

COMMISSION TIME/SUGGESTIONS FOR FUTURE AGENDA ITEMS:

Elliott said that she appreciates the staff introduction being added as a regular item on the commission agenda.

Bourgeois thanked Hall for his work on getting the pond at Thornberry filled.

ADJOURNMENT:

Moved by Bourgeois, seconded by Younker, to adjourn the meeting at 7:00 p.m. Motion passed 6-0 (Bentler, Brown & Roesler absent).

PARKS AND RECREATION COMMISSION

ATTENDANCE RECORD

NAME	TERM EXPIRE S	8/11/14	9/10/14	10/8/14	11/18/14	12/10/14	2/11/15	4/8/15	5/13/15	6/8/15	7/8/15	8/12/15	9/9/15	10/14/15
Suzanne Bentler	1/1/17	X	X	X	X	X	X	X	X	O/E	X	X	X	O/E
David Bourgeois	1/1/15	X	X	X	X	X	O/E	O/E	X	X	X	X	X	X
Larry Brown	1/1/18	X	X	X	X	O/E	X	X	X	X	X	X	X	O/E
Clay Claussen	1/1/18	X	X	X	X	X	X	X	X	X	X	X	X	X
Maggie Elliott	1/1/17	X	X	O/E	X	X	X	O/E	X	X	X	X	X	X
Cara Hamann	1/1/16	X	X	X	O/E	X	X	X	X	X	O/E	X	X	X
Katie Jones	1/1/18	X	X	X	O/E	X	X	X	X	X	*	*	*	*
Lucie Laurian	1/1/15	O/E	X	X	X	X	X	X	X	X	O/E	O/E	X	X
Paul Roesler	1/1/18	*	*	*	*	*	*	*	*	*	*	X	X	X
Joe Younker	1/1/16	X	X	X	X	X	X	X	O/E	X	O/E	O/E	X	X

KEY: X = Present O = Absent O/E = Absent/Excused

NM = No meeting LQ = No meeting due to lack of quorum

*** = Not a member at this time**



city of iowa city

PARKS AND RECREATION DEPARTMENT

220 S. Gilbert Street

TO: Geoff Fruin
FROM: Chad Dyson
DATE: November 5, 2015
RE: October 2015 Monthly Report

S.P.I.

SPI Fall Session II programs began with 90 participants in Special Olympics Basketball, 40 in the Spooktacular Style art program, and 45 in the Adapted Aquatics classes.
(Master Plan: Enhance Program Development and Track Performance Measures)

Two Recreation Division Special Olympics teams competed in the State Flag Football Tournament in Cedar Rapids. The Division also had 72 athletes compete in the East Central Area Special Olympics Bowling Tournament.
(Master Plan: Enhance Program Development)

To provide leadership, network with other professionals, and to learn about new trends in parks and recreation, staff attended the IPRA Fall Workshop in West Des Moines. Staff also attended Diversity Awareness Training held at the Terry Trueblood Recreation Area Lodge.
(Master Plan: Provide Staff with Education Development Opportunities)

The Recreation Division, in cooperation with Special Olympics Iowa, began athlete assessments for the FIT (Fitness Improvement Training) program during the Special Olympics basketball practices.
(Master Plan: Enhance Program Development)

The SPI Masquerade Ball was popular with over 100 participants in attendance. They enjoyed dancing, games, treats and a costume contest. (Master Plan: Enhance Program Development)

PRESCHOOL/JR./SR. HIGH ACTIVITIES - SCANLON GYM

To better plan for the Winter/Spring 2016 IC Parks & Rec youth sports program, I conducted questionnaire for parents of youth ages 5-12. **Goal 1: Maximize the Planning Process and Goal 10: Plan for Continued Equitable Level of Service as Community Grows**

Hosted the annual Tot Monster Mash (150 kids) at the Mercer Aquatic Center Scanlon Gym. This was a FREE event to all youth 6 and under. This year the Oscar Meyer Weiner Mobile stopped by. Event was featured on Channel 9 and Channel 2. **Goal 10: Plan for Continued Equitable Level of Service as Community Grows**

Started the fall session of the ICRD youth basketball program. During the fall session, 3 on 3 are used. This allows more experience with the ball and to provide more opportunities to learn players more opportunity at touches. Program increased to 186 kids and 24 volunteers. Conducted a volunteer coach meeting. **Goal 3: Enhance Program Development. Goal 7: Assure Financial Sustainability**

Friday night skate night at Grant Wood resumed again in October. This year the program is solely funded and ran through the IC Parks & Rec. **Goal 10: Plan for Continued Equitable Level of Service as Community Grows**

Continue to do on line post rental evaluations for all rentals at the Mercer Aquatic Center Scanlon Gym. In September, the MPACSGG hosted 10 birthday party packages and 9 room rentals. (**Goal #5: Solicit Community Involvement and Feedback**)

SPORTS & WELLNESS

A new cable was put on the bicep/tricep machine last month in the RALCRC fitness room. All equipment is currently in working order. (Goal #9 – Continue to Provide Equitable LOS in Existing Parks and Facilities).

37 participants signed up for the second session of Fall youth gymnastics. (Goal # 6 – Increase Awareness of Program Offerings and Goal #2 – Track Performance Measures).

Fall volleyball continues in November with the season ending tournaments schedule for early December. (Goal # 6 – Increase Awareness of Program Offerings and Goal #2 – Track Performance Measures).

The fall softball leagues ended on Monday, October 26. Results available upon request. (Goal #2 – Track Performance Measures).

SOCIAL/CULTURAL

A collaborative story time was held at the Log Cabins in City Park. The Iowa City Public Library and the Recreation Division provided stories and Pioneer Crafts to well over 60 children and their caregivers. Cornhusk dolls, button yoyos and yarn dolls were very well received. Although the day was cool it was an exciting event for all. Much mystery and intrigue surrounds the cabins; children and adults alike want to see, play and learn once they are restored. (Master Plan: Collaborate with Community Organizations)

We are pleased to provide a winter home for the YAHOO DRUMMERS who meet regularly in the Ped Mall. In exchange, they have already led our Halloween Parade and will assist in other events as well. YAHOOs will be here on Tuesdays, 7-9 pm in the Gymnastics Room. The public is welcome to play exotic instruments and learn to blend their drumming with others. (Master Plan: Build partnerships within the community)

Staff attended the Johnson County Health Department Workshop entitled COMMUNITY PARTNERSHIPS FOR PROTECTING CHILDREN. Valuable information was shared and many new connections were made. (Master Plan: Increase awareness of Program offerings, build partnerships within the community)

Budgets were discussed and prepared this month. (Master Plan: Review cost recovery philosophy and policy, adjust as necessary)

ALTO FILMS LTD visited the CHILDREN'S DISCOVERY GARDEN, filming children at play in the garden, exploring soil, plants and more. Alto Films is a British Company making international documentaries. Their current project, expected to include shots from our Discovery Garden is working

titled, "Microbiome Documentary." It will explore the need for children to play in the outdoors, interacting with soil to develop a strong and healthy microbiome. In very overly simplified other words, kids need to get dirty. ☺

The HALLOWEEN PARADE AND CARNIVAL was again a well-attended event with over 600 youth and their parents or caregivers. Although we kept the general schedule of parade first and then carnival we switched up many of the activities to include a much more accessible Haunted Hallway, introduction of the oversized, inflatable slide, new carnival games, and a glow dance in the parking lot (dance leadership provided by National Dance Academy). The ICPL participated by offering a pumpkin making craft and information on how to get a library card. Police and Fire also participated, bringing vehicles and staff to interact with the crowds. Hills Bank and Veridian Credit Union and Hy-Vee provided funds and materials, making it possible to continue holding this event, in its 69th year this year! (Master Plan: FUN; reach out to those in financial need, Collaborate with Community Organizations and Business).

