

City Administrator's Monthly Activity Report

Kevin Jacobson, Interim City Administrator

December 2017

(Issued January 12, 2018)



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

City Administrator Comments

Mayor and City Council Members,

The Airport access road and south FBO parking lot project is completed, which consisted of patch and overlay of bituminous pavement on the airport support road and tenant parking lot.

Mason City Blue Zones has reached the end of the contract and will continue with a new name, transitioning into the Healthy Hometown Initiative as of December 31, which is backed by the Healthiest State Initiative. The program name will be changed from Blue Zones Project to HEALTHY-Mason City.

Mason City Public Transit now offers Real-Time GPS Tracking on all of their buses so riders are now able to track their transit bus in real-time. There is the ability to watch a transit bus approach the bus stop with up to the second GPS Tracking. The link is located on the left side of the City's Homepage at www.masoncity.net ('Track Your Transit Bus').

The final review of the National Register of Historic Places nomination papers for the renovation and restoration of four historic mausoleums was completed for the cemetery. A consultant was funded by the State Historic Preservation Office to provide guidance for the process.

Preparations are underway for spring 2018 projects for the Engineering Department. Finance personnel continue to meet with staff for operating budgets for the next fiscal year. The CIP staff committee has also met to review projects. The Fire Department responded to six building fires, with one resulting in a fatality.

The Museum along with Recreation and the Volunteer Department, were busy coordinating events for the Christmas season. The Museum's Annual Holiday Open House hosted nearly 800 people. The event has been hosted by the museum for over 40 years and is a popular event in the community.

O&M staff picked up yard waste for additional days due to the unseasonably warm weather in early December. But that changed at the end of the month - there was a water main break at NIACC which occurred over Christmas break, which was fortunate since class was not in session. There were also a number of fire hydrants that froze which the City used its steamer to thaw them out and get back into service.

Two Police Officers completed basic training and are now in field training through spring. The City's newest Police Officer will begin the academy in January. Captain Mike McKelvey continues to Chair the Iowa Medical Cannabidiol Advisory Board and attends meetings as needed.

Sincerely,



Kevin Jacobson
Interim City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **December 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2017 – 12/31/2017	23,108.50 Gallons	300 Buses
Enplaned 695 Deplaned 651		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at December 2017 Airport Commission Meeting
- Access Road & South FBO Parking Lot Project Complete
- Preliminary Capital Improvement Budget
- Met with Marketing Representatives

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the January 2018 Airport Commission Meeting
- Continue Working on the Preliminary Budget

HEALTHY – Mason City Project

Reported by Angie Determan, Coordinator

Community Policy –

- Active Living and Transportation Commission agenda prep and regular meetings, water feature research, Bike Friendly and Walkable Community designations researched, work to development website information/page, annual update to Council completed
- 2018 garden application/process finalized and unrolled, conversations with renewing 2018 gardeners and new people interested in plots, garden meeting with partner to close out year
- Phone conversation with person interested in donating land for community garden
- Community Garden 2018 newsletter

Schools – donated t-shirts to Jefferson Elementary

Worksites –

Healthy Foods (Grocery/Restaurant) –

- North Iowa Food Coalition partner meeting on future opportunities, meeting schedule coordinated and email sent to group

Engagement –

- PR & Marketing – 2018 calendar development for Facebook posts for both HEALTHY – Mason City and MCVC
- Submission of info for Chamber newsletter
- Radio ads featured Safe winter cycling, 2017 MCVC Thank You to members and volunteers, Transition to HEALTHY – Mason City

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – updates Dec. 11, 18, , 25
- December Newsletter to member organizations (34); 55 recipients and volunteers (548) sent out week of December 11th. Here is a sample of the December Volunteer Newsletter <https://us13.campaign-archive.com/?u=eecff029d344662caed667b9b&id=a5fecb4d8f>
- Website – 113 volunteer opportunities are currently active
- 34 member organizations
- 5 new volunteer applications received
- 157 new volunteer applications received between Jan. 1 2017 – December 31, 2017
- 32 Placements since last report –including (assisted in volunteer placement for Affordables Thrift Store, City of Mason City Development Services, IOOF Home & Community Therapy Center, Youth Task Force, One Vision’s Village General Store, and Salvation Army – bell ringing)
- 11 volunteer referrals since last report

- Member meetings: Community Kitchen, Youth Task Force, Main Street Mason City, YMCA
- Volunteer meetings – multiple contacts with volunteers for placement
- Begin work on education webinar “donations”

Other –

- Meeting with transition team
- Meeting with Wellmark staff and Waterloo/Cedar Falls on migration to Healthy Home Town
- City website changes reflecting transition, Facebook name change to HEALTHY – Mason City, develop press release, conversations with media on upcoming storyline
- Conversations and request to City of Clear Lake on well-being initiative
- Conversations with Waterloo/Cedar Falls on sustainability transition efforts
- Meeting with Healthy Hometown/Wellmark Director of Community Health Improvement on transition
- Submission Healthiest State Initiative Community Awards application due Nov. 30 and announced in 2018 for presentation February 15
- Budget meeting with Finance Director/Interim Administrator
- Webinars (2)
- Weekly staff meetings

Upcoming Dates:

- MLK Day of Service - January 15, 2018
- Random Acts of Kindness Day - February 17, 2018
- Volunteer Recognition Day - April 20, 2018

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of December:

- 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 15 Resolutions 1 Ordinance based on various requirements
- Upload data for 3 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 5 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 \$690.00 in animal license fees and \$200.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: December, 2017

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Staff has had numerous communications with the staff of the IEDA about the change to G8 as the hotel developer. We have been actively promoting the new developer and have worked to answer questions and concerns. A large group of citizens, Council members, and staff attended the IEDA Board meeting on December 15. Although we had been notified the day before the meeting that the Board would not make a final decision, the supporters who had pledged to make the trip to Des Moines still came along to show support for the River City Renaissance project. The Board placed three conditions on providing final approval of the City's Reinvestment District application: a signed Purchase, Sale and Development Agreement (PSDA) with G8 Development, dismissal of G8's lawsuit against the City, and a commitment for financing. The City Council met on December 28 to approve the PSDA; it was fully executed as of that date. A condition of the PSDA is dismissal of the lawsuit within five days; that is expected to occur as of January 5, 2018. Staff has also received notice that the prior G8 lender is back in the mix, and that the prior USDA loan guarantee remains in play. Staff is moving forward with the hope that all will be complete before the next IEDA Board meeting on January 19.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on December 7 to consider a request from Bergland & Cram for a \$30,000 forgivable loan to renovate the Lapiner Building at 113 South Delaware Avenue. The owners are renovating the first floor to move their architecture and design practice from 1002 East State Street. The Committee recommended approval of the request, based on improvements to the exterior of the building and the increase in property value. The City Council approved this loan at the December 19 meeting.

