

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

May 2017

(Issued June 16, 2017)



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

City Administrator Comments

Mayor and City Council Members,

Police Department, Fire Department and Development Services Department staff members were busy working to develop the changes to the Ordinance related to new state legislation regarding fireworks. The Ordinance is before you tonight for consideration as amended by the City Council at the last meeting. The new law will require the sale of fireworks and City Council is deciding on the amount of usage to be allowed during this time frame, which is currently July 2nd through the 6th. The City has received a number of applications for approval to sell fireworks from fixed structures in existing businesses and in temporary structures. The DRC has been reviewing them in anticipation of approval of the new Ordinance.

Mason City Transit was commended by the Regional Office of the Federal Transit Administration for the greatest increase in ridership among small urban systems during the last federal fiscal year. Dylan continues to look at improvements to the system and we are excited about the receipt of five new buses within the next year. The City approved 24 major building permits in May with a projected valuation of \$10,411,530.38, bringing our totals for the year to 92 major building permits with a projected valuation of \$16,396,369.70. Code enforcement cases were on the rise this month with 251 reported cases that were investigated, with 104 being staff initiated and 147 being non-staff initiated. Last year there were 45 cases reported for nuisance code violations. In addition to those cases there were 172 cases of weeds and tall grass reported with last year having 101 cases reported for weeds and tall grass. Please refer citizens to the nuisance code enforcement officers at 421-3380 if they have issues that need to be investigated for violations of the code or they can submit their item on See Click Fix for investigation.

Engineering continues to make progress on many projects for the summer and complete the close out on projects from last year. Now that the Street Rehabilitation project has been approved and the Street Panel and Curb project has started, there will be many street projects going at the same time so we will be stressing that citizens pay attention to the construction signage and barricades and obey the provided instructions. The street marking painting is progressing with some of the bike share markings being completed this week. The report has an update on each project so please review the report to check on the other projects that are ongoing.

The Park and Street Departments continue to work hard at keeping up with the maintenance of the parks and right of ways in the community. The wet weather put us behind but the dry weather has allowed us the opportunity to catch up. Staff from various departments put in many hours prior to the Band Fest and during the parade to ensure that the event went off well. The construction season is in full swing with the Street Department working on the maintenance of the streets and the utility crews are busy replacing valves and repairing storm sewer intakes. We look forward to great weather to accomplish as much work as possible this year.

Sincerely,



Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **May 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 5/1/2017 – 5/31/2017	27,747.30 Gallons	300 Buses
Enplaned 668 Deplaned 666		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at May 2017 Airport Commission Meeting 5/8/2017
- Final Presentation for Master Plan Review/Airport Layout Plan
- Approval Jefferson Bus Line Two Year Lease Agreement

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the June 2017 Airport Commission Meeting
- Public Hearing for Future FAA AIP 3-19-0059-043 – General Aviation Rehabilitation Phase 2 Project
- Quotes for New Airport Operations Truck

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Active Living and Transportation Commission held two meetings, agenda prep, research and prep for meeting, bike share meeting to assess locations
- Community Garden activity with new gardeners, plot assignment, schematic update; arrange for tilling of new plot assignments. Willow Creek location is full with 12 plots, Garden Acres has 28 plots leased, planting asparagus received from a Public Health grant, update sent out to gardeners
- Cerro Gordo County Community Foundation grant submitted for bike awareness/safety videos
- Ride of Silence rescheduled for June 7
- Participated in Public Health & American Planning Association Community Planning and Health Workshop, provided survey feedback
- Bike Rodeo was held May 13, highest number of bike licensing since beginning 3 years ago
- Meeting with City staff to try to finalize water enhancement project at Willow Creek Garden
- Volunteer delivered 1350 bike maps throughout community at established points of distribution
- Facilitated request for bike share sponsorship
- Initiate reminder for a trail count in June

Schools –

- Contact with interim superintendent on transition of Blue Zones Project and new superintendent
- Partnership provided bike education to all 3rd grade classrooms
- Participated in mock interviews two days at John Adams Middle School, provided volunteer format and participated as an interviewer

Worksites –

- Provided info for Chamber newsletter BZP column
- Work with Public Health and committee to do 2nd annual worksite wellness award
- Follow up with worksite on promotion ideas and clarification
- Promote Live Healthy Iowa 10 week water and activity promotion

Healthy Foods (Grocery/Restaurant) –

- Promotion of the North Iowa Farmers Market on Facebook, and have the portable bike racks on site for use, facilitated clean-up of City parking lot

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prior to launch of event.

- Promoted BZP Restaurants and Wine@5 as part of Bike Month posts.
- Kids Blue Zones Cooking Class on May 27th was canceled due to lack of sign-ups. Likely a result of Holiday weekend and prior to school year end.

Engagement –

- Second quarter promo (Get Active).
- Chamber newsletter featured new bike share program and sponsors
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, Worksite Electronic newsletter.
- Promotion in the monthly Chamber Newsletter about Bike Month.
- Bike Month promoted throughout the month in Worksite Newsletter and daily on Facebook.

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO, highlighted IOOF Home and Therapy Center's Mother and Son Dance and the North Iowa Fair Association's plans for their 2017 Fair, volunteers needs, and more!
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- June Newsletter to members' organizations and volunteers to be sent out week of June 12th. Here's a sample of the May's Volunteer Newsletter: <http://us13.campaign-archive1.com/?u=eecff029d344662caed667b9b&id=1790942278>.
- Website - 134 volunteer opportunities are currently active. Upcoming one-time needs include: MacNider Art Festival on Saturday June 10th; Friday Night Live on June 16th; Cannonball Day on Saturday June 24th; and various needs for the North Iowa Fair 2017 on July 19-23, including monitoring the North Iowa Youth Center inflatables that weekend. Tons of summer opportunities for all ages!
- 35 member organizations, pending membership renewals; New memberships include Foster Grandparents and North Iowa Youth Center; continue to meet with existing members to renew memberships this month, including RSVP, NIVC Services, and Youth for Understanding.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at Habitat for Humanity, Foster Grandparents, Crisis Intervention Services, Hawkeye Harvest Food Bank, and the Mason City YMCA.
- Presented to John Adams Middle School 8th graders about the importance of Volunteerism for discovering their passions and exploring job opportunities. 75% said they had volunteered in some way already, and over 90% of them said they would be interested in volunteering now or in the future.
- Attended Quarterly Volunteer Centers of Iowa (VCI) meeting in Cedar Rapids; planning for Iowa Nonprofit Summit in the fall; good discussion on shared struggle on tracking volunteer hours, and volunteer management

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systems. Reviewed and gave feedback on a Volunteer Center Start –up Guide being developed by Volunteer Centers of Washington.

- Disaster VRC Update: After a year of navigating unresponsiveness of the golf course, we worked with Thornton City Clerk to look into the Thornton Community Center as a potential VRC location. City Council will make final decision at their meeting on Monday, June 5th.
- Volunteer Committee: meeting schedule with new Youth Task Force director.
- 2016 review infographic and worksite volunteer toolkit developed – in final draft status.

Power 9 Committee –

- Update communications, June 30th meeting scheduled

Other –

- Weekly staff meetings
- Initiated call with Blue Zones and subsequent follow-up conference call
- Fielded call and facilitated connecting contact with appropriate local contacts for Heart Safe Community Initiative.

Upcoming Dates:

June 7 – Ride of Silence rescheduled

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of May:

- 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 27 Resolutions and 4 Ordinances 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 10 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 \$2,440.00 in animal license fees and \$1,025.00 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

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Staff continues to work on the revised application related to the Gatehouse Capital project. The Council held the public hearing for the necessary amendments to the Downtown Reinvestment Urban Renewal Area in May. Staff is working with Gatehouse on completing changes to the Feasibility Study for the revised IRD application.

Corridor (North/South Federal and Central Area IA 122 corridors) and Downtown Revitalization Loan Programs: The Council approved one Corridor Revitalization Loan (CoRL) loan for the Honda motorcycle dealership at 152 5th Street SW, and two Downtown Revitalization Loan (DoRL) request, for 7 – 11 South Delaware Avenue (Thai Bistro building) and the converted house at 20 5th Street NW (formerly a doctor's office). There are no new applications currently pending.

Iowa Initiative for Sustainable Communities Projects: The 2016-17 IISC project wrapped up with a Year-end Celebration on May 3. Each of the projects was represented with posters and materials. Final deliverables are now being compiled. Staff has begun working with the IISC staff to determine projects for the next academic year.

Other Items of Interest: This has been a good month for new business openings, as both Z'Mariks Noodles and Bowls and the new Pasta Bella have opened for business. Unfortunately, the Carlos O'Kelly's Restaurant closed due to losing their lease.

With the adoption of the new fireworks statute, Staff in Development Services has been working with the Fire Department and the Police Department on a draft to allow possession and use of consumer fireworks in Mason City. A first draft is expected to be ready for Council consideration at the first meeting in June.

I would like to note that Mason City Transit was commended by the Regional Office of the Federal Transit Administration for the greatest increase in ridership among small urban systems during the last Federal fiscal year. I commend the work of both former Transit Manager Pat Otto and the fine work now being done by Transit Operations and Safety Manager Dylan Schulte for making this happen. I am confident that Dylan will continue to move our Transit System forward.