AQUATICS

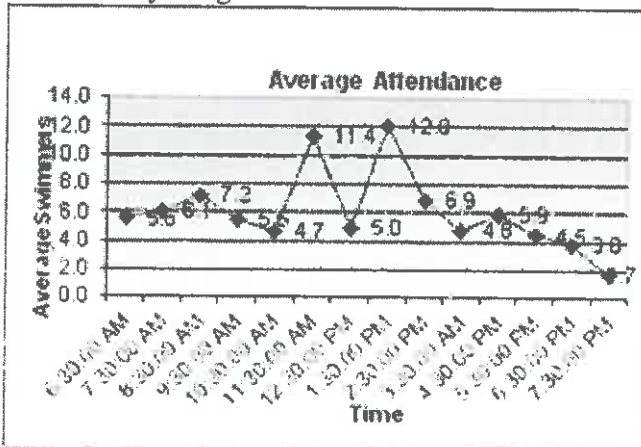
Staff:

Goal #1 Maximizing the Planning Process: For the Winter/ Spring 2015 season we will be once again utilizing one-day-a-week lessons. In response to our evaluations (conducted at the end of each session) we will be offering a once a week option. The one-day-a-week option has proven quite successful; our participants enjoy the flexibility to participate either once or twice per week. Starting this winter we will be reformatting private lessons. We are hoping to be able to increase flexibility, and availability. Due to the high demand we will also be increasing our rates.

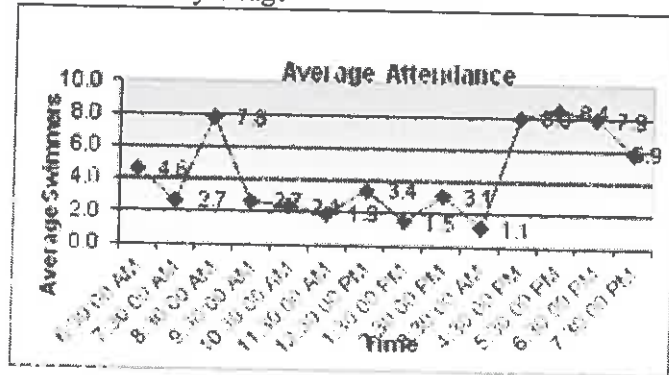
Facilities:

We have two consistent complaints in regards to swim lessons; deck access and locker room cleanliness. The first is nearly impossible to overcome; we cannot allow parents that close to pool side as it creates a major distraction for both the instructor and the participants. The latter we are addressing in a two-prong approach. One: pool staff will do minor "run thrus" throughout the day, and another touch up right before lessons. Two: the facility maintenance staff will conduct a cleaning at 4pm to help improve locker room appearance after a full day of usage.

MPAC Daily Usage



RALCRC Daily Usage



November 6, 2015



CITY OF IOWA CITY

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MONTHLY FACILITIES REPORT

MONTH REPORTED:

September 2015

PREPARED BY:

Scott Justason, Facilities Manager



1. ENERGY PERFORMANCE TRENDS

Electric Total		\$210,383.48
Gas Total		\$65,795.44
Total	Calendar year 2015	\$276,178.92

October 2015 Energy Profile: *Mercer/Scanlon* (Billing cycle is 1 month behind)

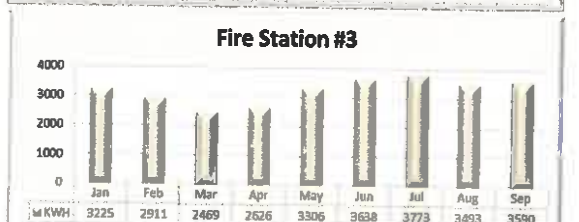
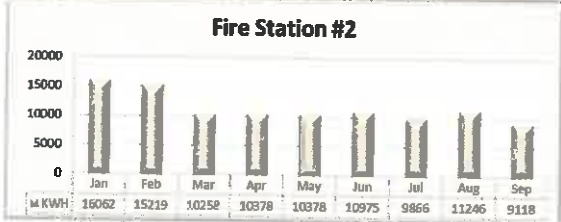
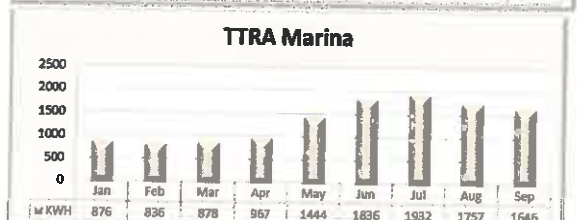
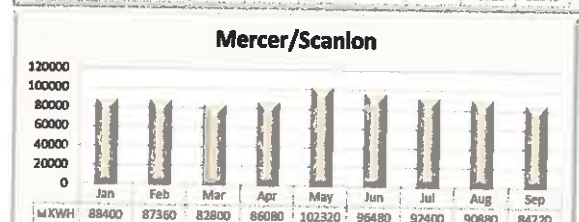
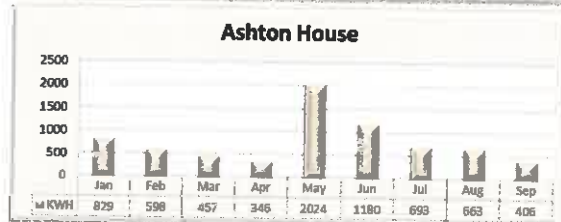
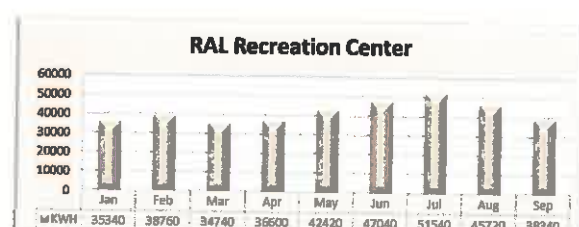
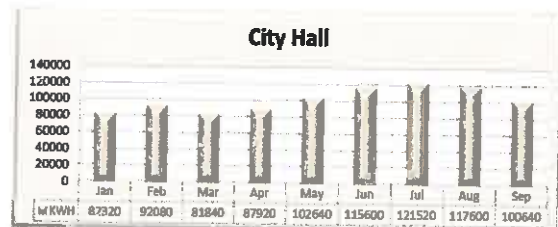
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Mercer				Mercer				Mercer			
Period	Avg Cost			Period	Days	Avg Cost	Avg Use	Period	Days	Avg Cost	Avg Use
Sep 14 - Oct 13, 2015	per Day			Sep 1 - Sep 30, 2015		per Day	per Day			per Day	per Day
Average Temp = 65°			\$158.00	Sep-15	29	\$7.13	0	Sep-15	29	\$150.87	2921.3