One loan was disbursed in December; a loan of \$11,958.59 was made to Tony and Kristy Marquis, who completed tuckpointing and new rear windows to their building at 15 East State Street.

Iowa Initiative for Sustainable Communities Projects: The North End Neighborhood Plan was in hiatus for December while the students completed semester finals. Several fall-semester projects were completed by students in the College of Public Health (North End Healthy Outcomes and Perception Change) and the College of Library Science (Digitizing the Architectural Heritage

Book and Database). These projects are being evaluated by their respective faculty and will be sent to us after they are graded.

Code Enforcement for 2017: In 2017, the Code Enforcement Division handled a total of 1,833 cases. Of these, 1,159 were initiated by City staff; this represents over 63 percent of the total code enforcement cases. Staff has been very pro-active in seeking and abating nuisances. The most frequent nuisance complaint was for junk, rubbish or refuse; the Code Enforcement officers responded to 741 such cases.

Building Inspections for 2017: The Building Inspections Division issued a total of 1,130 permits in 2017. The stated value of these permits is \$37,128,359. In addition, the inspectors conducted 1,288 inspections. A summary of all permit activity for 2017 is found further down in this report.

Rental Dwelling Inspections, 2017: The Housing Inspector completed a total of 1,502 rental dwelling inspections in 2017. This included inspecting 279 new dwelling units. The number of rental dwelling units continues to increase. It is our hope that adoption of the new International Property Maintenance Code will enable us to keep up with the demand.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is under construction. 2) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced; footings have been finished for one of the three buildings. 3) The new Mercy Medical Center – North Iowa Behavioral Health Unit has begun construction. 4) Bergland & Cram, owners of the Lapiner Building at 115 South Delaware Avenue, have begun reconstruction of the first floor (other than the areas occupied by Domino’s Pizza and Midas Muffler) for relocation of their architectural practice.

Development Review Committee: 3 meetings held in December: 12/5, 12/12, and 12/19.

DRC Activity	December, 2017	YTD
Total Development Plans Reviewed	3	51
Concept plans reviewed/approved as a Minor Site Plan	2	33
Concept plans to be resubmitted as a Major Site Plan	0	14
Total Concept Plans	2	47
Major Site Plan Reviews Completed	1	4
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	1	1
Other Reviews (structure moves, etc.)	1	13
TOTAL ITEMS REVIEWED	5	65

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

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

Activity	November, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	2	22
Commercial, Accessory Structure	0	0
Residential, Principal Structure	4	55
Residential, Accessory Structure	1	60
Signs	4	55
Floodplain	0	9
Encroachment Permits	0	5
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	2
Variance	1	7
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	0	5
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	0	10
Lot Splits	0	2
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	0	33
Unfounded	0	7
Founded-Resolved without citation	0	19
Citations	0	0
Open Cases (as of date of report)	11	N/A
Cases initiated by staff	0	28
Zoning Inspections		
Zoning – Case Request	0	39
Zoning – Violations	0	7
Zoning –Setback	3	54
Zoning - Final	0	23
Permit Reviews		
Zoning Reviews Completed	20	346
Floodplain Reviews Completed	21	332

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	December 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	14	\$ 507,410.00	256	\$35,116,426.03
Minor Building Permits	2	\$ 11,500.00	170	\$ 1,386,266.99
Electrical Permits	22		237	
Plumbing Permits	7		139	
Mechanical Permits	6		238	
Sign Permits	4	\$ 44,704.44	58	\$ 392,261.44
Demolition Permits	1	\$ 2,000.00	30	\$ 210,405.00
Structure Moving Permits	1	\$ 18,000.00	2	\$ 23,000.00
Inspections	December 2017		YTD	
Number of inspections	101		1,288	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	9	10	304
Multi-residential	0	0	24	1
Commercial	0	6	3	65
Industrial	0	1	0	7
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	6	0	85
Fees Collected	December 2017		YTD	
	\$ 8,096.83		\$ 213,921.50	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	December, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	100	1833
Staff Initiated	57	1159
Non-Staff Initiated (total):	43	674
Response to Complaint	9	240
Anonymous Complaint	31	342
SeeClickFix	3	92

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	December, 2017	YTD
Case Request Disposition		
Founded Case Requests	100	1824
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	9
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	29
Dangerous Building	0	22
Abandoned Vehicle	1	11
Tree/Shrub Maintenance	0	28
Garbage	28	370
Inoperable Vehicle	16	226
Junk, Rubbish or Refuse	42	741
Other	11	330
Writ of Removal	2	46
Information Request	0	25
Snow Removal/Weeds & Tall Grass	0	508

Rental Inspections Summary:

Rental Inspection Report	December, 2017	YTD
Initial Inspections	4	279
Reinspections	0	249
5 yr. Inspections	31	935
Complaint Inspections	7	163
Unregistered Unit Complaint	0	3
Inspections cancelled by Landlord	1	214
Inspection cancelled by Inspector	12	36
Failed inspections	4	220
Passed Inspections	17	757
No Shows	4	192
Total # of Inspections	42	1502
Rental Dwelling Certificates Issued	9	498
New Landlord License Issued	7	48
Units White Tagged	3	43

TRANSIT AND SAFETY

Transit

During the month of December, Mason City Public Transit provided 12,906 rides on our Fixed Route; which averages to over 645 rides per day.

Mason City Public Transit has also been working with Iowa DOT, Google and Trillium Solutions on adding Mason City's transit data into Google Maps for enhanced trip making capabilities.

Safety

During the month of December, the Safety Department finalized the training forecast for all the various departments within the City for 2018.