Developments: 1) The following are under construction or are nearly complete: Good Shepherd Independent Living, 300 block of 1st Street NE (complete and open to new tenants; only landscaping remains to be completed); Prairie Ridge Treatment Center at 320 North Eisenhower;

Reindl Self-Storage just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW; Rye Self-Storage on the west side of South Monroe Avenue, just north of 15th Street SW; interior improvements for the new Charlie Brown Daycare Center at 1780 South Monroe Avenue (former Community Chrysler-Dodge). 2) Site work for the Orchard Glen Subdivision (9-lot “estate” subdivision on the south side of 12th Street NE, about 1/3 mile east of North Illinois Avenue) is starting back up, with the weather getting warmer.

Development Review Committee: 3 meetings held in May: 5/2, 5/23 and 5/30

DRC Activity	May, 2017	YTD
Total Development Plans Reviewed	5	14
Concept plans reviewed/approved as a Minor Site Plan	4	9
Concept plans to be resubmitted as a Major Site Plan	1	4
Total Concept Plans	5	13
Major Site Plan Reviews Completed	0	1
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	2	3
TOTAL ITEMS REVIEWED	7	17

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	March, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	4	12
Commercial, Accessory Structure	0	0
Residential, Principal Structure	7	13
Residential, Accessory Structure	7	17
Signs	5	27
Floodplain	0	0
Encroachment Permits	0	2
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	2	2
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	2	2
Preliminary Plat	0	0
Site Plan Approval	0	0

Activity	March, 2017	YTD
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	4
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	1	7
Unfounded	1	1
Founded-Resolved without citation	0	6
Citations	0	0
Open Cases (as of date of report)	1	19
Cases initiated by staff	0	2
Zoning Inspections		
Zoning – Case Request	0	6
Zoning – Violations	1	7
Zoning –Setback	1	9
Zoning - Final	1	8
Permit Reviews		
Zoning Reviews Completed	45	150
Floodplain Reviews Completed	43	154

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	May, 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	24	\$ 10,411,530.38	92	\$16,396,369.70
Minor Building Permits	28	\$ 219,534.62	49	\$ 405,856.80
Electrical Permits	17		73	
Plumbing Permits	19		69	
Mechanical Permits	19		138	
Sign Permits	7	\$ 58,860.00	31	\$ 175,687.00
Demolition Permits	2	\$ 15,592.00	15	\$ 147,065.00
Structure Moving Permits	0	0	0	0

BUILDING INSPECTIONS PERMIT REPORT				
Inspections	May, 2017		YTD	
Number of inspections	104		499	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	2	41	2	102
Multi-residential	0	1	0	1
Commercial	1	6	2	29
Industrial	0	1	0	5
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	9	0	46
Fees Collected	May, 2017		YTD	
	\$ 40,353.32		\$ 86,632.55	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	May, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	251	769
Staff Initiated	104	429
Non-Staff Initiated (total):	147	340
Response to Complaint	59	133
Anonymous Complaint	84	185
SeeClickFix	4	22
Case Request Disposition		
Founded Case Requests	250	761
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	1	8
Cases by Type:		
Dead, Diseased or Dying Tree(s)	8	12
Dangerous Building	3	12
Abandoned Vehicle	3	6
Tree/Shrub Maintenance	1	9
Garbage	40	173
Inoperable Vehicle	26	71
Junk, Rubbish or Refuse	94	294

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	May, 2017	YTD
Other	69	155
Writ of Removal	6	24
Information Request	1	13
Snow Removal/Weeds & Tall Grass	172	250

Rental Inspections Summary:

Rental Inspection Report	May, 2017	YTD
Initial Inspections	16	112
Reinspections	30	182
5 yr. Inspections	40	381
Complaint Inspections	10	66
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	18	101
Inspection cancelled by Inspector	0	21
Failed inspections	11	93
Passed Inspections	30	267
No Shows	5	59
Total # of Inspections	66	559
Rental Dwelling Certificates Issued	21	283
New Landlord License Issued	5	19
Units White Tagged	2	12

TRANSIT AND SAFETY

Transit

During the month of May, Mason City Public Transit provided 14,176 rides on our Fixed Route, up from 13,507 in April; which averages to be over 644 rides per day.

Also during May, Mason City Public Transit System submitted their 3rd Quarter Statistical Report to the Iowa DOT. The Transit Operations and Safety Manager attended the 4th Annual Passenger Summit in Ankeny, where we met with other Transit Agencies around the State. Staff also is working with Heglund Bus Company on the purchase of Five New Transit Buses.

The Transit Manager and the Development Services Director attended the annual Iowa Public Transportation Association Training event in West Des Moines May 31 through June 2. Mason City Transit received an award from the Regional Office of the Federal Transit Administration for the greatest increase in ridership during the last fiscal year.

Safety

During the month of May, the Safety Division hosted its annual Bloodborne Pathogen and Fire Extinguisher Trainings with the help of the Mason City Fire Department. These trainings were provided over five different sessions for increased flexibility during busy employee workdays.

The Safety Division has also been busy training new full-time and seasonal employees for various departments within the City.

ANIMAL CONTROL

MAY		2017	YTD			
ANIMAL CALLS FOR SERVICE						
HOURS			CALLS	YTD		
700	800	=	5	27		
800	900	=	12	40		
900	1000	=	6	25		
1000	1100	=	16	44		
1100	1200	=	14	46		
1200	1300	=	16	43		
1300	1400	=	12	39		
1400	1500	=	9	33		
1st shift sub total			90	297		
1500	1600	=	13	40		
1600	1700	=	8	37		
1700	1800	=	8	34		
1800	1900	=	10	24		
1900	2000	=	4	19		
2000	2100	=	8	22		
2100	2200	=	2	8		
2200	2300	=	4	11		
2nd shift sub total			57	219		
2300	2359	=	2	3		
0	700	=	11	21		
3rd shift sub total			13	24		
TOTAL for Month			160	540		
ARRESTS						
Animal						
Sanitation					0	
Chase/bite nuisance violation					3	6
Cruelty/Welfare of Animal						0
Vicious Animal						1
Disturbing the Peace						3
No Rabies Vaccination					2	13

MAY	2017	YTD
ANIMAL CALLS FOR SERVICE		
No City License (approx.)	1	12
Animal At Large	<u>1</u>	<u>5</u>
Total People Arrested	<u><u>7</u></u>	<u><u>40</u></u>
Animal Bites <u>2</u>		21
Wild animal calls <u>15</u>		<u>37</u>
Pickup slips animal count	130	434

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>
May	5	36%	9	64%	14
Year to Date	65	56%	51	44%	116

Burials in May were slightly higher than projected. Traditional burials were much higher than projected and cremation burials were as projected for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
May	6	1	7
Year to Date	58	7	65

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

Administration – Office staff were busy with walk-in traffic, flower sales and placements, assisting grounds staff with foundations, preparing for the Band Festival parade and overseeing the replacement of three sections of street.

Operations – Grounds staff were busy providing burial services to families. Three seasonal workers began mowing and trimming. More concrete foundations were poured for markers and monuments.

Board of Trustees – No board meeting was held in May due to the preparation for Memorial Day.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	7
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	3
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	16
▪ New Sidewalk/Approach	1
▪ Curb & Gutter	1
▪ Curb Cut	1
● Pedestrian Ramp survey & design	36
● Driveway Approach permit & inspection	10
● Iowa One-Call locates	411
● Emergency Call-outs	5
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	5
▪ Demolition	1
▪ Remodel or Addition	2
▪ Moving	1
● Permit Fees collected	\$45.00
● Sanitary Sewer records drawn and scanned (GIS)	2
● Field Book updates (GIS)	0

2014 Pedestrian Trail Improvements – Phase 2:

The Engineering Department worked closely with the final remaining property owner, the Union Pacific Railroad and Canadian Pacific Railroad to acquire the necessary remaining easements and permits to obtain pedestrian crossings.

Monroe Avenue Pedestrian Trail:

Engineering Staff met with the owner of the property on South Monroe Avenue adjacent to the uncompleted trail portion. In order for the trail to be completed along the property, an easement is needed and utilities will need to be relocated. WHKS has conducted additional survey in this area to correct a drainage problem near the approach that the pedestrian trail will be placed through.

Downtown Street Lighting Project:

Final project quantities are still being reviewed and closeout documents are being assembled. Final change orders and payment to the contractor is expected to be on the council agenda for the June 20th meeting. Traffic and Engineering staff have installed astronomical time clocks that will coordinate the switching on/off timing between the street light controllers.

Union Pacific Railroad Quiet Zone:

On May 24th Engineering Staff hosted a product demonstration with representatives from Decker Supply and Qwick Kurb Inc. Qwick Kurb lane delineators will be used at the three Union Pacific Railroad crossings as part of the Quiet Zone project. Mid-Continent Contracting, the city contracted contractor attended the demonstration to learn the proper installation techniques of the products.

South Pierce Avenue and Highway 122 Signal Improvements:

The needed space under Highway 122 to complete the conduit loop will not be available until the completion of Alliant Energy's next gas main project which is scheduled to begin in July. The existing Alliant gas main will be abandoned creating the needed space for our traffic signal and street lighting conduit. Engineering continued to coordinate the abandonment of these utilities to ensure the needed room will be available at the end of their project.