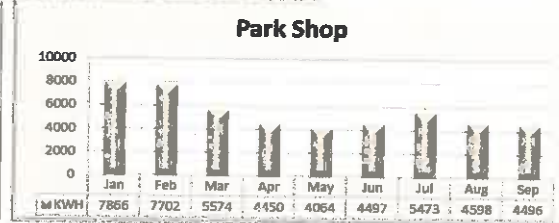
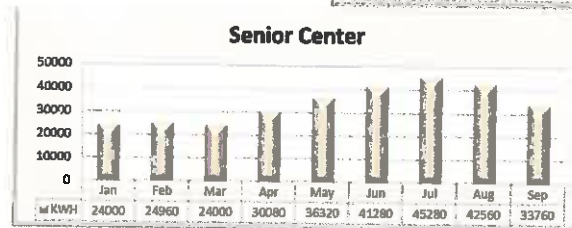
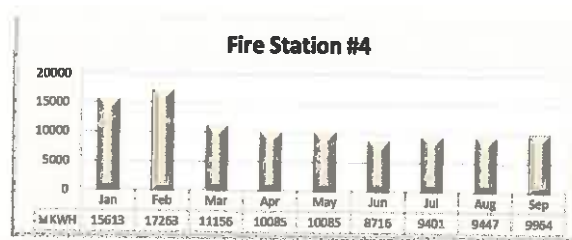
1.1 Electrical Usage:

Facilities Total		\$188,820.64
Parks Total		\$21,562.84
Total	Calendar year 2015	\$210,383.48



Facilities Electric Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
City Hall	\$4,494.29	\$4,706.16	\$4,403.29	\$4,650.59	\$8,392.07	\$9,060.17	\$9,988.40	\$9,619.16	\$5,284.48
RALRC	\$1,829.73	\$2,137.61	\$2,033.99	\$2,217.15	\$3,764.91	\$4,010.18	\$4,524.86	\$3,965.82	\$2,300.26
Mercer/Scanlon	\$4,733.55	\$4,529.25	\$4,376.35	\$4,499.28	\$7,820.06	\$7,575.88	\$7,358.57	\$7,272.97	\$4,375.45
TTRA-Lodge	\$354.53	\$264.68	\$289.13	\$398.97	\$663.45	\$595.32	\$581.55	\$504.97	\$442.32
TTRA-Marina	\$114.58	\$109.19	\$113.17	\$120.92	\$200.34	\$244.70	\$230.36	\$237.42	\$178.41
Fire Dept-Station #2	\$908.10	\$869.01	\$710.36	\$902.13	\$902.13	\$942.01	\$863.41	\$642.28	\$550.59
Fire Dept-Station #3	\$213.93	\$196.62	\$195.65	\$202.13	\$326.91	\$348.19	\$360.42	\$342.21	\$238.88
Fire Dept-Station #4	\$899.32	\$927.70	\$700.61	\$625.97	\$625.97	\$763.74	\$859.50	\$826.79	\$599.51
Senior Center	\$1,493.58	\$1,495.19	\$1,670.51	\$1,967.21	\$3,339.44	\$3,653.85	\$4,247.87	\$3,890.37	\$2,195.87
Ashton	\$77.07	\$56.84	\$47.22	\$37.81	\$233.00	\$139.39	\$96.91	\$81.48	\$42.92
Park Shop	\$532.61	\$476.81	\$412.29	\$321.68	\$432.51	\$479.27	\$575.54	\$499.62	\$349.14
TOTAL	\$15,651.29	\$15,769.06	\$14,540.28	\$15,622.16	\$26,700.79	\$27,333.43	\$29,111.85	\$27,883.09	\$16,208.69