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

ANIMAL CONTROL

DECEMBER		2017	YTD	
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
700	800	=	4	65
800	900	=	7	107
900	1000	=	6	82
1000	1100	=	7	113
1100	1200	=	8	117
1200	1300	=	10	103
1300	1400	=	9	115
1400	1500	=	6	88
1st shift sub total			57	790
1500	1600	=	7	110
1600	1700	=	7	95
1700	1800	=	6	92
1800	1900	=	7	86
1900	2000	=	5	70
2000	2100	=	3	58
2100	2200	=	2	43
2200	2300	=	1	44
2nd shift sub total			38	622
2300	2359	=	1	17
0	700	=	7	86
3rd shift sub total			8	103
TOTAL for Month			103	1515
ARRESTS				

DECEMBER	2017	YTD
ANIMAL CALLS FOR SERVICE		
HOURS	TOTAL	YTD
Animal		
Sanitation	0	0
Chase/bite nuisance violation	2	17
Cruelty/Welfare of Animal	0	1
Vicious Animal	0	6
Disturbing the Peace	0	3
No Rabies Vaccination	1	32
No City License	4	28
Animal At Large	0	22
	Total People Arrested	7
	7	109
Animal Bites	7	66
Wild animal calls	8	143
Pickup slips animal count	90	1142

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
December	5	56%	4	44%	9
Year to Date	29	43%	39	57%	68

Burials in December were slightly above projections. Traditional burials were slightly above projected and cremation burials were as projected for the year and at 57% of the total.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	5	0	5
Year to Date	17	6	23

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

Administration – Final review of the National Register of Historic Places nomination papers was completed. A Technical Advisory Network consultant was funded by the State Historic Preservation Office to give the cemetery guidance for the restoration process and preliminary estimates on the costs of renovating the four historic mausoleums. Verifying database information with lot cards continued.

Operations – In addition to burials and preparations for snow removal, grounds staff concentrated on indoor work of cleaning and maintenance of equipment and buildings.

Board of Trustees – The Board of Trustees discussed goals for 2018 calendar year, Capital Projects and Operating Budget for Fiscal Year 2019, and Pokemon Go activity within the cemetery grounds.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	5
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Sidewalk/Approach	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	120
● Emergency Call-outs	3
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	0
● Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	1
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
● Permit Fees collected	\$0
● Sanitary Sewer records drawn and scanned (GIS)	54
● Field Book updates (GIS)	0
● Street Profiles completely scanned into system	

2017 Street Panel and Curb Replacement Program:

Final acceptance of the project and final payment was approved by the City Council on December 19th. Final payment was made to the contractor following approval.

2017 Street Rehabilitation Program:

McKiness Excavating substantially completed the work associated with the project, however a few remaining punch list items will need to be completed in the spring. Final project quantities were measured and calculated, and a fourth pay request was made to the contractor.

2014 Pedestrian Trail Improvements - Phase 2:

No update.

Monroe Avenue Pedestrian Trail:

No update.

Union Pacific Railroad Quiet Zone:

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

Highway 122 Reconstruction & City Utility Replacements Project:

Engineering Staff continued coordination efforts with the IDOT for the upcoming Highway 122 Reconstruction project scheduled to begin in the spring of 2018. Engineering Staff continued to work with IDOT Staff addressing contractor questions, as a result of these discussions the IDOT issues a number of addenda prior to the December 19th Project Letting Date. Upon the opening of bids, the apparent low bidder is Wicks Construction, Inc.

Engineering and IDOT Staff continued coordinate efforts with private utility companies relocating within the corridor. Mediacom submitted plans for their proposed underground utility conduit. Engineering Staff reviewed the plans and signed the IDOT Utility Accommodation permit approving these new utilities. Alliant Energy continued with the installation of their new underground electrical system; the work is expected to continue throughout the winter. Engineering Staff also continued locating city utilities and providing records as the work zones shift throughout the project area.

Downtown Traffic Signal Replacement Project:

The City Council approved a Professional Services Agreement with WHKS at the December 5th meeting. Engineering Staff met with WHKS for a project kick-off meeting and a field review of the eleven downtown signalized intersections. Following the meeting WHKS Engineers were provided with records and specifications on our traffic control system. Information provided

included emergency vehicle preemption specifications, utility records and original signal installation plans.

27th Street SW Street Paving and Utilities RISE Project:

The consultant, SEH, worked on design and preliminary plans which will be reviewed with City Engineering Staff in early January.

Water Pumping Building Restoration:

Final acceptance of the project and final payment was approved by the City Council on December 19th. Final payment was made to the contractor following approval.

Hwy 122 and South Pierce Avenue Signal Project:

The pedestrian push button base and pole were installed in the southwest quadrant of the intersection. New wiring was pulled through the recently placed 1 ¼” and 2” HDPE ducts. Final quantities and being reviewed and a final pay request will be ready soon.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued coordination efforts with Alliant Energy on a two-part planned gas main project paralleling 19th Street SW. The first phase of the new gas main has been completed. The beginning of the first phase of the project is just east of the South Eisenhower Avenue intersection, it continues west beyond Macon City Corporate Limits. Phase 2 of this project is planned to begin in early spring. The second phase will begin at the point of beginning of Phase 1 and continue east to South Pierce Avenue.
- Engineering Staff continued with survey of street and sidewalk areas in preparation for 2018 projects. Over forty damaged street panels have been surveyed and will be considered for the 2018 Street Panel and Curb Replacement Program. Several pedestrian ramps were surveyed and are currently being redesigned for construction to meet current ADA specifications. The new designs will be included in projects planned for the 2018 construction season.
- Engineering Staff coordinated with the IDNR and an Engineering firm hired by the Canadian Pacific Railroad to redesign the Pennsylvania Avenue railyard sanitary sewer system. The project included the installation of new sanitary sewer service lines, a new connection into the city main and upgrades to their existing onsite wastewater treatment building.

Traffic Division:

- Traffic Control
 - Sign work orders 8
 - Traffic Sign Orders 2
 - Streetlights
 - New Installation 3
 - Repair Request 4
 - Fixture Replacements 18
 - Traffic Signals
 - Respond to signal issue reports 3
 - Perform traffic signal repairs 1

- Iowa One-Call locate reviews 153
- Locate City-owned electrical utilities 5
- Emergency Call-outs 1
- 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.
- Reviewed house move route for conflicts with traffic signals.
- Replaced controller and conflict monitor at 12th Street NE and North Rhode Island Avenue.
- Diagnosed wiring failure at the intersection of 4th Street SW and South Taft Avenue. The wiring had a short and was seized in the conduit.
- Responded to multiple reports of signs down.
- Responded to a weekend callout at 19th Street SW and South Eisenhower Avenue where a two-vehicle accident had destroyed the NW signal pole.
- Reviewed and created a list of traffic signal equipment to be salvaged during the Downtown Traffic Signal Replacement Project.
- Installed two traffic cameras at the intersection of 19th Street and South Federal Avenue.

Water Supply Division:

- Water Production

	<u>December</u>	<u>FY 2018</u>
• Total (gal)	114,414,000	818,752,000
• Daily Average (gal)	3,690,000	4,449,739
• Daily Maximum (gal)	4,540,000	6,342,000 *
• Daily Minimum (gal)	2,357,000	2,357,000**

*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 EDR and #3 EDR train
 - Replace blower motor #1 EDR Vent Fan
 - Rebuild 4-way valve on #4 EDR
 - Clean conductivity probes
 - Repaired heating control in high service pump room
 - Troubleshooting Hypochlorite feed pump/analyzer issue
 - Placed the Hypochlorite Generator into service following the replacement of the rectifier. System is running normal with good output.