2017 Sidewalk Program:

Contract and bonds sidewalk program were approved at the May 16th meeting of the City Council. A preconstruction meeting with Mid-Continent Contracting will be held soon. Sidewalk notification letter are being prepared and will be mailed to property owners in the first week of June.

2017 Street Panel and Curb Replacement Program:

Contract and bonds were approved at the May 2nd meeting of the City Council. A preconstruction meeting was held with King Construction and their subcontractor on May 10th. Work has begun and several street patches have been completed. Some of the completed street panel replacements are on Asbury Drive, North Massachusetts Avenue and on South Kentucky Avenue. Work is currently taking place on Farmstead Square, South Harding Avenue and at the intersection of Country Club Drive and Augusta Drive.

2017 Street Rehabilitation Program:

Three bids were received on May 23rd, the low bidder being Bob McKiness Excavating, Inc. Award of contract, and approval of the contract and bonds for the project will be on the agenda for the June 6th meeting of the City Council.

2017 Pavement Marking Program:

The project is expected to begin during the first week in June.

Highway 122 City Utility Replacements:

Engineering Staff have been coordinating with the IDOT for the city water and sanitary sewer replacements that will be done in conjunction with the Highway 122 Reconstruction project beginning next year. Some of the city infrastructure improvements planned for this corridor includes water main, valve and service line replacements along with sanitary sewer manhole replacements. Engineering Staff is putting together a set of plans for our infrastructure improvements that will be included with the final IDOT set of plans that will be put out for bid.

Drainage District No. 17:

The project is completed and the recommendation to set the final two public hearings will be on the June 6th agenda for approval by the City Council. The public hearing on the Completion Report is planned for the June 20th meeting; and the public hearing on the Commissioner's Report for reclassification of the district is planned for the July 5th meeting.

Water Pumping Building Repair:

The contract with Henkel Construction Company was approved in April, the preconstruction meeting with contractors was held in May. Then following the preconstruction meeting, brick colors were chosen and precast panel "mock-ups" were created and presented for approval. The mason will begin work as soon as the bricks are received.

Raw Water Pre-Filtering Pilot Project:

Stanley Consultant submitted the draft of the Mason City Water Treatment Plant Filtration Study. The report is currently under review.

Well #14:

Well #14 was rebuilt, reinstalled and placed back in service.

Well #16:

Well #16 was pulled to assess the damages. The well will need extensive rehabilitation and repairs before it can be tested and placed back into service. The repairs will begin in mid-June.

Other Tasks Performed through the Engineering Department:

- The weekly meetings with Alliant and their contractor for the Pierce Avenue Gas Main Replacement project have concluded. Engineering Staff continued working with Alliant Energy, Intercon and several subcontractors to finish the surface restoration along Pierce Avenue. Engineering Staff continued designing the new pedestrian sidewalk ramps for ADA compliancy, and inspecting the new street paving. A final project walk-through inspection is planned for the first week in June.

- Engineering Staff completed the projects for this year with the engineering students and staff from the University of Iowa as part of the Iowa Initiative for Sustainable Communities partnership program. The Engineering Department hosted a presentation that was presented by the university students on May 1st at City Hall. The two presentations were on the engineering projects incorporated into this program. The projects included the Rehabilitation and Reuse of the South Federal Fire Station and the Replacement of the 12th Street NW Bridge and 12th Street NW Bike and Pedestrian Trail Extension.
- Work continued in the Asbury 10th Subdivision. The contractor continued paving on Cypress Court. Subbase material was placed along the Sumac extension which will intersect with Asbury Drive. Engineering Staff continued with the inspection of the compaction of the subbase material and testing the new pavement as it is placed.
- Members of the City Engineering Department attended an Accessible Sidewalk & Curb Ramps: Design to Installation workshop hosted by Iowa State University and the Iowa Department of Transportation. Compliancy with ADA curb ramp design and work zone accessibility was the focus of the workshop along with emphasis on the required design standards that need to be incorporated into plan preparation for accessible sidewalks.
- Engineering Staff attended a meeting on May 17th hosted by IDOT. The meeting was intended to discuss the progress of private utility companies and the status of their utility relocations projects that need to be completed in conjunction with the Highway 122 reconstruction project. In preparation for this project, several utilities need to submit plans to the IDOT and begin work relocating their utilities ahead of the Highway reconstruction project. The relocation of utilities is necessary to provide space in the right-of-way for the new storm sewer systems.
- Engineering Staff provided records and reviewed 90% plans for two Alliant Energy gas projects that are being done in preparation for the Highway 122 Reconstruction project. An Alliant Energy Distribution Rebuild in the vicinity of the Highway 122 reconstruct corridor and a 10" Gas Pipeline installation along 6th/7th Streets South from Pierce Avenue to Carolina Avenue.
- Engineering Staff met with members of the electrical division of Alliant Energy. Alliant is planning the rebuild and installation of new underground electrical utility lines in the Highway 122 reconstruct corridor. Engineering will be providing utility records and reviewing plans for this rebuild project. The utility poles that are planned to be removed from the State right-of-way also support the street lights along this corridor. This has now created a need for a city street lighting project that will have to be done in conjunction with the Alliant electrical rebuild project.
- Survey and design work was completed for the new Iowa Traction Railroad Crossings at South Benjamin Avenue and 19th Street SW. Paving will be removed and replaced adjacent to this railroad crossing.
- Engineering Department Staff responded to a vehicle accident at the intersection of 9th Street SW and South Eisenhower Avenue. The street light pole and the electric service pedestal were both struck and destroyed. Coordinating with Alliant Energy to get the pole replaced and the street light energized is on-going. Damages will be recorded and billed to vehicle owner.

Traffic Division:

○ Traffic Control

• Sign work orders	18
• Traffic Sign Orders	0
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	6
• Traffic Signals	
▪ Respond to signal issue reports	12
▪ Perform traffic signal repairs	21
• Iowa One-Call locate reviews	410
• Locate City-owned electrical utilities	8
• Emergency Call-outs	4
• 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.
- Responded to high wind storm that caused wide spread outages on west side of the city. Discovered that several battery backup units failed. Set signals to red flash since stop signs had been set out following the failures.
- Responded to a storm related signal failure at the intersection of Hwy 122 & South Roosevelt Avenue. The signals would not come out of red flash and it was later diagnosed that the EVP interface card developed a failure between channels. Repair was made and the signals were placed back in service.
- Responded to a call out that the red indication for SB at the intersection of Hwy 122 & Winnebago Way was out. The diagnosis was a failure in a conductor within the underground cable assembly. Was able to switch to another conductor to get light functioning. The wiring will schedule to be replaced at a later date.
- Reviewed bike trail signage complaints.
- Performed repairs on traffic counters.
- Took receipt of new radar based traffic counters. Installed the software and set them out on 19th Street SE & East State Street.
- Responded to various sign knock downs.

Water Supply Division:

○ Water Production

	<u>May</u>	<u>FY 2017</u>
• Total (gal)	129,407,000	1,476,877,000
• Daily Average (gal)	4,174,000	4,408,588
• Daily Maximum (gal)	4,720,000	6,865,000 *
• Daily Minimum (gal)	3,545,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #1 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 and #3 EDR trains
- Repair piping leak in #3 EDR unit

○ Customer Service

• Iowa One-Call locates	389
• Miscellaneous locates	3
• Prepare and send service repair letters	11
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	5
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	7
• Water Main shut down for repairs	4
• Water shut offs for non-payment	5
• Water service re-connects	3
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	30
• Water Service Permit/Inspection	
▪ Repair/Replace	12
▪ New Installation	8
▪ Disconnections	2
▪ Frozen Pipe/Meter	0

○ Meter Department

	<u>May</u>	<u>FY 2017</u>
• Meters Installed	59	986
▪ Industrial	1	4
▪ Commercial	2	25
▪ Residential	56	957
• Meters Repaired	4	20
• Contractor and Garden Meters Installed	6	21
• Meters Read	11,772	129,487
• Meters Ordered	57	1010

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Collected monthly water samples
- Performed annual disinfection byproducts sampling
- Continued to evaluate raw hardness and finish hardness for permit changes
- Calibrated chemical pumps
- Collected daily water quality samples
- Monthly draw down on wells
- Troubleshooting bypass valve control board
- Trouble shooting level indicator in settling tank
- Trouble shooting hypochlorite generator operational issues
- Monitoring discharge outlet for scaling deposits
- Mowing at plant and local wells

Abbreviations:

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal
gal	Gallon
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for May:

Finance

Duties	May	Fiscal Year-to-Date
Prepare payable checks	557	6,568
Prepare receivable invoices	78	680
Prepare payroll checks	707	8,216
Certify invoices to County		192
Send letters to State Offset Collections	15	233
Record State Offset collections	\$ 9,409.00	\$ 42,084.40
Sort Mail	5,775	39,050
Record ambulance receivables	183	1,930
Process utility payments	831	12,668

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for April
- 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
- Work on FY 17 budget amendments
- Start on FY 17 CAFR