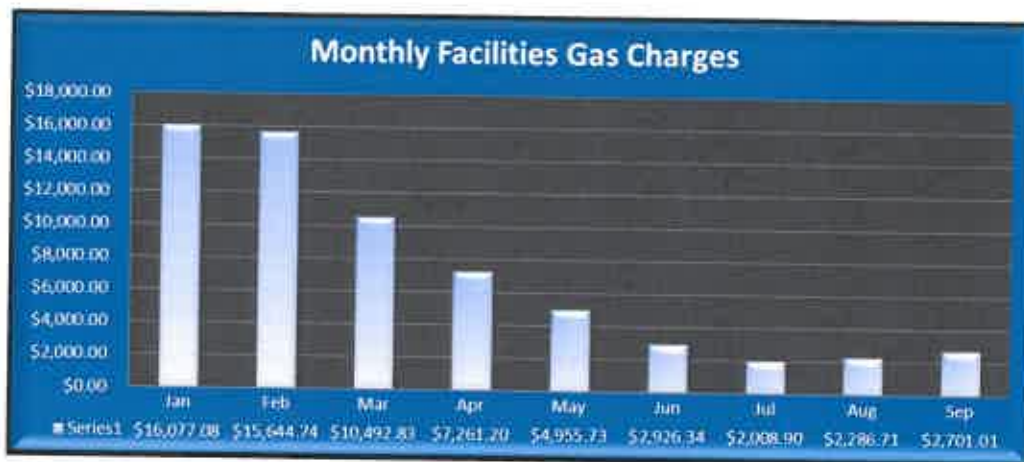




Parks Electric Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
W. Benton St Park	\$23.56	\$23.56	\$23.43	\$23.47	\$37.00	\$22.13	\$37.01	\$23.46	\$23.47
Napoleon Maintenance Garage	\$13.37	\$12.22	\$13.30	\$16.34	\$23.81	\$25.16	\$22.10	\$18.23	\$17.21
Napoleon B-FLD Light	\$27.24	\$26.73	\$94.10	\$108.47	\$226.83	\$226.83	\$49.95	\$36.51	\$57.20
Napoleon Concessions	\$24.76	\$14.94	\$26.23	\$168.71	\$296.26	\$290.50	\$251.32	\$230.57	\$69.66
Rocky Shore Dr	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Green Mtn Dr Pheasant Hill	\$13.53	\$13.47	\$27.00	\$13.48	\$27.01	\$13.49	\$27.01	\$13.47	\$13.47
550 Greenwood Dr	\$28.58	\$23.49	\$23.88	\$25.88	\$30.70	\$27.09	\$25.74	\$23.15	\$19.12
City Park Pool	\$10.89	\$10.56	\$13.12	\$14.52	\$16.45	\$16.45	\$16.39	\$16.17	\$13.62
City Park Stage	\$65.52	\$56.63	\$84.05	\$88.05	\$104.70	\$91.46	\$87.47	\$96.48	\$80.06
City Park Boys B-ball Lot #8	\$11.59	\$11.04	\$14.77	\$16.68	\$18.93	\$17.75	\$18.79	\$20.16	\$18.86
City Park Boys B-ball Lights	\$10.00	\$10.00	\$23.80	\$102.63	\$151.21	\$50.17	\$69.74	\$115.09	\$63.90
City Park Boys B-ball Clubhouse	\$11.15	\$10.76	\$18.95	\$136.51	\$259.83	\$193.64	\$198.61	\$207.05	\$77.90
City Park Security Light	\$64.89	\$64.48	\$129.37	\$64.58	\$129.40	\$64.60	\$129.40	\$64.52	
City Park Cabins	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
City Park Flagpole	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
City Park Shelter #2	\$15.22	\$13.34	\$19.12	\$15.74	\$18.48	\$19.84	\$37.47	\$20.26	\$15.33
City Park Shelter #4	\$10.00	\$10.00	\$10.00	\$11.92	\$13.73	\$10.00	\$10.00	\$11.36	\$10.34
City Park Shelter #5	\$10.00	\$11.25	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.22	\$10.00
City Park Shelter #6	\$14.87	\$13.47	\$14.52	\$11.48	\$17.48	\$16.12	\$16.39	\$15.93	\$16.20
City Park Shelter #8	\$19.50	\$21.68	\$18.16	\$27.28	\$31.84	26.06	\$22.31	\$31.63	\$31.97
City Park Grey Brick	\$16.01	\$14.44	\$21.11	\$29.71	\$55.83	\$42.70	\$36.12	\$33.50	\$25.90
City Park Red Brick	\$37.61	\$30.15	\$24.50	\$24.50	\$27.52	25.73	\$47.66	\$56.05	\$32.99
City Park Tennis Building	\$10.17	\$10.00	\$49.76	\$90.14	\$160.72	\$127.45	\$221.42	\$296.16	\$268.05
City Park Tennis Shed Lts	\$84.82	\$84.04	\$168.15	\$84.20	\$169.00	\$84.25	\$168.90	\$84.12	
City Park Machine Shed	\$239.61	\$159.27	\$67.91	\$53.41	\$47.23	\$33.09	\$27.92	\$30.88	\$39.66
City Park Shop	\$73.85	\$53.02	\$56.09	\$49.33	\$64.54	\$60.80	\$61.01	\$58.83	\$45.51
City Park Pond	\$31.40	\$24.10	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Taylor Dr Light	\$65.62	\$71.00	\$59.80	\$73.42	\$134.22	\$69.42	\$69.36	\$67.97	\$52.08
Fairchild St Lights	\$63.76	\$39.94	\$34.92	\$28.32	\$29.80	\$27.42	\$28.81	\$32.94	\$33.04
N Dubuque Terrell Mill Lts	\$124.50	\$82.83	\$94.73	\$89.88	\$117.96	\$108.77	\$114.18	\$126.95	\$118.22
Bloomington St Gazebo	\$10.71	\$10.49	\$10.52	\$10.35	\$10.33	\$10.33	\$10.45	\$10.33	\$10.43
Bloomington St Light	\$12.72	\$19.43	\$66.69	\$45.99	\$54.83	\$36.27	\$53.31	\$53.88	\$47.61
Harrison Hill Light	\$14.41	\$14.28	\$28.53	\$14.30	\$28.66	\$14.31	\$28.61	\$14.29	
7th Ave Ct	\$19.81	\$17.37	\$18.08	\$22.32	\$28.66	\$26.85	\$26.31	\$30.77	\$19.63
Dover St Tennis Court	\$10.17	\$71.15	\$145.01	\$135.11	\$62.96	\$246.94	\$82.79	\$189.59	\$110.66
Dover St Storage	\$16.54	\$13.82	\$14.60	\$20.25	\$26.52	\$18.16	\$16.27	\$16.39	\$13.62
Dover St Light Mercer	\$20.72	\$27.34	\$62.20	\$117.76	\$292.10	\$360.00	\$79.86	\$152.87	\$257.78
Dover St Shelter	\$25.32	\$25.11	\$33.45	\$95.37	\$222.17	\$203.17	\$172.30	\$154.35	\$121.18
Dover St Pump	\$32.64	\$27.66	\$21.29	\$18.51	\$26.97	\$29.46	\$16.61	\$15.60	\$13.69
Dover St Diamonds 3 & 4 Lts	\$10.97	\$11.53	\$90.48	\$180.70	\$270.25	\$71.00	\$11.36	\$122.39	\$123.12
Reno St Shelter	\$11.76	\$11.25	\$11.38	\$11.22	\$11.58	\$11.35	\$10.00	\$13.43	\$13.36
Dodge St Light College Green	\$81.71	\$62.19	\$67.04	\$64.60	\$82.07	\$86.03	\$83.26	\$91.46	\$75.50
Brown St Shelter	\$10.72	\$16.89	\$55.76	\$33.40	\$37.84	\$17.32	\$40.43	\$35.50	\$33.03
Page St Security Light	\$13.60	\$13.44	\$26.86	\$13.47	\$27.02	\$13.48	\$26.96	\$13.46	
Myrtle Ave Security Light	\$13.56	\$13.47	\$26.92	\$13.48	\$27.01	\$13.49	\$26.98	\$13.47	
Court Hill Park Shelter #2	\$10.44	\$10.00	\$10.95	\$14.34	\$15.65	\$15.43	\$15.48	\$16.05	\$14.04
Miami Dr Light	\$13.60	\$13.44	\$26.86	\$13.47	\$27.02	\$13.48	\$26.96	\$13.46	
Conklin Ln Shelter	\$10.00	\$10.00	\$10.17	\$11.04	\$11.69	\$12.27	\$11.49	\$11.71	\$10.86
1st Ave Peninsula Bridge	\$66.92	\$53.17	\$48.82	\$46.73	\$56.50	\$52.99	\$52.99	\$10.00	\$10.00
1117 Teg Dr Shelter	\$27.85	\$26.24	\$26.31	\$34.34	\$35.14	\$48.78	\$37.05	\$30.67	\$28.79
TOTAL	\$1,586.19	\$1,414.68	\$1,982.69	\$2,335.40	\$3,615.45	\$3,042.03	\$2,674.55	\$2,814.79	\$2,097.06

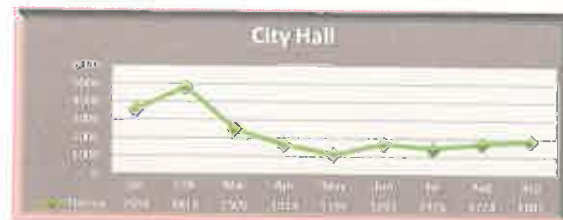
1.2 Gas Consumption:

Facilities Total	\$64,354.54
Parks Total	\$1,440.90
Total	\$65,795.44



Facilities Gas Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
City Hall	\$2,043.60	\$2,404.13	\$1,283.75	\$735.08	\$533.85	\$788.99	\$689.33	\$813.11	\$902.69
RALRC	\$3,057.34	\$3,396.57	\$2,369.19	\$1,506.90	\$1,181.39	\$1,038.76	\$779.64	\$824.65	\$1,066.23
Mercer/Scanlon	\$7,361.28	\$6,449.75	\$5,664.86	\$4,335.62	\$2,740.09	\$653.84	\$207.00	\$207.00	\$207.00
TTRA - Lodge	\$214.05	\$194.90	\$84.34	\$41.44	\$30.67	\$21.70	\$19.12	\$20.80	\$24.76
Fire Dept - Station #2	\$92.31	\$63.97	\$45.82	\$32.63	\$32.63	\$24.20	\$23.32	\$26.77	\$31.97
Fire Dept - Station #3	\$350.64	\$311.53	\$86.09	\$31.96	\$22.79	\$20.68	\$19.63	\$19.77	\$21.60
Fire Dept - Station #4	\$340.14	\$371.88	\$51.03	\$28.90	\$28.90	\$28.29	\$28.30	\$29.62	\$30.54
Senior Center	\$1,630.46	\$1,633.86	\$788.89	\$440.10	\$371.21	\$337.76	\$230.42	\$331.72	\$377.22
Ashton	\$273.74	\$196.78	\$118.86	\$24.21	\$14.20	\$12.12	\$12.14	\$13.27	\$23.73
Park Shop	\$713.52	\$621.37	\$205.82	\$84.36	\$20.83	\$14.07	\$14.56	\$14.63	\$15.27
TOTAL	\$16,077.08	\$15,644.74	\$10,492.83	\$7,261.20	\$4,955.73	\$2,926.34	\$2,008.90	\$2,286.71	\$2,701.01