- Customer Service
 - Iowa One-Call locates 121
 - Prepare and send service repair letters 8
 - Monthly bacteria samples 30
 - Collect project bacteria samples 0
 - Check water quality at residents and businesses 3
 - Hydrant Flow Testing 2
 - Hydrant Flushing 0
 - Correlate water main breaks and investigate for leaks 5
 - Water Main shut down for repairs 5
 - Water shut offs for non-payment 15
 - Water shut for other 0
 - Water service re-connects 20
 - Assist with installation of Water Meters 5
 - Repair Water Meters and collect reading 15
 - Deliver Red or Tan Tag 12
 - Update shut off data base and maps 10
 - Water Service Permit/Inspection
 - Repair/Replace 12
 - New Installation 0
 - Disconnections 0

○ Meter Department

	<u>December</u>	<u>FY 2018</u>
● Meters Installed	47	296
▪ Industrial	0	0
▪ Commercial	0	6
▪ Residential	47	290
● Meters Repaired	0	12
● Contractor and Garden Meters Installed	0	6
● Meters Read	11,772	70,632
● Meters Ordered	0	616

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Collected monthly water samples
- Collected daily water quality samples
- Service online analyzers
- Continue monitoring scale deposits at discharge to river
- Continue to evaluate raw hardness and finish hardness for permit changes
- Monthly draw down on wells
- Calibrated chemical pumps
- Assisted Customer Service Division with water main shut downs
- Monthly Safety reports and inspections
- Continue to work with vendor on SCADA software update
- Snow removal at water plant and well sites

Abbreviations:

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

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for December:

Finance

Duties	December	Fiscal Year-to-Date
Prepare payable checks	441	10,976
Prepare receivable invoices	28	7,107
Prepare payroll checks	625	13,142
Certify invoices to County	26	415
Send letters to State Offset Collections	26	475
Record State Offset collections	\$ 184.97	\$ 57,901.18
Sort Mail	4,875	81,375
Record ambulance receivables	156	3,163
Process utility payments	1,848	20,919

- 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 November
- 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
- Completed FY 17 CAFR
- Continue Interim City Administrator duties

Utility Collections

Duties	December	Fiscal Year-to-Date
Record ACH activities	35	747
Prepare Utility adjustments	75	1,185
Estimate billings		-
Issue utility bills	10,457	200,535
Answer phone calls	672	15,037
Respond to voicemail	201	4,267
Complete utility service orders	50	4,613
Complete landlord tasks	50	870
Issue shutoff notices	464	8,449
Process customer paid utility bills	5,666	115,628
Process customer deposits	461	8,293
Replace meters	42	1,528
Complete monthly sales tax report/hours	1.50	57.00

Information Systems Coordinator

- Remove Malware bytes from computer on third floor
- Remove permissions from FD User
- Replace backup tape for YTF
- Put together IT Committee Agenda
- Remove former users from Animal Shelter
- Prep monthly backup tapes for City Hall
- Take new computer out to Airport
- Remove old PD server from AD
- Look into issues with contact list for Blue Zones
- Add sim card to new FD tablet and finish configuration
- Install memory in PD 2nd Detail computers
- Start getting new smart phones and mobile hotspots configured for FD
- Get WASP install on tablet for inventory system
- Perform monthly backup duties
- Look at issues with Cemetery connection
- Contact Mediacom about Cemetery Connection
- Test cat5 line for radio at Airport
- Install wireless access point at task force
- Continue working on configuring new PCs
- Get quote for new servers for Water Reclamation
- Conduct quarterly IT Committee Meeting
- Send back incorrect memory
- Swap out computer for engineering user
- Change notifications for backups jobs at task force

- Download software for GIS server main board replacement
- Get HVAC contractors remote connection fixed
- Perform records search
- Send PD Captain list of CJIS numbers
- Set up new officer for PD
- Help with tablet issues at FD
- Try replacing system board in GIS server again
- Call Happy software for housing
- Get a printer quote for Finance
- Order Symantec license
- Look at laptop for task force
- Install software on new computer for Engineering user
- Look at PDF issue for GIS and Water Reclamation
- Show GIS Analyst out to connect and reconnect network drives
- Meeting about OpenGov
- Finish getting Iprism reconnected
- Order laptop for GIS
- Get task force replacement laptop set up
- Get with HP about continued issues with GIS server
- Make changes to filter for Finance Director
- Change batteries and cables for the GIS server
- Get GIS laptop configured
- Show GIS Analyst how to swap out backup tapes
- Update IE on Museum computer
- Install new tablet in Car 6 at PD
- Get Clerk and City Admin connected to new mayor's calendar
- Check with County about connection issues to PD
- Take laptop to GIS
- Contact Symantec about license
- Take new laptop to task force
- Order servers for Water Reclamation
- Call Happy again about software issues
- Fix new PD officers AD accounts for group memberships
- Get new council members set up in system
- Replace DVD drive for PD investigator
- Order Ipads and cable for new council members
- Contact Tracs about jail computers
- Help cemetery with camera issues
- Look at issues with toughbooks and smart phones at FD
- Get new drivers for scanner in Car 6
- Install Tracs scanner in Car 6
- Send GIS system board back
- Get Ipads set up for new Council members
- Send email to PD regarding new Car 6 dvr issues
- Try installing L-3 mobile visions on Car 6 again
- Make cat5 cable for Water Treatment

- Call L-3 about software for Windows 10

GIS Department

Cemetery

Development Services

- Locate previous map project and make available to staff
- Determine labeled field and update layer with attributes needed for staff
- Discuss exporting parcel data to CSV file at defined dates monthly and determine attributes needed
- Update map project to current County data with server changes, create CSV file of current parcel data and upload
- Discuss bike trail changes and move shapefiles to central location on GIS server, edit bike routes and look into integration with other applications
- Create updates on Bike Routes and Multi-use trails for Google maps, send 1st draft link to staff for review
- CommDev/ Blue Zones: Research criteria to submit Bike Route data to Rails To Trails for inclusion in publically available bike route maps
- Complete updates on Bike Routes and Recreational trail mapping. Upload to Google Maps, request submission to bike routes and walking paths
- Make changes to route names and times on Transit Map
- Troubleshoot problems with layer not displaying properly
- Update ArcMap project and publish to ArcReader for staff
- Update transit map again per requests