Utility Collections

Duties	May	Fiscal Year-to-Date
Record ACH activities	30	457
Prepare Utility adjustments	50	560
Estimate billings		-
Issue utility bills	10,747	117,072
Answer phone calls	831	8,305
Respond to voicemail	213	2,273
Complete utility service orders	50	3,036
Complete landlord tasks	50	470
Issue shutoff notices	434	5,110
Process customer paid utility bills	6,506	68,918
Process customer deposits	535	4,683
Replace meters	42	1,121
Complete monthly sales tax report/hours	2.50	38

Information Systems Coordinator

- Help Rich at Police Department with switch to new printer server
- Help Jeannett with PCS issue
- Send out Email regarding new print server for Police Department
- Perform monthly backup duties for April
- Order replacement computer for YTF
- Update Internet Explorer on YTF computer to version 11
- Help PD user classify messages as spam
- Test tape backup at Water Reclamation
- Close out account for user at YTF
- Change network install files in AD for Police Department server
- Change drive letter on Police Department mobiles
- Change printer scripts for Police Department to point to new server
- Change printer scripts for Police Department mobiles
- Clean suspicious software from Rec computer
- Move contents of Apps drive from old to new server at Police Department
- Verify clerk iPad working after council meeting
- Get with State to move TraCS to new server
- Fix TraCS paths for Police Department
- Finish printer script changes for Police Department
- Check network connectivity on center workroom computer at Police Department
- Have state look at TraCS on county jail computer
- Get with State to fix signature pad and template settings on Police Department computers
- Fix Microsoft Office installs at Police Department on all computers
- Install fresh cellular drive on Car 7 at Police Department
- Reinstall mobile vision software on Car 7 at Police Department
- Finish resetting bat files on Cars 8, 9, and 11 at Police Department
- Reset the reconnect icon on all cars at Police Department

- Reset all Police Department logon scripts for users in AD
- Move PD department drive to new server
- Find temporary computer to rebuild for records department at Police Department
- Get TraCS working with LETG at Police Department
- Double check with county about jail computers and TraCS
- Reinstall Office on Police Department records computer
- Finish department drive connections in squad cars at Police Department
- Change logon scripts in squad cards for the county shared drive
- Look at wireless issues for mobile time clock for Recreation
- Contact Novatime about bad mobile time clock
- Move the County shared drive to the new server
- Set up shared calendar for YTF
- Finish county shared drive connection for Car 7
- Get with RSM regarding backup for Shortel system
- Change permissions on PD shared folder
- Find replacement mouse for cemetery
- Restore file for City Clerk
- Send email regarding new user folders on Police Department server
- Move user data folders to new Police Department server
- Set up Group Policy to run automatic updates for computers
- Find out why Group Policy is not using selected day for updates
- Fix computer at Recreation and connections to printers
- Look at Recreation computer for malware
- Rebuild computer at Recreation after malware corruption
- Contact sales rep at Datalux
- Make sure GP is fixed before Thursday updates
- Order parts for Engineering
- Check printer scripts for user in GDP
- Set up new user in Recreation
- Check cars 5 and 9 for network connectivity
- Check Car 12 for network connectivity
- Have PD swap out keyboard in Car 12
- Check Car 11 connectivity
- Meeting about payroll policy
- Find new hard drive for BNS user's computer
- Check hard drive boot status for Recreation Department computer
- Check Finance computer for boot issues
- Rebuild computer for BNS
- Take computer back to Rec after rebuild
- Finish setting up printers and ID software for Recreation
- Restart all firewalls at City Hall
- Double check all servers for manual update settings
- Restart mobile server for Police Department
- Make cables for Engineering
- Prep and rerun Friday tape for Police Department
- Take computer to Police Department and swap out bad unit

- Swap cradle point in Car 11
- Take computer back to BNS
- Order DVD disks for Police Department
- Help Traffic tech with Bluetooth connection on laptop
- Set up another user for Recreation
- Contact HP regarding issues with YTF computer
- Fix Office install for Engineering user
- Get parts for TF location
- Get with TF to punch down new network lines
- Reset email groups at Fire Department
- Reset password for user at Animal Shelter
- Email search for open records request
- Help BNS user with tablet
- Help Police Department Lieutenant fix his laptop
- Order stylus for Fire Department
- Change Jessy W's profile information
- Set up new mobile time clock for Recreation
- Move TF server
- Get with Novatime about extra clock
- Get with RSM about wireless for O and M and YTF
- Perform monthly backup duties for May

GIS Department

City Admin.

- Prepared route maps for Blue Zones Project
- Create cloud based map for 10 mile property review
- Assisted staff with a map.
- Assisted staff by providing a disc golf map

Development Services

- Meeting regarding future FEMA flood maps
- Prepared smart gov file
- Assist staff with flood mapping data
- Assisted with setting up Pictometry after a staff member had their computer wiped
- Provided updates to band fest transit reroute maps

Engineering/Water Treatment/Customer Service

- Correspondence relating to Water Treatment GIS data copy
- Fix links between GIS and various documents
- Helped staff look up a property
- Helped staff export GIS table to excel
- Assist staff troubleshooting a map that was not labelling properly

Fire

- Communication regarding multi user editing with Fire Marshal

Finance

- Assist IT director with updates to grant writer computer
- Assist IT director with password reset
- Assist IT director with education on Microsoft Outlook settings with a staff member

- Assist IT director with staff member assistance after servers unexpectedly installed updates and restarted
- Assisted IT director with staff member who was having problems with login request to Outlook
- Communicate with staff about internet being down
- Set up Grant Writer with cemetery GIS map
- Update wide area network map

General

- Email to Fairgrounds staff a city map for an event they are hosting
- Import GPS data
- Attended Blood Borne pathogen training
- Communication regarding Cyclomedia project
- GPS collect data
- Discussion about GIS updated from County during their upgrades
- Discussion with County staff about countywide imagery, follow up discussion with CGC Health Department
- Update GIS website
- Create instructions on how to import GPS data

June initiatives

Finance Department

- Work on May financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Meetings for implementation of the City-wide timekeeping system
- Continue work towards financial transparency
- Update financial transparency platform
- Continue work on FY 17 CAFR
- Prepared memo for water and sanitation rate increases for FY 18 budget
- Start initial work on FY 18 bonding

Information Systems Coordinator

- Order a new PD server
- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- Complete expansion of the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Change password expiration warning time on Windows 7 computers
- Get O and M, TF, and YTF network radios replaced
- Order new server for City Hall and new tape backup system for new server

GIS Department

- Finalize search for new GIS Analyst

Fire Department

Reported by Al Dyer, Fire Chief

Mason City Fire Department

May-17

	Month	CYTD	CY2016	% Diff
Personnel Hours Worked				
Battalion	6,908.25	37,953.50	37,952.75	0.00%
Office/Administrative	592.75	4,079.75	5,225.75	-21.93%
Overtime Hours				
Fire	158.75	892.50	848.25	5.22%
EMS	275.25	1,859.50	2,199.75	-15.47%
9-1-1 Calls/Emergency Calls				
Fire	83.00	335.00	270.00	24.07%
EMS	303.00	1,588.00	1,546.00	2.72%
Non-Emergency Calls				
Fire	4.00	21.00	25.00	-16.00%
EMS	95.00	470.00	507.00	-7.30%
Personnel Training Hours				
On-Site	333.25	2,237.25	3,223.50	-30.60%
Off-Site	64.00	384.00	378.50	1.45%
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	96.00	458.00	501.00	-8.58%
Existing Building Inspections	16.00	118.00	375.00	-68.53%
Plan Review	22.00	62.00	69.00	-10.14%
Fire Investigations	0.00	9.00	11.00	-18.18%
Community Involvement				
Public Tours of the Fire Station (Number)	1.00	3.00	9.00	-66.67%
Public Fire Safety Appearances/Trainings (Number)	7.00	18.00	36.00	-50.00%
EMS/Fire Student Ride Along	110.00	972.50	480.50	102.39%

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6		6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	15	26
Engineering	16		16
Finance	9		9
Fire	44	1	45
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maintenance	56	1	57
Parks	6		6
Police	51	2	53
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	237	25	262

Plus 120 Seasonal employees

Staffing

Activity

Hiring Activity:

- Water Meter Utility Worker: Internal bidder turned down job during trial period. Will hire from Civil Service external hiring list

- Fire Administrative Assistant: Interviews conducted, job offer accepted subject to council approval 6/6.