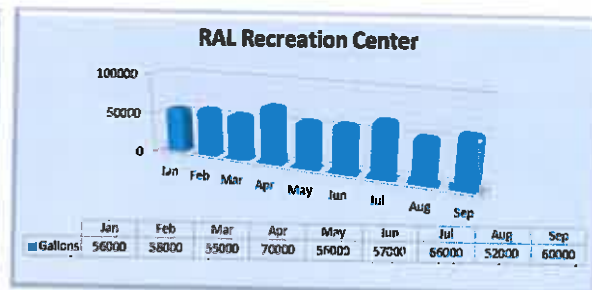
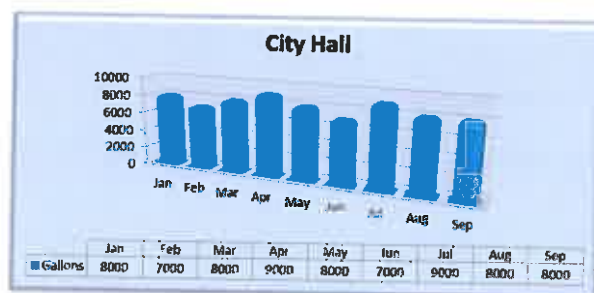
(Note – Ashton House has shown no data for meter readings on invoices since September 2014. Thus there is no chart to indicate usage of therms. ITS continues investigating the cause.)

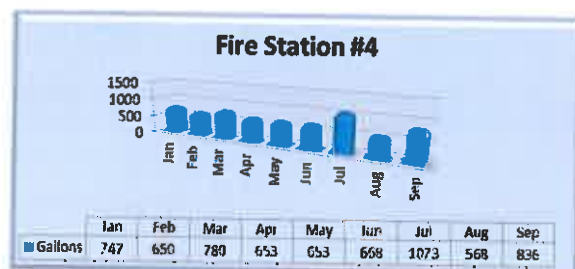
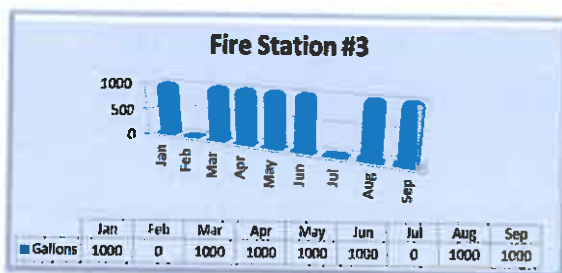
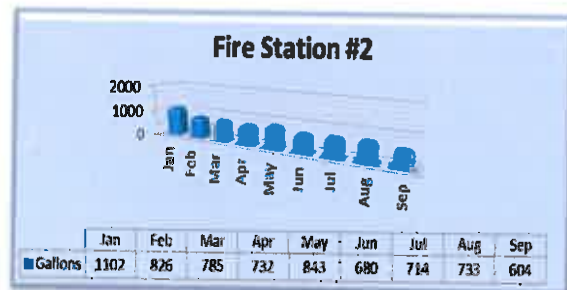
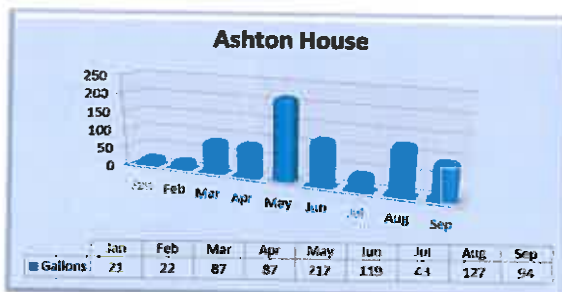
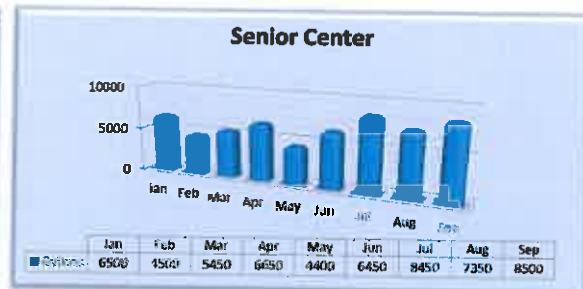
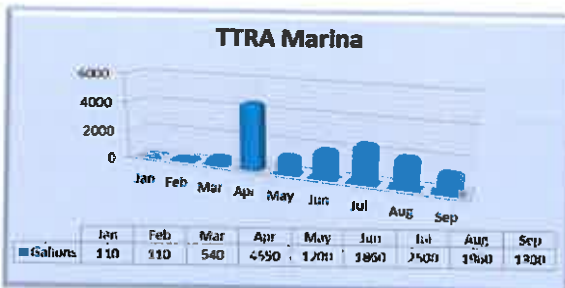
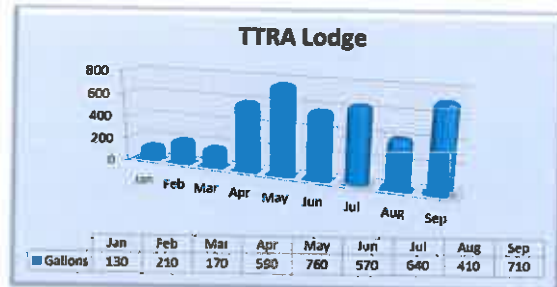
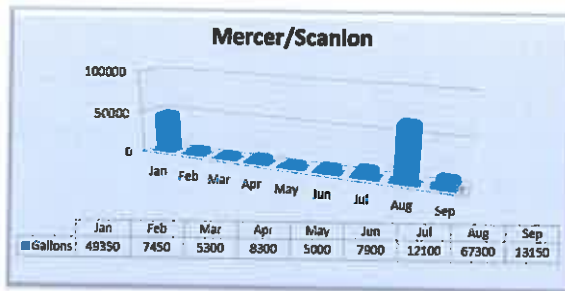




Parks Gas Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lower City Park	\$263.41	\$183.01	\$70.51	\$24.85	\$12.00	\$11.53	\$23.06	\$12.08	\$12.11
City Park Shelter #8	\$70.39	\$46.75	\$20.27	\$11.49	\$10.00	\$10.00	\$10.00	\$10.00	\$11.05
City Park Red Brick	\$117.61	\$112.85	\$32.69	\$16.93	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
City Park Zoo	\$107.46	\$77.18	\$37.55	\$21.39	\$10.00	\$10.00	\$10.00	\$10.00	\$14.73
TOTAL	\$558.87	\$419.79	\$161.02	\$74.66	\$42.00	\$41.53	\$53.06	\$42.08	\$47.89

1.3 Water Usage:





1.4 Excessive water consumption:

We appear to be experiencing further excessive consumption from the RALCRC pool system draining directly into the main drain pit. May 2015 shows 70,000 gallons used, May 2014 we used 17,000 gallons. We are investigating the cause. A water sample was taken and it was determined to be pool water.

July - We can see water leaking into the drain pit from a pipe presumed to be coming from the surge tank. We are unable to determine where the pipe is actually connected without draining the pool again. We placed a test plug in the open pipe in an attempt to see if the water will back up in another location. It has been several weeks and it has not caused any issues, the plug remains in the line. It is most likely the line is a

drain from the tank and a valve within the tank is not holding. There are no prints available indicating the function of this pipe. The next quarterly water reading will help us determine if we continue to lose water.