Engineering/Water Treatment/Customer Service

- Engineering: Troubleshoot missing GPS data points: found on GPS unit and downloaded x2
- Water Tx: troubleshoot uploading GIS projects and trouble viewing PDFs
- Engineering: Work on data request for WHKS traffic signal replacement project
- Engineering: Finalize and upload data request for WHKS Signal Replacement project
- Engineering: download GPS data and photos, update to the appropriate layer
- WaterTx: update Water Tx Laptop maps
- Customer Service: Discuss updates needed to ArcReader map on staff laptop. Update project file and publish updated ArcReader map. Update software on Customer Service Laptop
- Customer Service: Review where Customer Service data is located on the shared drive, locate tickets by address to review most current data. Discuss with staff how this should be updated to the GIS layers.
- Engineering: Help with adding imagery to an existing map project
- Engineering/Water Tx: Update Sanitary Sewer Grid maps and additional pages, and flow direction and district data with labels.
- Engineering: Print copy of maps for Water Tx and Engineering staff

- Engineering: Troubleshoot ArcGIS project, add new options to drop down list in attribute fields
- Engineering: Discuss GPS points needed as requested from Customer Service, download points and update appropriate GIS layers
- Engineering: Troubleshoot ArcMap problem for staff
- Engineering: Assist staff in setting up toolbar options after computer upgrade and software installation

Fire

- Discuss setting up meeting to review Fire department pre-plan needs

Finance

- IT: check on ArcGIS license level for software download
- IT: discuss and learn mapping drives and moving files from one server to another, troubleshoot data locations
- IT: learn and complete using back up tape system
- IT: switch backup tapes and check server room operations x4 days
- IT: Attend and participate in IT quarterly meeting
- IT: server troubleshooting, assist in changing out parts
- IT: Comm Dev staff having trouble with password
- Finance: research reoccurring billing from vendor, found to belong to a different department, request refund on invoice paid in error
- IT: Discuss website being block by firewall

Operations / Utilities/ Water Reclamation / Parks

- O&M: discuss user needs of ArcReader projects
- O&M: Work with IT to add ArcReader Project to staff's desktop and update software

Police

- Request for updated Street Index Map, work on updates to publish new map
- Finish updates to Mason City Index Map, create pdf and email to department

General

- Update Trimble Business Software and familiarize with changes
- Familiarize with ArcGIS Online software & applications, complete two training programs online
- Notify GIS users of server outage for maintenance
- CG County: discuss off street bike routes and connections with CG County bike trails and map files
- CG County: discuss uploading bike route and recreational paths to their server, access requested to upload data
- Planning/ Zoning: discuss legal description error related to a problem found previously
- Work with vendor on ArcGIS add-in connection error
- Research software / application changes to Pictometry Online
- Review data from vendor mapping services based on aerial imagery changes

- Contact vendor and update contact information and obtain registration codes for software.
- Set up new laptop, download software, test software

December initiatives

Finance Department

- Work on December financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Update financial transparency platform
- Continue work on RCR project
- Continue budgeting process for FY 19
- Attend meetings as Interim City Administrator

Information Systems Coordinator

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

GIS Department

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

Fire Department

Reported by Doug Janssen, Interim Fire Chief



Monthly Council Report

		DEC 2017	YTD
9-1-1 Calls/Emergency Calls			
	Fire	44	794
	EMS	383	3974
Non-Emergency Calls			
	Fire	6	69
	EMS	91	1138
Total Calls for Service (Fire & EMS)		524	5975
Personnel Training Hours			
	On-Site	274.50	5659.37
	Off-Site	32.00	704.00
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	93	1151
	Existing Building Inspections	12	207
	Plan Review	9	176
	Fire Investigations	2	23
Community Involvement			
	Public Tours of the Fire Station (Number)	1	25
	Public Fire Safety Appearances/Trainings (Number)	0	66
	EMS/Fire Student Ride Along	110.00	1648.00
	Preceptor Training Hours		
Overtime Hours			
	Fire	167.5	3275.50
	EMS	627.25	4557.75

Significant Events at MCFD

Captain Jared Ogbourne – was selected as the Fire Chief at the Altoona Fire Department. The Mason City Fire Department would like to thank Jared Ogbourne for his service and dedication to our community and wishes Chief Ogbourne all the best!

Overtime Analysis

Fire overtime is increasingly hard to predict but we continue to monitor and track all overtime within the department. For the month of December fire overtime increased by 16.5 hrs due to multiple fire calls and our offshift being called in to cover the station. The U.S. Fire Administration reports that more fires are reported during the winter months than at any other time of the year and sadly here in Mason City we have seen firsthand the truth of this statement. In December alone MCFD responded to six building fires with one fatality – one too many.

Ambulance overtime was also higher for the month of December due to transfers and maintaining staff. 3rd Battalion also had three members on long-term leave causing overtime and maintaining issues, but we are happy to report that two members are back on-duty and one on light duty. As we look ahead we anticipate we will have maintaining issues due to 2nd battalion losing Captain Ogbourne to the Altoona Fire Department. We are currently working to hire another firefighter to reduce the overtime concerns during the transition.

Significant Fire Events

Fire at 927 N Tyler Ave – The Mason City Fire Department responded to a report of a fire and smoke at 927 N. Tyler at 12:12 pm on December 1, 2017. When fire crews arrived on scene they found a house on fire at 927 N. Tyler with heavy fire showing on the back side of the house. Fire crew made entry and extinguished the fire while performing search and rescue. A victim was found in the house. The cause of the fire was a surge protector/multi plug power tap. Mason City Fire Department investigated the fire with the assistance of the Mason City Police Department and the State Fire Marshal's Office.

Fire at 320 N Delaware Ave – MCFD was dispatched to a building fire at 360 N. Delaware. 2303 responded with other FD units at the time a call. The fire investigation showed heavy fire damage to the north vehicle bay and minor smoke damage throughout the building. The fire was accidental in nature and most likely caused by flammable liquid vapors being ignited by a halogen light or furnace when a vehicle was being serviced.