- Police Officer (3 openings): Civil Service list certified with 8 qualified candidate of 25 applicants , interviews conducted, start background search

- Wastewater Operator (O&M): Posted internally & creating external Civil Service list

- Heavy Equip. Operator-Arborist (3 openings O&M): Posted internally

	- GIS Analyst (Finance): Began recruitment & Posted job vacancy. 7 qualified applicants.
	- Project Assistant (Youth Task Force): Recruited & Posted job, 1 applicant, interview conducted, job offer accepted by internal candidate.
	- Adult Services Dir. (Library): Will start in July.
	- Transit Driver – Dev. Services: Concluding recruitment for additional drivers.
	- Summer Seasonal Openings: Hired 112 seasonal employees for summer, conducted multiple interviews
Positions Filled:	- Hired 1 YTF Director; 112 Seasonal employees.
Turnover:	- 1 retirement: Wastewater Oper.; 2 voluntary quit: Police Officer, GIS Analyst.
Community Involvement:	- Presented at job prep class at MCHS
Employee Orientations/exit interviews:	- 1 FT employee orientation, 14 seasonal employees, 4 group hiring orientations conducted. 1 exit interview
Civil Service Commission:	- 1 meeting held during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances - AFSCME: 1 new grievance
Labor Negotiations/Relations:	- Fire: Attempting to resolve dispute with union on outstanding contract issue
Personnel Policies	- Revised Personnel Policies for approval by City Council
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation

Benefits

Activity

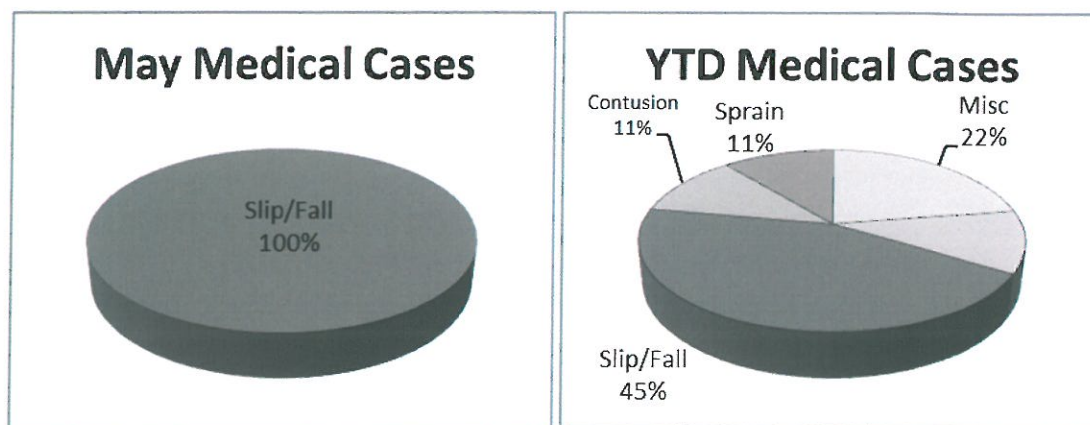
Employee benefit support:	- Ongoing support resolving employees benefit issues
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Employee Involvement	Activity
Impact Award	- Awarded Impact Award to 3 Recreation Dept. employees
Retirements	- Held 3 employee retirement parties

Government Efficiency	Activity
RPI Activity:	- Attending Iowa Lean Symposium Government Workshop in late June to explore new ideas
HR Filing System:	- Nearing the end of our long-term reorganization project to streamline personnel files

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required monthly drug testing
Safety:	- Completed required safety training & participated in Healthworks workshop
Training:	- Participated in annual training planning meeting for NIACC Business Partnership
Professional/Community Support:	- Participate in local HR Association meeting & spring IaPELRA meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	1	9	11
# of OSHA Injuries	1	9	11
# of Days Missed	14	20	149
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: May 2017

Routine Activities:

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

Much of the month was spent preparing for the 2017 MacNider Arts Festival. The Museum's theme this year was Ahoy Art which was a pirate theme. The staff have to prepare the majority of the crafts for the families. This involves ordering supplies, cutting and gluing difficult items in advance, and general organization of the crafts. In addition each area such as musical entertainment and food concessions have to be carefully planned and coordinated for the day. The Museum also created a spectacular Mason City Band Festival float to advertise the Festival theme of pirates. The Museum staff created the structure out of cardboard and other found materials.

As in prior years, the Museum has become a popular location for rentals during the month of May. Graduations dominate the calendar, with some weekends having as many as three. This is extremely labor intensive for the staff to organize, set up, provide staffing, and clean up but provides a steady source of income for the Museum and supplements the 50% of income the Museum receives from the city. It is also a great opportunity for many folks to see the Museum who have never been to the Museum, as guests come from diverse crowds.

The Lunch and Learn topic for the month was Tonya Ihlenfelt who is an artist that reproduces historic photos on canvas and then alters them with paint. The object of Lunch and Learns is to expose adults to continuing education opportunities they might not otherwise have.

Finally the Museum launched the much anticipated exhibition "In Her Own Right: Marion Mahony Griffin" which is on loan from the Elmhurst Museum of History in Chicago. It details the life of Marion Mahony Griffin who was the world's first female architect that was licensed. As part of this exhibit, staff and volunteers traveled to Lincoln Intermediate School to share their knowledge. In addition, local historian and art professor Peggy Bang gave a lecture to a full

crowd early in the month regarding her own historic home as it has many elements designed by Griffin. The exhibition has been very well received and has many more events planned throughout the summer.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (11), Kids Club(4 kids), Art Bugs (11 Adults, 11 kids), Ceramics Workshop (29), Adult Raku (31), Kids No Paintbrushes (4 kids), Art Bugs (12 Adults, 12 Kids), Fairy Houses (family class 10 adults, 9 kids)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (34), Kentucky Ridge Outreach (5), Salvation Army Outreach (12), Manly Outreach (6), Lincoln MS (300)

Specialty Programming: Ceramics Workshop (29); Exhibition Speaker (61 adults), Sculpture reception (65 adults); Mahony reception (6), Photo Show reception (43 adults, 4 kids), exhibition meeting (4)

Programs:

Special Event: Board Meeting (6)

Outreach / Specialty Tours:

Groups touring: Mahony @ Lincoln MS (300)

Outreach locations: Prairie Ridge Outreach (34), Kentucky Ridge Outreach (5), Salvation Army Outreach (12), Manly Outreach (6)

Membership:

329 members

Attendance:

Gallery / Open Studio / Shop: 720

Programs:

Outreach: 66 adults/ 300 kids

Tours: 57 Adults, 253 kids

Rentals: Kaplan (56 adults, 27 kids), Birthdays (24 adults, 19 kids), Graduations (427 adults, 43 kids)

Classroom: (93 adults, 29 kids)

Playground: (90 adults, 140 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
Dirt Work	(3 Dirt Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(1 Hydrant Repair)
Road Box Repair	(3 Road Box Repair)
Valve Installation	(5 Valve Installation)
Valve Repair	(1 Valve Repair)
Valve Repair (TURNING)	(1 Valve Repair (TURNING))
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

The crew did a 6 on 12" tap for a new line for a contractor this month. We also replaced 5 water valves and 1 fire hydrant this past month. We had 1 fire hydrant that was hit and damaged by a semi and the driver is being billed for these repairs. One day was spent turning valves for upcoming projects.

Internal Service Division:

Mechanical

Serviced and repaired 4 fire trucks and ambulances

Serviced and repaired 1 Park Department vehicle

Serviced and repaired 8 police cars

Repaired and serviced 4 Sanitation trucks, brakes, etc.

Repaired and serviced 10 Street Department vehicles

Repaired and serviced 1 Park Department tractor

Repaired and serviced 1 Water Supply vehicle

Serviced 3 Water Utility vehicles

Spent one day working with the Chamber of Commerce to install statues

Electrical

Replaced pump receptacle at pool, checked power, need to pull pump and check for blockage

Disconnected power to sludge circulation pump at Water Reclamation

Pulled wire and terminator at panel and power pedestal for the Farmers Market

Repaired parking lot lights at State and N. Pennsylvania, changed program in timer

Set power pedestals for Farmers Market

Repaired 2 lights at Northbridge

Replaced lap pool vacuum cord connector at pool

Repaired left turn arrow at 122 and Illinois

Replaced ballast in emergency light in office at Water Reclamation

Replaced light at pump station #2 at Water Reclamation

Set up and removed work zone for graffiti removal on Highway 122 and Virginia

Set up no parking signs for tree planting project

Pulled wire to re-circuit light, set up lights and timer for security lights and night lights at Southbridge Mall

Checked underwater lights at the pool

Replaced lamps at the light poles and office at the campground

Replaced intermittent light switch in office control room at Water Reclamation

Checked overloaded sludge feed pump #2 at thickener at Water Reclamation

Replaced green light at intersection of 122 and Indianhead

Installed dewatering pump at the pool

Replaced lamps at the adult ball diamonds

Replaced lights at 122 and Taft, 19th and S. Pierce, 122 and Illinois, 700 block of S. Federal

Replaced knocked down traffic signal at State and Delaware

Storm damage cleanup for Street Department

Changed out light cutoff shields at 9th and S. Eisenhower

Wastewater Division:

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

Division: Wastewater

- Wastewater treated:

Monthly Total:	312.003	million gallons
Daily Average:	10.066	million gallons per day
Daily Maximum:	13.380	million gallons per day
Sludge processed	1.952	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls: 1
- Helped WHKS I/I upgrades and lining

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Laboratory is certified
- Performed laboratory analysis on plant samples
- Passed laboratory Inspections - Laboratory will be recertified

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- DMRQA 35 performance testing
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance

- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Boilers were inspected by city insurance company
- Monthly safety inspection were completed
- Worked on installing new recirc pump for #1 digester
- Installed new cleaning system on final weirs, designed by plant personnel
- Mowed plant grounds almost daily
- Power washed final clarifiers
- Checked oil in all lift pumps
- Larry Gallagher retired after 21 years of service to the city's waste water plant