October 2015 – During a motor failure of the pool main pump it was noted that the water makeup valve was running excessively and the pool level had dropped a full 4" over a 12 hour period. Our latest meter readings again show excessive water consumption over the past few months. The test plug installed in July 2015 remains in place. It is unknown at this time as to where the water is draining to. A December scheduled pool shutdown may give us an opportunity to further investigate. (It should be noted here that on occasion, I have noticed pool water (chlorine) odors emanating in the east parking lot, near the (newer) ramp entrance to the building especially in the early morning hours. I have brought other staff members to try to catch the odor but it would seem to dissipate rapidly.).

2. BAS/EMCS (BUILDING AUTOMATION SYSTEM/ENERGY MANAGEMENT CONTROL SYSTEM)

These systems control facility HVAC (Heating, Ventilation, and Air Conditioning) equipment along with the associated mechanical and electrical components. In some facilities the BAS will control lighting as well. This section contains a brief explanation of existing conditions and justification to bring the City of Iowa City BAS/EMCS systems up to modern standards. Upgrading the building automation systems will have a significant positive impact on energy consumption and conservation as well as make great strides in helping to reach city sustainability goals. Significant energy rebates are also available for many projects of this type. Steps have been taken to consolidate BAS systems so that the city uses one manufacturer for all BAS/EMCS systems city wide. With multi- departmental cooperation, this strategy has the potential for significant savings in many areas including software licensing, installation and maintenance costs as well as discounted service calls and future upgrades.

2.1 BAS/EMCS Technology Plan/ Energy Strategy Master Plan:

We have developed a **BAS/EMCS Technology Plan/ Energy Strategy Master Plan**. The plan along with a memorandum of introduction is located on the T drive. T:\REC\Facilities Manager. This plan will also be updated as BAS systems throughout the city are integrated to the Niagara platform.

2.2 BAS Operating Summary:

City Hall – There are 3 separate systems controlling this facility. A Trane Tracer system installed around 1992 handles the North Court section of the building. There is a very old

pneumatic control system that is completely stand- alone and inefficient. Some of the pneumatics have been converted to DDC via a Barber Coleman DMS system that has become unreliable over the years. The conversion was never completed. Most of the issues with City Hall BAS are in progress to be corrected with the project discussed in section **4.1 City Hall HVAC Replacement Project and 4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**. Some equipment will still remain under older controls and will need to be addressed accordingly.

RALCRC - Old pneumatics are controlling approximately 50% of field devices such as valves and dampers while the remaining half have been converted to DDC via a Barber Coleman DMS system that has become unreliable over the years. This conversion was never completed. This system is also not compatible with new computer software and cannot be accessed remotely. Manual changes to valves and controllers must be made seasonally. The system is unreliable. With the project discussed in section **4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**, remote connectivity will be established making it possible to access the system and troubleshoot on a somewhat limited basis until the existing controls can be upgraded.

Mercer/Scanlon – This facility is currently using some of the oldest pneumatics controls in the state. Serious consideration to upgrade the controls to this facility is urgently needed. As the controls fail, upgrades will be required on an emergency basis. This makes repairs and upgrades unnecessarily expensive. Field devices and controllers are obsolete and can't be obtained. The same Barber Coleman DDC system as City Hall and RALCRC operates portions of the facility. There is also no remote connectivity. This is the 3rd building discussed in section **4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**.

TTRA – There is a DDC system by Andover Controls "Continuum" that controls 1 ERU (Energy Recovery Unit). Continuum is connected via the city network and is controlled from the Facilities office. A Honeywell Gateway device was installed by Affordable Heating and Cooling. This allows remote connectivity to the HVAC thermostats to control the building temperatures remotely.

Fire Stations – Station 2 has a fairly new DDC "Metasys" by Johnson Controls. Installed in 2009, it needs to have a simple "maintenance" update in order to allow system connectivity to the city server upgrades.

Station 4 has a newer DDC "Metasys" by Johnson Controls. The BAS has connectivity and is operating as designed.

The Center – has a fairly new DDC "Niagara" system by Schneider Electric. Installed in 2009, it needs to have a simple "maintenance" update in order to allow system connectivity to the city server upgrades. This was completed in April.

Animal Care and Adoption Center – This facility is operational as of August 2015. We have taken over the new BAS system and responsibility for MEP and structure maintenance.

Other City Facilities – there are several facilities throughout the city with HVAC equipment operating via a BAS system that has not yet been viewed by the Facilities Manager. As the departments/divisions and building operators become acquainted with the position of Facilities Manager and the role it involves, and opportunity presents itself to review the system controls, system summaries and status reports will be incorporated into the monthly report.

2.3 BAS controlled Equipment Operating in a Manual, Operator, or Failure Mode:

City Hall, RALRC, Mercer/Scanlon and Senior Center have several devices, valves and other equipment components operating manually. This is mainly due to equipment age and system capability.

2.4 Overrides to Sequences of Operations in Effect:

Several pumps and fans are overridden "on" or "off" under various circumstances. In some cases, this has become the norm. This is primarily due to lack of functionality and age of BAS systems. It also causes excessive energy consumption.

3 ADDITIONAL SERVICES WORK

3.1 Contractor Service Calls:

All Temp Refrigeration was called to Mercer for Air conditioning calls and found a failed compressor on ACCU5. ATR also changed out the main building RPZ at RALCRC during a scheduled shutdown August 31.

3.2 Contractor Service Contract Work:

AAA Mechanical of Iowa City has been awarded a 3-year HVAC Preventive Maintenance service contract beginning in October 2014.

3.2a HVAC PM –

3.3 Project Requests:

3.3a Pool temperature control/automation –

4. PROJECT STATUS REPORTS 2015

4.1 2014 City Hall HVAC Replacement Project:

PH1 PD/FD RTU replacement has been completed.

PH2 North Court RTU replacement – Completed

4.2 Animal Shelter – Construction began in fall 2014. We will need to watch controls contractors to insure they comply with the standards set in the **BAS/EMCS Technology Plan/ Energy Strategy Master Plan**. Met with Modern Controls during a construction meeting in April.

They will contact us when ready to gain access to the system. Will also bring Brian Buhr in so he can become familiar with the layout of the building systems.

4.3 Robert A Lee Recreation Center Fitness Room Enclosure – Substantially complete. Punch list items remain. Complete

5. WORK FLOW

5.1 CMMS (Computerized Maintenance Management Software)

This software maintains a database of information for maintenance operations. This information is designed to enhance the productivity of maintenance workers. It also helps the management team make informed decisions, such as calculating the cost of machine breakdown repair versus preventive maintenance or outright replacement, which leads to better allocation of resources. Any asset, be it equipment or personnel performance can easily be tracked and adjusted accordingly.

5.2 Antero – the CMMS database

We have spent several months gathering equipment lists and other pertinent data to enter into the system. A maintenance staff member is being trained on the system and assists with some data entry duties to help expedite the process moving forward. We are nearly ready to run a test batch of recurring work orders for auto generation. We are excited to be having this software very close to implementation.

Update: July 2015 – We've reached a point where we can use Antero to track work and enter/complete work orders manually as a schedule is developed.

5.3 Completed Work Order Summary:

Work orders are being completed using a temporary format which will be in place until staff is trained on Antero is functional enough to enter work orders manually. Work orders are kept on file.