MCFD also responded to four additional building fires during the month of December.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	1	6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	17	28
Engineering	17		17
Finance	9		9
Fire	43	1	44
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	242	28	270

Staffing

Activity

Hiring Activity:	- Police Officer (1 opening): Job offer approved by Council approval on 12/5/17
	- Swing Worker (Utilities): Job posted internally. Job awarded approved by Council on 12/5/17
	- Refuse Collector (Sanitation): Posted internally, job offer made to external candidate subject to Council approval on 1/2/18
	- Water Supply Operator (Water Supply): Interviews conducted and external candidate approved & hired
	- City Administrator (Admin): Recruitment started
Positions Filled:	- Hired Police Officer & Water Supply Operator
Turnover:	- 1 regular full-time resignations (Fire Captain) and 3 elected officials

Employee Orientations/exit interviews:	- 3 Regular FT employees
Civil Service Commission:	- No meetings held during the month

Labor

Relations/Legal

Activity

Grievance Activity:	- Fire: 4 open grievances, 1 grievance meeting conducted - Teamsters: No open grievances - AFSCME: 1 open grievances
Labor Negotiations/Relations:	- None
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation

Employee

Involvement

Activity

Swearing In Ceremony's	- Assisted in swearing-in ceremonies for new Police Officer & newly elected Council/Mayor
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Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
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Government

Efficiency

Activity

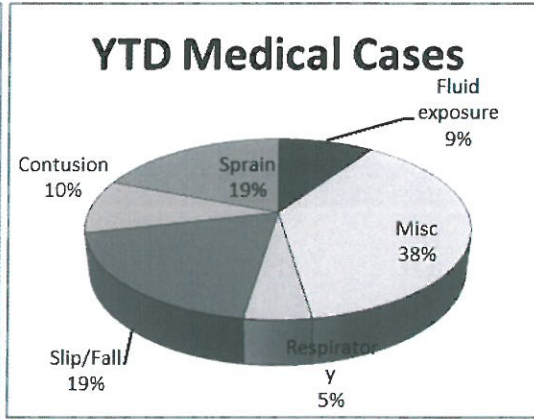
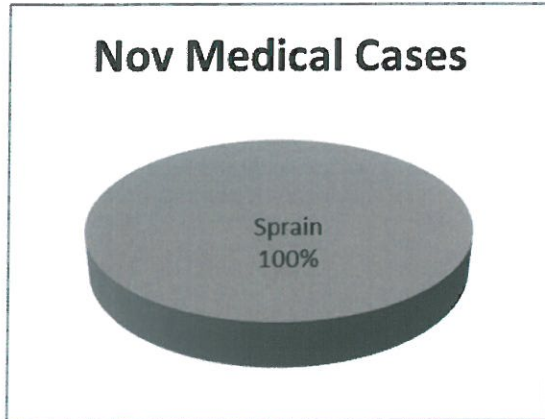
RPI Activity:	- None
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Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases, Worked with Benefits Broker to negotiate substantial discount on high dollar claim
Open Record Requests	- Processed open record requests related to Fire Department
Drug Testing Compliance Activities:	- Conducted required monthly drug testing, attended Supervisory Drug/Alcohol Training
Professional/Community Support:	- Attended IaPELRA HR meeting & local HR Association meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	1	21	23
# of OSHA Injuries	1	19	21
# of Days Missed	0	37	194
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: December 2017

Routine Activities:

In the month of December 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. Luckily the snow came later this year, allowing the Museum not to worry about snow removal, de-icing sidewalks, or sanding the driveway until closer to Christmas.

Due to an expected lack of quorum, the Museum board did not meet. Rhonda Paulson was appointed by the Mayor to fill the term for Walter Wendland, who moved in September.

The Museum was decorated for the holiday season by staff and volunteers to prepare for rentals and holiday events. The Museum has hosted Holiday Open House for the community for over 40 years. Recently the Museum added MacNider: Off the Clock on the Friday night before as a social event for adults. This year the Museum had almost 200 attendees, with lines for the food all the way to the door. The next day the crowds continued with nearly 800 persons attending the Holiday Open House. Luckily the Museum staff had fantastic volunteers to assist with this project.

The Museum hosted a number of rentals including family reunions and Christmases, staff Christmas parties, and other gatherings for the holidays.

Classes offered:

Kids Club-Holiday Open House(371 Adult, 397 kids), Art Bugs (11 Adults, 11 kids), Handbuilding (2 Adults, 14 kids); Winter Break Fun Day (2 Adults, 13 kids); A.M. Throwing (9 Adults); P.M. Throwing (25 Adults).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (66), Salvation Army Outreach (16), Manly Outreach (7), Mercy Connections (9 Adults, 8 kids)

Specialty Programming: Iowa Crafts reception (22 adults, 4 kids); Board Meeting (8 Adults); Mercy Connections (3 Adults); 60 Adult & Teen volunteers, 3 kids (OTC, HOH, mailings & classes)

Programs: Off the Clock: 200, Holiday Open House 371 adults, 397 kids, Crane Reception 23 adults

Special Event: Board Meeting (n/a).

Outreach / Specialty Tours:

Groups touring: n/a

Outreach locations: Prairie Ridge Outreach (66), Kentucky Ridge Outreach (0), Salvation Army Outreach (16), Manly Outreach (7).

Special Projects:

In December the CIP grant of the LED lighting project for this fiscal year was completed. The third and final phase will begin July of 2018 if funds are approved for this fiscal year.

Membership:

337 members

Attendance:

Gallery / Open Studio / Shop: 487

Programs: Off the Clock: 200; Holiday Open House 371 adults, 397 kids

Outreach: 152 adults/ 0 kids (includes 60 volunteers for OTC, HOH, mailings & classes)

Tours: n/a

Rentals: Birthdays (11 adults, 20 kids), Party (26 adults, 4 kids); NIACC (21 Adults);

Classroom: (47 adults, 36 kids)

Playground: (80 adults, 142 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(1 Cement Work)
General Maintenance	(3 General Maintenance)
HAULING	(1 HAULING)
Hydrant Repair	(3 Hydrant Repair)
Hydrant Repair (PAINT)	(1 Hydrant Repair (PAINT))
Hydrant Repair (thawing)	(3 Hydrant Repair (thawing))
LAWN BAGS	(2 LAWN BAGS)
SANDING	(1 SANDING)
SANITATION	(8 SANITATION)
Storm Sewer Repair	(1 Storm Sewer Repair)
Street Repair	(1 Street Repair)
Valve Installation	(1 Valve Installation)
Valve Repair	(2 Valve Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Snow Plowing	(2 Assigned Routes)

In December the Utility Crew supplied a person to cover in sanitation for 8 days out of the month.

We also had two days of picking up lawn bags that were put out after the deadline.

We had one water main break which was at NIACC. It happened at a good time with school being out for Christmas break. We also had a number of fire hydrants freeze during the cold spell and we used our steamer to thaw them out and get them back into service.