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	474.48 tons	1,997.45 tons
Recycling collected	142,040 pounds	648,800 pounds
Yard waste collected (includes Christmas trees)	160.71 tons	311.24 tons
Large item number of stops	64	214
Materials collected:		
Large furniture	26	129
Small furniture	80	229
Tubs & toilets	2	13
Appliances & TVs	17	56
Electronics	0	0
Request for service calls	255	1,512

Street Division:

Cleaned and maintained shops and equipment as necessary

Filled potholes with cold patch and hot patch

Cleaned up downed trees and limbs from storm damage

Repaired storm sewers as needed

Graded gravel roads as needed

Installed handrails on S. Federal

Helped set up for the Farmers Market

Hauled several loads of mulch to various locations

Repaired signs as requested by Engineer's office

Re-mulched newly planted trees as needed

Trimmed trees 122 calls, removed trees, 27

Hung banners on the street scape

Picked up trash along roadsides and dead end areas as needed

Set up and tear down for the Bandfest weekend

Swept streets

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

Installed statues for Statues on Parade

Planted new trees for the Trees For Kids Project at Harding School

Planted new trees for the Branching Out Program on S. Washington, S. Delaware, South 7th and 8th Streets

Picked up dead deer

Park Department:

Cleaned shelters as needed

Repair and maintenance on equipment and shops as needed

Fed and cared for deer

Cleaned and picked up dog waste stations

Picked up trash in the parks on Mondays and Fridays

Bandfest prep in Central Park, Streetscape, East Park and other areas of town

Installed drinking fountains in the parks

Cleaned up storm damage in the parks

Repaired sanitary sewer hookup at the campground

Mowed and trimmed all parks as needed

Maintenance to road at Dog Park

Vacuumed the carpet in the plaza

Continued repairs to stairway at the black pit

Painted the no parking area to shelter at Georgia Hanford

Removed bollards at trail near MacNider's Woods

Installed bench for Frances Ostland

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 2,439; YTD – 10,632

CFS Type	Month Total	Year To Date
Traffic Contacts	345	2,175
Suspicion	250	862
Medical	217	1,139
Disorderly/Disturbance	216	804
Animal	152	531
Welfare Check	124	507
Collision	105	462
Theft	100	345
Harassment	58	241
Domestic	57	255

A good number of our officers work the annual Band Festival activities over Memorial Day weekend. The weather cooperated and things went very smoothly. We received good feedback to put into place next year.

We currently have two summer interns that are observing all areas of our department operation. This program allows us to get them exposure not just to patrol, but to all facets of police operations.

As a department, we completed firearms for our monthly in-service training. The focus was marksmanship and qualification for half of the day and the other half was practical skills work in and around vehicles, specifically related to using vehicles as concealment and cover related to recent attacks on police officers around the country. We were able to partner with a local towing company for vehicles to use for training that allowed our officers to get hands-on experience in that environment.

Our department continues to work well across shift/unit lines. We had a search for a youth who dumped a shotgun that involved 1st and 2nd Details. They worked together to capture the suspect and complete the investigation. The same day, both details responded to a stabbing incident that turned into a homicide investigation in the following days. The professionalism and teamwork that our department displayed was evident to onlookers at the scene. The follow-up work resulted in the suspect being apprehended the next day in Hancock County.

Criminal Investigations

CID personnel were heavily involved in the trial where a local man was convicted of attempted murder and felon in possession of a firearm. We were able to track down the suspect in a stolen vehicle hit-and-run and get him charged accordingly. We referred a case on a local habitual offender to the United States Attorney's Office for potential federal prosecution. All CID staff were involved in the stabbing investigation.

Additionally, three intelligence reports were submitted to our region, four child protection center interviews were completed, nine search warrants were executed, and two firearms were traced through ATF in May. CID personnel are also proactively working several theft investigations.

Administration

Crime Prevention

We have been continuing to work on bringing A.L.I.C.E. training to our local schools to improve school safety in the event of a violent intruder. We are continuing to work with schools during the summer on this program. We have Dog Walker Watch training planned for June 20 to help educate our local pet owners on things to look for to promote community safety while they are walking their dogs.

Our social media presence continues to grow. We currently have 3,794 Facebook likes and 1,403 followers on Twitter.

Administration

We have been working on some year-end budget items as we work on putting the wrap on the current fiscal year June 30. Some of that work was a capital project to remove an old, unused underground storage tank. That work was completed just prior to Band Fest and was a success. The new concrete was poured and cured in time for the increased traffic flow Band Fest brings.

We represented MCPD at a courthouse meeting regarding juvenile court procedures in Cerro Gordo County. Several of our partner agencies in this effort were also present. We also worked with other city staff to spend some time researching and providing feedback on necessary changes to our fireworks ordinance.

Captain McKelvey and Chief Brinkley attended the annual Iowa Police Chief's Association Conference in Coralville, May 24-26. This was a good opportunity to learn about challenges that are facing our state and other communities.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Archery
- Adult Softball
- Adult Tennis
- Youth Archery
- Youth Tennis
- Youth Soccer
- Tiny Tot Soccer
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	756
Tuesday	2,096
Wednesday	942
Thursday	2,745
Friday	140
Saturday	2,609
Sunday	472

Total People Served in 2017 through May: 122,118

Total People Served in 2016 through May: 99,274

Nights stayed at MacNider Campgrounds in 2017 through May: 894

Nights stayed at MacNider Campgrounds in 2016 through May: 846

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2017
Family	31	33
Class A	206	198
Class B	26	32
Youth	28	18
Punch Cards	48	50
- 3,020 rounds played at Highland
- Hire and train part time help

- Mowed greens 41 times including double mowing
- Rolled greens 7 times
- Mowed tees and collars 8 times
- Mowed fairways 10 times
- Verticut and double mow once
- Mowed rough 5 times mowing double mowing some areas
- Weed eat course 1 times
- Changed cups 14 times
- Changed practice cups 4 times
- Moved tee markers daily
- Blow greens in mornings before mowing after wind and heavy rains
- Raked traps 9 times checked every day for deer damage
- Complete safety inspections
- Sprayed greens fertilizer, fungicide and growth regulation
- Mowed mounds 6 times at 3 inches
- Back lap greens mower reels on both
- Cut and remove one tree on 12 and one on 1 after strong winds
- Haul 12 loads of sticks and brush after strong winds
- Complete safety inspections
- Highland Park Advisory Board Meeting

Recreation Special Activities/Accomplishments:

- Continued pool preparation
- Continued the new Pickleball Courts in East Park
- Gave four KIMT interviews on a variety of subjects
- Replaced 12 fire pits at the campgrounds
- Hosted a city wide track meet.
- Recruited Youth Sports Sponsors
- Started Adult Sports
- Hired, safety trained, and gave hands on training to 102 new summer staff
- Worked with the IJAG class
- Worked with the John Adams Junior High School classrooms on Job Readiness
- Continue life guarding hiring campaign
- Held more in house training on Active Net
- Gave three KCMR interviews
- Attended City Wide Training
- Meet with a group of people about making a BMX type trail system in Mason City
- Assisted the safety department with updating confine space policy and training
- Attended the North Iowa Tourism Luncheon
- Pam Johnsrud retired
- Attended to ServeSafe Training
- Attended Certified Pool Operation Training

Highland Park Golf Course Special Activities/Accomplishment:

- Hire and train part time help
- Fix 3 cart shed doors 2 replaced springs 1 adjusted tightened lock
- Replace 1 tires on 2013 greens mower
- Fixed tire on 1020 John Deere
- Remove rear end on 98 grounds master and weld steering
- Prepared course for early bird
- Lightning strike on front side water system replace wire harness on controller replace two motors on controller troubleshoot system and found 6 24 volt solenoids burnt and replaced.
- Clean or repair 11 greens and tee heads on front and back
- Order plant protectants and herbicide
- Startup fairway irrigation system and test
- Ordered food and beverages for concession
- Worked on installing new signage for the Golf Course

Recreation Work to Be Completed in Coming Month:

- Prepare the pool to be open
- Run Before and Afterschool Care
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Host a First Aid, CPR, Lifeguarding Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Prepare course for busy month of outings and tournaments
- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity
- Co-Run the Ladies City Tournament - June 10
- Host the First Round of the Men's City Tournament – June 10
- Host the Dale Fox Memorial Junior Tournament – June 16
- Tall Boy Classic – June 17
- Run the Highland Park Father/Son/Daughter Tournament - June 18
- Mason City Chamber of Commerce – June 22
- 2 Person Couples Best Shot/Alt Shot – June 25

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- New recruits- Adopt A Trail, Beautification, Weeding and Mulching
- Trees for Kids and Branching out Tree Plantings
- Hour Logs
- Channel 4 updates
- Beautification- water meters, invoices, photos, hours
- Weed pulling in Downtown Parking Lot
- Routine Cleanups for Band Festival
- Cannonball Day Marketing
- Community Service fulfillments
- Mason City & Newman Service Project Planning
- Park Watch set-up and schedule
- Recreation Department Live Healthy Iowa Track Meet recruiting
- Mock Interviews at John Adams Middle School

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Beautification Program	Bed Prep and Maintenance	131.5
Total		131.5
Adopt-A-Programs	Cleanup Crews	14
Total		14
	Annual Live Healthy Track Meet	
Recreation		40
Total		40
Miscellaneous Projects		
	Housing Authority	24.5
	Police Department	8
Total		32.5
Park Watch Ambassadors	Park Watch Tour	8
Total		8
Parks and Streets Projects		
	Park Clean up	42
	Landscaping or Tree Planting	240
	Weed Pulling	16
Total		298
Grand total		524

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

Youth Action Teams

- All students wrapped up their projects for this school year during April and completed post-surveys.
- Staff is planning for the next school year. Applying to local organization for possible funding for “extras”.