City Hall – There were 170 work orders completed.

Normal daily maintenance/custodial routine = 97

Building occupant requests = 59

In-house maintenance repairs = 12

Service calls to contractors = 2

RALRC – There were 56 work orders completed.

Normal daily maintenance/custodial routine = 31

Building occupant requests = 10

In-house maintenance repairs = 10

Service calls to contractors = 3

Aquatics = 2

Mercer/Scanlon - There were 78 work orders completed.

Normal daily maintenance/custodial routine = 26
Building occupant requests = 0
In-house maintenance repairs = 12
Service calls to contractors = 6
Aquatics = 34
Other = 0

Other Aquatics Facilities - There were 0 work orders completed.

Normal daily maintenance/custodial routine = 0
Building occupant requests = 0
In-house maintenance repairs = 0
Service calls to contractors = 0
Aquatics = 1

TTRA - There were work 3 orders completed.

Normal daily maintenance/custodial routine = 3
Building occupant requests = 0
Service calls to contractors = 1

Ashton House - There were 2 work orders completed.

Normal daily maintenance/custodial routine = 4
Building occupant requests = 0
Service calls to contractors = 1

Fire Stations - There were 4 work orders completed.

Building occupant requests =
In-house maintenance repairs = 2
Service calls to contractors = 2

5.4 Staffing

We continue to operate shorthanded and with the loss of Jeff Crawford staff has stepped up to help out when possible. Jim Wombacher retired Oct 30 and has been replaced. Steve Ralph will transfer from wastewater and replace Jim beginning Nov 2.

City Council approved our proposal to consolidate recreation and government buildings maintenance and custodial staff. All maintenance staff are under government buildings division. This creates flexibility in assigning job tasks and adjusting work schedules. Council also approved changes to two MW staff positions which will provide improved production from staff. We eliminated the MWIII-Pools position and created a MWII-Pools. We also created a MWIII position with HVAC background and requirements and eliminated one MWII position. The positions are expected to be filled internally. Once the positions are filled in November we will

still have 2 custodian positions to fill. It is expected that we will be fully staffed by the end of the year.

5.5 Miscellaneous

6. WATER TREATMENT LAB REPORTS

Aqua Technologies pulled samples from the FD stations 2 and 4 in February. Some contamination was found. Recommendations to flush portions of the system have been forwarded to Battalion Chief Nurnberg. There has been no reply at this point.

7. MAJOR MAINTENANCE REPORTS:

7.1 The RALRC pool is being addressed.

7.2 RALCRC Gilbert St handicap ramp Completed.

7.3 RALCRC – both boilers were determined to have failed heat exchangers during a PM. AAA Mechanical found the problems while performing annual maintenance. We are working on emergency replacement of the boilers and hope to have them replaced by mid January.

8. FACILITIES INSPECTIONS:

None to report.

9. WARRANTY REPAIRS:

No issues to report for October.

10. LOST TIME ACCIDENTS, SAFETY PROBLEMS, OR HAZMAT INCIDENTS:

No issues to report for October.

11. MAJOR EQUIPMENT OUT OF SERVICE:

No issues to report for October.

Monthly Report for October 2015

From: Russell Buffington



		<u>AMOUNT</u>
I. OPERATING		
A. Interments (10)		
1. Adult Full Burial, Resident		
1 @ \$700.00		\$700.00
2. Adult Full Burial, Resident, Weekend		
1 @ \$900.00		\$900.00
3. Adult Full Burial, Non-resident		
1 @ \$1,050.00		\$1,050.00
4. Adult Full Burial, Non-resident, Weekend		
1 @ \$1,350.00		\$1,350.00
5. Infant Burial, Resident, Weekend		
1 @ \$175.00		\$175.00
6. Niche Cremation, Resident		
2 @ \$300.00		\$600.00
7. Cremation, Resident		
1 @ \$300.00		\$300.00
8. Cremation, Resident, Tent & Chairs		
1 @ \$390.00		\$390.00
9. Cremation, Non-resident		
1 @ \$450.00		<u>\$450.00</u>
INCOME FROM INTERMENTS		\$5,915.00
B. Lot Sales		
1. Resident, Monument Space		
7 @ \$800.00		\$5,600.00
2. Non-Resident, Monument Space		
2 @ \$1,200.00		\$2,400.00
3. Non-Resident, Flush Monument Space		
1 @ \$1,050.00		\$1,050.00
4. Resident, Infant Space		
1 @ \$300.00		\$300.00
5. Resident, Columbarium Niche		
1 @ \$800.00		<u>\$800.00</u>
INCOME FROM LOT SALES		\$10,150.00
TOTAL INCOME FROM INTERMENTS & LOT SALES		\$16,065.00

II. CEMETERY MAINTENANCE	<u>HOURS</u>
A. Funerals	35
B. Ground Maintenance	41.5
C. Equipment Repair & Maintenance	41.5
D. Building Maintenance	12.5
E. Cemetery Plantings	0
F. Mow/Mulch/Leaf Pick-up Cemetery	142.5
G. Trim Cemetery	<u>20</u>
TOTAL CEMETERY MAINTENANCE	293 HOURS

III. BUDGETED & SPECIAL PROJECTS	<u>HOURS</u>
A. Lot Sales	5
B. Lot Locating	3
C. Meetings	13
D. Genealogy Requests	1
E. Funeral O.T.	13
F. Monument Repair	1
G. Grave Repair	2
H. Safety Training	1
I. Halloween Watch O.T.	<u>10</u>
TOTAL BUDGETED & SPECIAL PROJECTS	49 HOURS

IV. ADMINISTRATIVE & OFFICE DUTIES 147 HOURS

V. OUTSIDE MAINTENANCE	<u>HOURS</u>
A. Mow outside cemetery	1
B. Trim outside cemetery	<u>1</u>
TOTAL OUTSIDE MAINTENANCE	2 HOURS

TOTAL CEMETERY HOURS 552.5 HOURS

**total hours include the following*

1. Leaves with pay
2. Rest Periods
3. Supervisor x 1
4. PFT x 2

City of Iowa City

PARKS AND RECREATION DEPARTMENT

220 S. Gilbert Street

TO: Geoff Fruin Assistant City Manager
Zac Hall Park Superintendent

FROM: Joe Wagner, Turf Specialist

DATE: November 5th 2015

RE: Athletic Facilities October Report

1. Events for October 2015 are at 644 compared to 607 for October 2014. Soccer events are 79% of the events for October which is normal. Due to rain events during the week we estimate that about 75 soccer practices was cancelled due to wet conditions. We also had a few practices that did not take place due less daylight hours during the evening. Football was 10% of our events while baseball was at 9%. Baseball fall leagues ended early to mid October which is normal for fall baseball leagues.
2. Labor hours for October 2015 are at 1277.5 total hours compared to 1253 for October 2014. Soccer labor hours were at 314.5 for October 2015 compared to 258.5 for October 2014. Football labor hours were up as well at 68.5 for October of 2015 compared to 20 for October 2014. We moved Red Zone Football to Napoleon Park from Scott Park in October so staff had to layout and restripe fields. Staff also did repairs to fields at Napoleon outfields.
3. Staff spent 75 labor hours blowing out irrigation systems within the City Facilities in October 2015 compared to 69 Labor hours in October 2014. Staff also spent 98 labor hours removing bases and winterizing Ballfields in October 2015, this also includes removing batting cage nets and shade structures as well. With the possibility of snow and ice that can cause extreme weight on those structures they need to be removed.
4. Staff has met with Girls on the Run to host a 5K race on November 15th at the Soccer Complex. Prep for this event will take place the week before the race. Soccer ended November 1st and staff will start removing goals, team benches, bleachers and trash and finish winterizing the complex in November.