The entire crew was out on their assigned plow routes twice in December

Internal Service Division:

Mechanical

Service and repair 5 fire trucks and ambulances

Service and repair 1 Engineering Department vehicle
Service and repair 3 Police cars
Repair and service 4 Sanitation trucks, brakes, etc.
Repair and service 15 Street Department vehicles
Service and repair 1 Water Utilities vehicle

Electrical

Install signs on signal poles on Delaware Avenue, install detection cameras at 19th Street South
Replace 2 ballasts at office, wire fan in computer room at Water Reclamation
Replace 1st bay lights and clean reflectors in mechanic shop
Change 5 lights between Carolina Avenue and Virginia Avenue on 122, change lights at Village Green Drive and Highway 122
Replace 4 luminaries and photo cells at Taft, check relay box on photocell
Remove temp chemical controller for credit at the pool
Change out 4 luminaries and check wiring, replace photocell at Highway 122 and Eisenhower Avenue
Program lights at main parking lot at Southbridge Mall, install main and auxiliary timers
Replace lamps and ballasts in Sternberg lights at 4th north
Pickup LED light and rebuild highbay light for Sanitation
Replace 3 broken light switches in north garage at Street Department
Rewired cable ends for snowblowers at Park Department
Repaired lights on pedestrian bridge at pool to East Park
Repair traffic signal at Highway 122 and Virginia Avenue
Repair and rebuild light in storage building at Street Department
Repair street lights at 19th and S. Taft Avenue
Repair parking lot lights at Water Supply
Reconnect the wiring for the tank exhaust fan in the thickener building at Water Reclamation
Repair lighting in the Comfort Station for the Transit Department
Repair street lighting at Northbridge
Replace 2 traffic detection cameras at 19th and S. Federal Avenue
Repair street light at Central Park
Reset clock tower in Central Park

Wastewater Division:

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

Division: Wastewater

- Wastewater treatment:

Monthly Total:	128.346
Daily Average:	4.14
Daily Maximum:	4.63
Sludge processed	1.43

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer call 1

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Have west bar screen repaired by outside contractor
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Hand east bar screen repaired by outside contractor
- Finished hauling biosolids
- Cleaned all hauling equipment and stored for the winter
- Installed vent fan in server room
- Changed oil in large aeration blower
- Got snow removal equipment ready for the upcoming winter
- Cleaned final clarifiers

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	392.69 tons	5,104.93 tons
Recycling collected	137,180 pounds	1,587,200 pounds
Yard waste collected (includes Christmas trees)	24.85 tons	1,265.93 tons
Large item number of stops	38	623
Materials collected:		
Large furniture	28	375
Small furniture	40	586
Tubs & toilets	0	26
Appliances & TVs	4	162

Electronics	0	0
Request for service calls	242	3,408

Street Division:

- Clean and maintain shops and equipment as necessary
- Fill potholes with cold patch and hot patch
- Ice control and plow snow
- Grade gravel roads as needed
- Trim ditches and remove stumps as needed
- Trim trails for snow removal
- Haul several loads of mulch to various locations
- Repair signs as requested by Engineer's office
- Check snow routes and train new plow drivers as needed
- Trim trees 29 calls, remove trees, 32
- Prepare snow removal equipment
- Pick up trash along roadsides and dead end areas as needed
- Pick up left over yard waste as needed per city council request
- Split wood for the campground for the 2018 season
- Remove garden debris at S. Kentucky and Willow Creek community gardens
- Pick up dead deer
- Sweep streets
- Haul barricades for fire at Luke's Machine and a gas main leak by Target
- Cut and remove ice from draining sump pumps
- Help Randi Thomas with traffic signal repair

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Clean and pick up dog waste stations

Pick up trash in the parks on Mondays and Fridays

Make ice at the rinks

Snow removal downtown, bridges, parking lots, parks and trails

Split wood for the campground 2018 season

Trim trees in parks, trails and buyout lots as needed

Install snow fence at Big Blue, Lester Milligan Park

Install playground swing at Monroe Park

Trim trees in Parks for mower clearance

Trim shrubs in parking lots and other downtown areas

Rebuild and repaint merry-go-round by shelter #3 in East Park

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: December – 1,866; 2017 Total – 26,463

	CFS Type	Month Total	YTD
1	Traffic Contacts	367	4,842
2	Medical	231	2,682
3	Suspicion	138	2,239
4	Disorderly/Disturbance	117	2,172
5	Animal	103	1,505
6	Welfare Check	92	1,281
6	Collision	92	1,103
8	Alarm	76	751
9	Theft	56	890
10	Harassment	51	666

Patrol Shift	Hours	CFS Total
1 st Detail	7 a.m. – 3 p.m.	754
2 nd Detail	3 p.m. – 11 p.m.	746
3 rd Detail	11 p.m. – 7 a.m.	366
Total		1,866

The department responded to a shooting incident on December 9 and located a person of interest in the case on December 10. The investigation is ongoing at this time.

A 3rd Detail officer put together a forgery case after taking reports of a man passing fake \$50 and \$100 bills at restaurants and convenience stores. The officer was able to identify the suspect and his vehicle. A fellow officer made a traffic stop on the suspect and a search warrant was prepared and served. The man was charged with forgery.

MCPD also received a Collision Avoidance Training System from Evoctech in December. This will assist us in driving training as we prepare officers for reacting to driving emergencies they face while performing their daily duties.

Criminal Investigations

Seven new cases were referred for investigation, three current cases were cleared by arrest, and eleven were cleared by other means. A case from December 2016 went to trial and resulted in the defendant being found guilty of second-degree murder.

CID personnel were involved in several investigations: a robbery, a shooting, and a death investigation at a house fire. Other unit activity included: five search warrants served, two ATF traces, and two CPC interviews.

Administration

We had two officers complete basic training at the Iowa Law Enforcement Academy on December 13. Officers Avery Hubbard and Mark Tiedemann are now in field training and will be through springtime. We also hired Jake Ouverson as our newest police officer. He will start at the academy in January.

Captain Mike McKelvey continues to Chair the Iowa Medical Cannabidiol Advisory Board and attended a Board Meeting in Ankeny on December 1. He also attended the Joint Public Safety Association legislative priority meeting in Waukee on December 2.

Administrative staff continues to work on the Justice and Mental Health Collaboration Program (JMHCP) Grant. This month included providing additional documentation to DOJ to clear budget restrictions and allow us to begin using grant money for the planning process. We also met the new County Social Services Mental Health Law Enforcement Liaison.

MCPD completed the annual property and evidence inventory. This includes a complete physical inventory of on-site and off-site items.

Facebook and Twitter continue to be effective social media platforms for MCPD. We picked up 18 new Twitter followers in December for a total of 1,553 and on Facebook we added 134 new followers for a total of 4,792.

Public Library

Reported by Mary Markwalter, Library Director

In December 2017 the library hosted several special programs, including day and evening story times, teen evening craft events and live music in the Commons during the Christmas holidays.

The library hosted a launch party for the new IPTV Kids channel and over 150 kids and adults attended the party.

As of December 31, 2017:

The library year to date circulation was 70689.