Health / Safety Focus Areas

- Youth Mental Health First Aid workshop held in Hampton during May.
- Positive Action (PA) is an evidenced-based program that focuses on social and character development, supporting skills, and the attitudes of adolescents. The program’s goal is to promote positive action (intellectual, physical, emotional development), prevent substance abuse and problematic behavior, and enhance school performance through reinforcement within children’s communities. Locally, the program is conducted within the 7th-grade by a trained instructor with support from YTF staff. A pre-survey is presented to students at the beginning of each school year and a post-survey at school-year-end, following the course, to assess changes in perception of various social/behavioral issues. Around 300 7th graders participate each year.
- Administrative Coordinator and Director attended the Child Abuse Coalition and North Iowa Domestic & Sexual Abuse Community Coalition meetings at the MCPD
- Director participated in CGCDPH Community Health Improvement Plan Update to relay Youth Task Force accomplishments/activities targeted to improve identified community needs.
- Director attended Partners 4 Children (P4C) meeting focused on funding for next year. Partners 4 Children is a collaborative that serves Cerro Gordo, Hancock, Winnebago, and Worth counties and is funded through DHS and JCS De-categorization dollars.
- Six students from MC Alternative High School recorded radio ad scripts to raise awareness about youth mental health. Ads began airing on May 21, 2017, over five area stations and will run for three weeks. They will run again once school is in session during the month of September. Great!
- Youth mental health awareness posters were created and are being distributed to compliment radio ads and increase awareness.

Marketable Skills Focus Areas

- Mason City Youth Task Force's Marketable Skills Promise Team partnered with the Mason City High School's iJAG Program for another successful LifeWORKS year! iJAG graduating seniors were honored during the LifeWORKS social graces luncheon held on May 10. Remaining members were honored and recognized for years involved in

the program. Along with our communities finest representatives, Senator Amanda Ragan and Representative Sharon Steckman were in attendance.

- Marketable Skills Promise Team volunteers conducted mock interviews for 9th and 10th grade students, and again with John Adams Middle School students during the month.

Relationships / Volunteering Focus Areas

- Efforts continue to search for new adult mentors, especially males. We have a waiting list of youth in need of positive influences/relationships.
- One-On-One Mentoring Program held Miniature Golf/Picnic outing with seven pair participating in the fun. Most mentoring matches will continue meeting through the summer.
- School-based Peer Mentoring program wrapped up this month.
- Mentoring Coordinator, Administrative Coordinator, Project Assistant, and Director attended IA Dept. of Public Health Grantee meeting in Des Moines. Focus was on sustainability.
- IDPH Mason City Youth Substance Abuse Prevention Project (Prevention Through Mentoring & Youth Development) Year 2 grants continuation application was submitted this month. We expect outcome June 8.
- Iowa Youth Survey (IYS) results became available in early May
- County IYS results became available May 31. Examination of results, comparisons, and evaluations begin to assess current project efforts and impact.

Staff/Other

- New Director assumed position on May 1. The first four weeks was spent becoming familiar with new role, including current grant responsibilities/requirements and departmental specifics. Attending City Department Head meetings and community partner meetings.
- Heather Jacobs accepted the full-time Project Assistant position. The full-time position ensures continuity and consistency for area Youth Action Teams. She continues her responsibilities providing support to instructors conducting Youth Mental Health First Aid workshops to ensure grant-specific data is captured.

JUNE MEETING & EVENT SCHEDULE

- 5- Youth Mental Health First Aid (YMHFA) training workshops (3) within Mason City School District (Mason City High School, John Adams Middle School, and Lincoln Intermediate)
- 8- Planning Committee Meeting for Children's Mental Health Crisis Workgroup (Symposium August 2)
- 8- Child Abuse and Domestic Violence Meetings
- 13-YMHFA training in Winnebago County

City of Mason City
General Projects Fund
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Development Services	24	5,000.00	815.33	4,184.67	In process
City Hall	25	65,000.00	63,200.21	1,799.79	In process
City Hall	26	60,000.00	60,000.00	-	Completed
City Hall	28	10,650.00	10,644.66	5.34	Completed
FY 2016 carry over					
City Hall		5,000.00	5,000.00	-	Completed
City Hall	25	11,806.82	11,806.82	-	Completed
City Hall	26	10,000.00	10,000.00	-	Completed
FY 2015 carry over					
City Hall	32	5,956.45	5,956.45	-	Completed

<u>173,413.27</u>	<u>167,423.47</u>	<u>5,989.80</u>
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Cash on Hand	17,837.34
Grants, donations & transfer	-
Remaining from completed	5.34
To be completed	5,989.80
Excess (Deficit)	11,852.88

Per report	<u>167,423.47</u>
Balance	<u>-</u>

City of Mason City
Road Use Tax
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	30,000.00	9,458.75	20,541.25	In process
Pavement marking	58	150,000.00	111,808.20	38,191.80	In process
Traffic Signal Upgrade	60	100,000.00	33,656.81	66,343.19	In process
Sidewalk and Pedestrian Ramp Replacement	63	30,000.00	8,664.69	21,335.31	In process
Traffic & Street Sign Program	64	30,000.00	18,300.30	11,699.70	In process
Street light program	65	30,000.00	28,869.23	1,130.77	In process
South Pierce & 122 Traffic Signal Improvements	66	100,000.00	20,353.50	79,646.50	In process
Vehicle Replacement	67	100,000.00	92,452.11	7,547.89	In process
Willow Creek dam number 1 repair	68	100,000.00	34,537.03	65,462.97	Final pay
Storm Intake Maintenance	71	30,000.00	21,176.85	8,823.15	In process
City-Wide Sidewalk Replacement Program	72	40,000.00	37,871.40	2,128.60	Completed
Tree removal	73	40,000.00	37,170.64	2,829.36	In process
Underpass handrail painting	74	40,000.00		40,000.00	In process
Railroad projects		49,114.63	49,114.63	-	Need to amend
FY 2016 carry over					
Geographic Information System	28	6,463.21	6,463.21	-	Completed
Multi-bridge repair project	50	142,340.61	111,743.03	30,597.58	Completed
Bicycle & Pedestrian trail project-Monroe	51	150,000.00	150,000.00	-	Completed
Pavement marking	52	41,180.65	41,180.65	-	Completed
Vehicle Replacement	58	11,714.17	11,714.17	0.00	Completed
Underpass handrail painting	64	50,000.00	47,224.28	2,775.72	In process
FY 2015 carry over					
Downtown street light replacement	71	815,000.00	815,000.00	-	In Process
FY 2014 carry over					
Downtown Street Light	63	18,494.55	18,494.55	-	Completed

Cash on Hand 1,093,905.54
 Remaining from completed Bonding, Grants & Donations 30,597.58
 Projected Revenues-capital Transfers In 37,500.00
 Reserves needed for projects To be completed (416,259.72)
 Prelim Excess (Deficit) (399,053.79)
 Required Fund Bal 346,689.61
 Excess (Deficit) (300,000.00)
 46,689.61

2,104,307.82 1,705,254.03 399,053.79
 Per Report 1,705,254.03
 Difference -

City of Mason City
LOST
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Parks & Recreation	30	400,000.00	400,000.00	-	Completed
Parks & Recreation	31	223,600.00	223,600.00	-	Completed
Parks	32	145,000.00	26,671.51	118,328.49	Under construction
Parks	33	50,000.00	1,800.00	48,200.00	In design stage
Parks	34	60,000.00	39,459.17	20,540.83	In process
Parks	35	40,000.00	36,336.25	3,663.75	In process
Parks	36	25,000.00	24,677.00	323.00	Completed
Parks	37	20,000.00	20,000.00	-	Completed
Parks	38	13,000.00	12,999.84	0.16	Completed
Parks	39	10,000.00	10,000.00	-	Completed
Parks	40	7,000.00	5,672.00	1,328.00	Completed
Parks	41	5,000.00	3,956.07	1,043.93	Completed
Recreation	43	36,000.00	10,967.47	25,032.53	Under construction
Recreation	44	10,000.00	10,000.00	-	Completed
Recreation	45	10,000.00	7,668.00	2,332.00	Completed
Recreation	47	8,000.00	8,000.00	-	Completed
Cemetery	48	6,000.00	5,227.32	772.68	Spring completion
Engineering	53	23,200.00	-	23,200.00	April construction
Engineering-Street	55	30,000.00	15,253.12	14,746.88	June completion
Engineering-Street	57	550,000.00	125,194.26	424,805.74	Working on Phase 2
Engineering-Street	59	150,000.00	978.83	150,000.00	In process
O & M-Street	62	90,000.00	-	89,021.17	Completed
O & M-Street	69	150,000.00	150,000.00	-	Completed
O & M-Street	70	150,000.00	121,123.82	28,876.18	Completed
Parks & Rec	100	101,549.97	(4,057.73)	105,607.70	
FY 2016 carry over					
Parks	31	22,369.40	22,369.40	-	Completed
Parks	33	25,000.00	24,554.30	445.70	Completed
Recreation	35	85,000.00	70,781.86	14,218.14	Waiting on invoices
Recreation	39	4,000.00	3,470.00	530.00	Final in June
Engineering - Street	48	865,321.66	864,834.68	486.98	Punch list
FY 2015 carry over					
Recreation	48	42,000.00	3,891.22	38,108.78	In process
FY 2014 carry over					
Recreation	43	57,140.00	57,140.00	-	Completed
Engineering - Street	65	406,112.38	406,112.38	-	DOT Audit