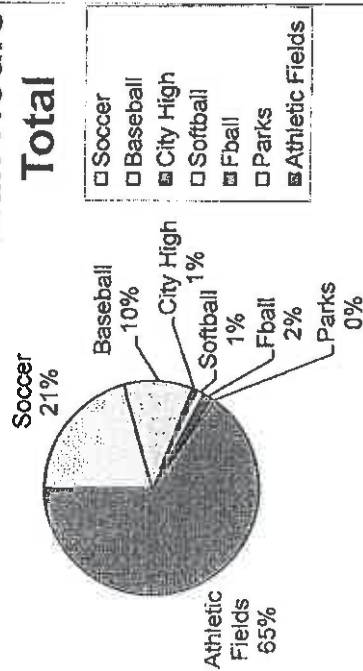
14-Oct

Location	Project														
		Week 1		Week 2		Week 3		Week 4		Week 5		Event Totals	Man hour Totals	Location Event Total	Location hours Totals
		Events	Hours	Events	Hours	Events	Hours	Events	Hours	Events	Hours				
Soccer	Games	65		98		97		84		18		362	0.0		
	Practices	23		39		32		40		10		144	0.0		
	Tournaments												0.0		
	Camp												0.0		
	Prep												0.0		
	Painting/layout		40.5		43		25		48		52		208.5		
Baseball	Weekend		10		16		8		12				46.0		
	Supervision		2		2								4.0		
	Games	6		6		6		6					0.0	506	258.5
	Practices	1		1		2		4				24	0.0	BB Events	BB MH
	Mound Repair		10						6		3		22.0		129.0
	Prep		24		19		25		19				0	87.0	CH MH
Softball	Painting		1		2								3.0	6	10.0
	CH Games												0.0		
	CH Practices	1		2		1		2					0.0		
	CH Prep				4		2		4			6	0.0		
	Camp/Tournaments												10.0		
	hula hoe/weeds infield		7				8		2				0.0		
Fball	Games												17.0		
	Practices												0.0		
	Tournaments												0.0		
	hula hoe infields				2								0.0		
	Prep		6		5								2.0		
	Painting												11.0		
Fball	Games/practice	9		9		9		9					0.0	0	13.0
	Painting/prep		6					9		27	14	63	0.0	63	20.0

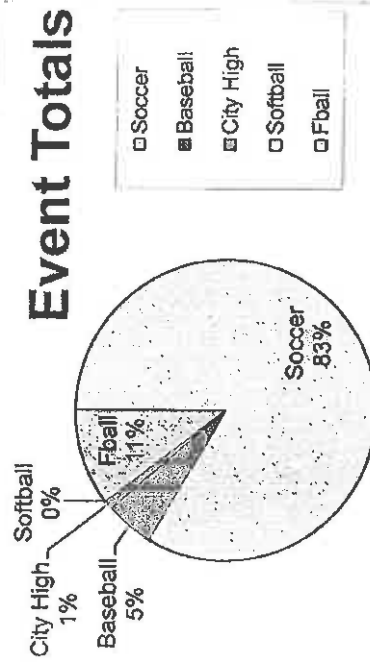
Parks										Athletic Fields									
irrigation/splash pad																			
Fert/spraying/mulching																			
Aerifying																			
Dogpark																			
Prairie Burn/prairie																			
flood/ground repair																			
seeding																			
Electrical Repair																			
construction																			
cleaning/painting/security																			
planting beds /ttra																			
Mowing/snow																			5.0
Irrigation																			
fert/gypsum																			
chk/ballfields/soccer																			
Spraying																			
Aerifying																			
Mowing																			
Trash Detail																			
Weed Eating																			
Equipment Maintenance																			
Cleaning																			
Seeding																			
Electrical Repair																			
Construction																			
Ground Repair/flood																			
Run Schedules																			
Meetings																			
Winterization																			
Blowout/startup																			
jury duty/saftey																			
Association																			
Vandalism																			
Topdressing/sweeping																			
Office Time																			
Education																			
Daily totals	105	230	155	298	147	272	145	252	55	201	607	1253.0	0.0	816.5	Grand Totals				

Monthly Totals	Event Totals	Total Hours
Soccer	506.0	258.5
Baseball	32.0	129.0
City High	6.0	10.0
Softball	0.0	13.0
Fball	63.0	20.0
Parks		6.0
Athletic Fields		816.5
Monthly Total	607.0	1253.0

Man Hours Total



Event Totals

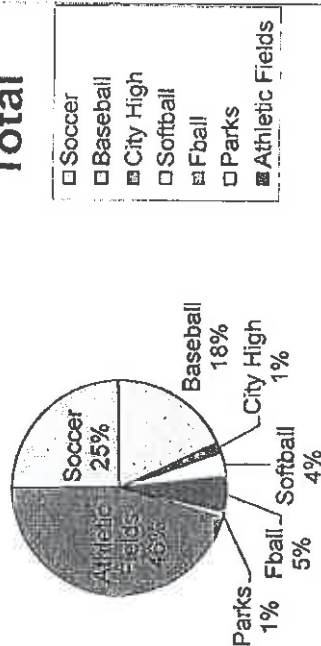


Oct-15

Location	Project		Week 1		Week 2		Week 3		Week 4		Week 5		Event Totals	Man hour Totals	Location Event Total	Location hours Totals
	Events	Hours	Events	Hours	Events	Hours	Events	Hours	Events	Hours	Events	Hours				
Soccer	Games	85		88	93		85		75				406	0.0		
	Practices	15		44	44		8		8				119	0.0		
	Tournaments												0	0.0		
	Camp												0	0.0		
	Prep		26		52		51		66.5		47	0	242.5			
	Painting/layout		9		36		8		11		8	0	72.0			
	Weekend												0	0.0		
Baseball	Supervision												0	0.0		
	Games			13		11		11		12			47	0.0	88 Events	314.5
	Practices	6		6		2		2					16	0.0	64	233.5
	Mound Repair		6		13		3		3			0	25.0			
	Prep		24		15.5		31		23		84	0	177.5	CH Events	CH MH	
	Painting				3								0	3.0	11	20.0
	CH Games								1				1	0.0		
Softball	CH Practices	2		4		4							10	0.0		
	CH Prep		2		7		5		6			0	20.0			
	Camp/Tournaments					1						1	0.0			
	hula hoe/weeds infield				9		14		5			0	28.0			
	Games											0	0.0			
	Practices											0	0.0			
	Tournaments											0	0.0			
Fball	hula hoe infields											0	0.0			
	Prep		3				2				42	0	47.0		0	47.0
	Painting												0	0.0		
	Games/practice/tournament	8		16		16		24				0	0.0		0	47.0
	Painting/prep		16.5		9		22		21			64	0.0	64	68.5	68.5

Monthly Totals	Event Totals	Total Hours
Soccer	525.0	314.5
Baseball	64.0	233.5
City High	11.0	20.0
Softball	0.0	47.0
Fball	64.0	68.5
Parks		11.0
Athletic Fields		582.5
Monthly Total	664.0	1277.0

Man Hours Total



Event Totals