12425 website visits

13924 photocopies were made by the public

61 special programs were held for the public

9126 public internet users

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Little Chefs Camp
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- NIACC and Recreation Basketball Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	412
Tuesday	428
Wednesday	149
Thursday	440
Friday	132
Saturday	386

Total People Served in 2017:	325,950
Total People Served in 2016:	301,333

- 8.02% increase in Daily Participation Rates in 2017

Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options (BaZing)
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Explored social media and email marketing options
- Addressing Winter Staff needs (email/letter)

- Sat in a conference call on topics dealing with our state government parks and recreation policies along with proposes in changes in our laws
- Assisted in Earth Day Committee
- Called 74 children for our Santa Calls Program
- Hosted 23 participants with Lunch with Santa
- Held 7 different staff meetings for upcoming programs
- Attended the North Iowa Sports Authority Meeting
- Assisted the City with the FY 2019 CIP Projects
- Work on CIP Proposal for FY 2019
- Finished up end of the year grant paper work for three different grants
- Attended the Statewide Aquatic meeting
- Attended the North Iowa Sports Authority meeting
- Started talks with the Evening Loin Club on partnering with the MacNider Campgrounds Park Shelter Project
- Wrote, received, and awarded the Youth Sports Team Picture Bid

Highland Park Golf Course Special Activities/Accomplishment:

- Started working on creating an in-house score card
- Started working on selling marketing on our score cards
- Become a Steak Cookoff Association Judge Training Site for 2018
- Assist Park Department with snow removal and park activities

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Adult Volleyball
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Host the Annual Ice Fishing Derby January 13th
- Run the Kids Karvinal January 27st
- Youth Sports Tee Shirt Bid

Highland Park Golf Course Work to Done in Coming Month:

- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings and seals in 04 4-bolt greens reels
- Assess for worn, damaged parts bearings, frames etc.
- Grind reels and bed knives on all reel mowers

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day Meeting
- Volunteer Center Meeting
- Santa Calls Event
- Lunch with Santa Event
- Prepare for Martin Luther King Jr. Day Event
- Hour Logs
- Season Report for Beautification
- Grant application for Beautification 2016

Projects/Programs Completed or Ongoing:

Department	Assignment	Hours
Recreation	Santa Calls	15
	Lunch with Santa	3
Total		18
Earth Day Committee	Meetings	24
	Repurposing class	16
Total		40
Miscellaneous Projects	Housing Authority	22.5
	Transit Tokens	8
	Police Department	30
	Earth Day Bag Prep	4
	Clean-up Bin Organization	3
Total		67.5
Grand total		125.5

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Youth Action Teams (YATs)

GOAL: To increase or maintain 30-day non-use of alcohol, tobacco, and marijuana among 25 high school age youth participating in Youth Action Teams from a baseline average of 82%.

SMART OBJECTIVE: To increase or maintain perception of social disapproval-wrong or very wrong -for alcohol, tobacco, and marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 41% through the SPF process 9/1/17-6/30/18. **SMART OBJECTIVE:** To increase or maintain perception of great risk of alcohol, tobacco, & marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 50%, though engagement in the SPF process between 8/1/17 and 6/30/18.

Currently, 39 high school students are involved in teams representing all three local high schools. The Youth Development Coordinator continues to meet with Youth Action Teams (YATs) twice each month (unless school calendar conflict) to work on Strategic Prevention Framework (SPF) – based projects of the students’ choosing. Teams have chosen their projects and are working on them. Youth Action Team representatives provide monthly updates to Executive Committee during their regular meetings.

During December meetings, a holiday party was provided (pizza & cookies to decorate) for each group as they discussed projects. Very much appreciated by students. (Donations toward youth activities covered the cost)

Positive Action

GOAL: To increase or maintain 30-day non-use of alcohol, tobacco, and marijuana among 100 7th grade youth from a baseline average of 95%. (2014 Iowa Youth Survey)

SMART OBJECTIVE: To increase or maintain average perception of social disapproval-wrong or very wrong-for alcohol, tobacco, and marijuana use among 100 7th grade youth from a baseline average of 85% through delivery of Positive Action between 9/1/17 & 6/30/18.

The Positive Action Coordinator spends several days/week co-facilitating the program curriculum for 121 7th grade students at Johns Adams. Pre-surveys have been collected and entered to the state Qualtrics system. Post-surveys will be completed at the end of each semester. De-identified, aggregate information will be provided and shared with schools once reports are available, usually during the summer.

PREVENTION THROUGH MENTORING

Mentoring Advisory Board and Mentoring Programs

- The One-On-One Mentoring Program Coordinator has been busy working on the Sustainability Plan for IDPH. She hosted a Lunch and Learn for Mentors on December 11. Crisis Intervention presented information on Bullying.
- Newman High School students provide the mentoring experience for their younger students (K-7th), currently 13 active matches.
- The Peer Mentoring Program is active at John Adams. Mason City Alternative High School students work with the students at John Adams Middle School, currently 6 matches.

SAMHSA Project AWARE

Youth Mental Health First Aid

- The SAMHSA Grant Year Three is underway. Youth Mental Health First Aid workshops have already been held and are on the schedule for this new calendar year. We will surpass the required numbers for community members trained under the grant. This can only increase awareness to mental health symptoms our youth might be experiencing and hopefully, improve outcomes for those in need of services.

STAFF / OTHER

During December holiday school closures, staff planned vacation time that needed to be used up before year-end. A quieter month at Youth Task Force.

JANUARY MEETING & EVENT SCHEDULE

- 3 – City Dept. Head Budget
- 3 - Peer Mentoring, John Adams
- 3 – Mentoring Interview
- 3- MCHS Youth Action Team (YAT) Meeting
- 4 – Partners For Children (P4C) Meeting
- 4 – MC Alternative High School Youth Action Team Meeting
- 8 – YMHFA Instructors' Meeting Meeting
- 10 – Peer Mentoring, John Adams
- 10 – Staff Meeting
- 11 - NCHS Youth Action Team (YAT) Meeting
- 11 – Child Abuse Prevention/Domestic Violence Meeting
- 12 – IDPH Educational Workshop
- 12 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA
- 16 – City Dept. Safety Committee Mtg
- 17 – Executive Meeting
- 17 - Peer Mentoring – John Adams
- 17 - MCHS Youth Action Team (YAT) Meeting
- 18 – MC Alternative High School Youth Action Team Meeting
- 24 – Staff Meeting

- 24 – Peer Mentoring – John Adams
 - 21 – MC Alternative High School Youth Action Team Meeting
 - 24 – Peer Mentoring, John Adams
 - 25 - NCHS Youth Action Team (YAT) Meeting
 - 26 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA
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