3,820,293.41 2,708,680.77 1,111,612.64

Cash on Hand 1,157,789.90
Projected Revenues 156,666.67
Remaining from complete Grants & Bonds -
To be completed 202,000.00
Prelim Excess (Deficit) (1,111,612.64)
Excess from completed 404,843.93
Required Fund Bal (375,000.00)
Amendment needed
Parks & Rec
Excess (Deficit) 29,843.93

Per report 2,708,680.77

Balance -

City of Mason City
Water Fund
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	25,000.00	3,315.92	21,684.08	In process
Water pumping building restoration	75	175,000.00		175,000.00	In process
Security system upgrade	76	30,000.00		30,000.00	Have quotes
Pilot water filtering project	77	30,000.00	15,454.62	14,545.38	In process
Vehicle replacement	78	25,000.00	18,880.81	6,119.19	In process
Utility truck replacement	79	125,000.00	110,534.37	14,465.63	Completed
Valve Replacement	80	75,000.00	47,956.67	27,043.33	In process
Utility truck replacement	81	25,000.00	24,082.54	917.46	Completed
FY 2016 carry over					
Geographic Information System	28	3,643.54	3,643.54	(0.00)	Completed
South Federal Avenue water storage	66	600,000.00		600,000.00	Site Restoration
Remote radio read meters	67	100,000.00	98,821.33	1,178.67	In process
FY 2015 carry over					
South Federal storage tank rehab	88	1,257,769.06	859,252.77	398,516.29	Site restoration
Remote radio read meters	89	74,311.22	74,311.22	-	Completed
FY 2014 carry over					
Water pumping building restoration	59	83,284.62	5,555.88	77,728.74	In process

Cash on Hand	1,837,448.39	<u>2,629,008.44</u>	1,261,809.67	<u>1,367,198.77</u>
Projected Revenues-capital & debt	192,476.50			
Grants				
Bonds	-			
Remaining from completed	15,383.09			
Debt Transfer remaining	0.00			
T to be completed	(1,367,198.77)		Per Report	<u>1,261,809.67</u>
Preliminary Balance	678,109.21		Difference	<u>0.00</u>
Required Fund Balance	600,000.00			
Excess (Deficit)	<u>78,109.21</u>			

City of Mason City
Sewer Fund
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	25,000.00	3,911.68	21,088.32	In process
Collection System Maintenance	82	812,000.00	364,906.75	447,093.25	In process
Interior & exterior building painting	83	50,000.00	29,921.92	20,078.08	In process
Pickup truck and plow	84	38,000.00	30,435.47	7,564.53	Completed
Lagoon fencing project	85	25,000.00	10,595.25	14,404.75	Completed
FY 2016 carry over					
Geographic Information System	28	3,147.77	3,147.77	-	Completed
Collection System Maintenance	69	97,664.23	97,664.23	-	Completed
Interior & exterior building painting	70	43,931.52	43,931.52	-	Completed

Cash on Hand	1,569,661.17	<u>1,094,743.52</u>	<u>584,514.59</u>	<u>510,228.93</u>
Projected revenues-capital & debt	173,536.92			
Projected grants	-			
Remaining from completed	-	Per Report	584,514.59	
Projected Bonding	-			
Debt Transfer remaining	(0.00)	Difference	-	
To be completed	(510,228.93)			
Preliminary Balance	1,232,969.16			
Required Fund Balance	600,000.00			
Excess (Deficit)	632,969.16			

City of Mason City
Storm Sewer Fund
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Willow Creek dam number 1 repair	68	60,000.00	60,000.00	-	Completed
Storm Water sub drain	86	195,000.00	9,142.17	185,857.83	In process
Winebago River dam study	87	20,000.00		20,000.00	Hired consultant
FY 2016 carry over					
Non-Budgeted-Drainage District #17	74	344,675.00	284,237.98	60,437.02	Waiting for final

Cash on Hand	397,501.65	<u>619,675.00</u>	<u>353,380.15</u>	<u>266,294.85</u>
Projected Revenues	23,333.33			
Bonding	-			
Remaining from Completed	-			
To be completed	(266,294.85)			
Remaining Balance	<u>154,540.13</u>			
		Difference	<u>-</u>	

Per Report 353,380.15

City of Mason City
Ambulance Fund
As of May 31, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Technology upgrade for cardiac monitors	8	180,000.00	174,747.80	5,252.20	Completed
EMS mini pumper	9	170,000.00		170,000.00	On hold
Command vehicle	10	16,000.00	22,204.26	(6,204.26)	Completed
Bariatric transport equipment	11	25,000.00	22,700.00	2,300.00	In process
IV pump replacement	12	21,000.00		21,000.00	On hold
Power cots	13	19,000.00		19,000.00	On hold
Hemoglobin meters	14	5,500.00		5,500.00	On hold
Stair chair replacement	15	4,400.00	2,300.00	2,100.00	Completed
Tablet/Laptop replacement	16	2,600.00		2,600.00	In process

Cash on Hand	195,400.00	443,500.00	221,952.06	221,547.94
Projected Revenues-capital & debt	25,000.00			
Grants			Per Report	221,952.06
Bonds				
Projects to amend			Difference	-
Remaining from completed	1,147.94			
To be completed	(221,547.94)			
Preliminary Balance	-			
Required Fund Balance	-			
Excess (Deficit)	-			

City of Mason City
General Obligation Bonds
As of May 31, 2017

FY 2017 Projects	PN	Budgeted	Spent	Remaining	Status
Police	1	240,430.00	138,257.62	102,172.38	In Process
Police	2	24,000.00	24,000.00	-	Completed
Police	3	8,000.00		8,000.00	In Process
Police	4	22,000.00	21,840.92	159.08	In Process
Fire	6	130,000.00	130,047.56	(47.56)	In Process
Fire	7	27,000.00	27,015.08	(15.08)	In Process
DS-Building & Inspections	17	660,000.00	712,030.64	(52,030.64)	99% complete
Museum	49	20,000.00		20,000.00	Out for bids
Airport	52	109,800.00	7,000.00	102,800.00	Spring construction
Cemetery	54	9,500.00	9,320.62	179.38	Completed
FY 2016 carry over					
Police	1	238,440.12	238,440.12	-	Completed
DS-Building & Inspections	16	597,443.14	597,443.14	-	Completed
FY 2015 carry over					
DS-Building & Inspections	22	27,233.90	27,233.90	-	Completed
Cemetery	63	27,381.08	17,379.87	10,001.21	Completed
Cemetery	65	9,586.09	8,830.63	755.46	Completed
Engineering - Street		971,157.75	872,709.21	98,448.54	In Process

<u>3,121,972.08</u>	<u>2,831,549.31</u>	<u>290,422.77</u>
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Cash on Hand	290,422.77
Bonds	-
Remaining from completed	-
To be completed	290,422.77
Excess (Deficit)	-

Per report	<u>2,831,549.31</u>
Balance	-

City of Mason City
Misc
As of April 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Police	3	15,000.00		15,000.00	
Police	5	14,800.00		14,800.00	
Ambulance	10	20,000.00	20,000.00	-	Completed
DS-Transit	18	193,000.00		193,000.00	In process
Development Services	19	500,000.00		500,000.00	Awaiting requests
Development Services	20	250,000.00		250,000.00	Awaiting requests
Development Services	21	200,000.00	53,626.48	146,373.52	In process
Development Services	22	200,000.00	111,082.15	88,917.85	In process
Development Services	23	5,000.00		5,000.00	In process
City Hall	27	15,000.00	15,000.00	-	Completed
Parks	33	50,000.00		50,000.00	
Recreation	42	50,000.00		50,000.00	In process
Recreation	46	10,000.00		10,000.00	
Airport	50	400,000.00	370,346.52	29,653.48	In process
Airport	51	162,772.00	13,476.60	149,295.40	In process
Cemetery	54	1,000.00	1,000.00	-	Completed
Engineering - Street	56	7,000,000.00	380,138.12	6,619,861.88	In process
Engineering - Street	61	50,000.00		50,000.00	1 application
O & M - Street	68	100,000.00	71,296.69	28,703.31	Completed
O & M - Storm Sewer	87	20,000.00		20,000.00	
O & M - Internal Services	88	9,000.00	8,959.52	40.48	Completed

<u>9,265,572.00</u>	<u>1,044,926.08</u>	<u>8,220,645.92</u>
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Per report 1,044,926.08

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