

City Administrator's Monthly Activity Report

Kevin Jacobson, Interim City Administrator

January 2018

(Issued February 16, 2018)



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

City Administrator Comments

Mayor and City Council Members,

The Music Man Foundation awarded funds to be used to enhance the Meredith Willson family lot at the Elmwood-St. Joseph Cemetery including the addition of a concrete paver walkway and an information sign. The cemetery board set goals for the year including installing a new columbarium, Meredith Willson Family lot enhancements and listing on the National Register of Historic Places.

A chart has been added to the Engineering report which lists the meters ordered, installs and inventory from the Water Supply Division. The Mason City Fire Department is at full staff for all battalions with the recent addition of the newest firefighter which should help minimize some of the overtime issues. Staff anticipates overtime totals to stabilize for the next few months.

Budget Work Sessions were held in January with the Council and Department Managers to review the Capital Improvements Program and operating budgets for the departments. Human Resources staff has been working on the recruitment, testing, creating Civil Service Lists, and interviews for several positions within the City.

The Operation & Maintenance Department has been busy keeping up with ice control and snow removal in the City. We have received many compliments on the good job of the crews in providing this service. Operation & Maintenance crews are also filling potholes and performing tree maintenance, along with their many other responsibilities.

The City agreed to working with the Evening Lion's Club on partnering with the MacNider Campgrounds Park Shelter Project with an anticipated completion of May 2018. Recreation program participation rates for January 2018 as compared to January 2017 was up considerably, from 28,769 to 32,886, serving 4,117 more customers.

Highland Park Golf Course staff is preparing for the spring golf season by inspecting and servicing mowers, groomers, and other equipment needs for the upkeep and maintenance of the course. Staff is creating a new scorecard which includes selling advertisements to give sponsors credit for their support of the course. The new scorecard is anticipated to be completed to roll out by the start of the golf season.

The Volunteer Coordinator served on the Earth Day Committee and is attending planning meetings and preparing for Earth Day activities. Earth Day will be celebrated in Mason City on this year on April 28. The festival which includes booths and activities will be held at Lime Creek Nature Center again this year.

Sincerely,



Kevin Jacobson
Interim City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **January 2018**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 1/1/2018 – 1/31/2018	18,341.10 Gallons	300 Buses
Enplaned 638 Deplaned 667		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at January 2018 Airport Commission Meeting
- Preliminary Operating Budget
- Approved Marketing Contracts

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the February 2018 Airport Commission Meeting

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of January:

- 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 two Council Worksessions 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 11 Resolutions 1 Ordinance based on various requirements
- Upload data for 2 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 2 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 \$850.00 in animal license fees and \$15.00 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: January 2018
Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Staff has participated in numerous meetings with the staff at the Iowa Economic Development Authority to get approval for the River City Renaissance project. Several City representatives and G8 representatives met with two members of the IEDA Board, the IEDA Director, and staff members on January 19 to determine a path to allow approval by the Board in February. Based on these and subsequent meetings, Staff is confident that contingent approval will be granted in February.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on January 27 to consider a request from Scot Kruckenberg to renovate the South Federal Plaza at 2019-2021 South Federal Avenue. The Committee recommended approval of the request, subject to painting the new metal north and south walls in contrasting colors. The City Council approved this loan at the December 19 meeting.

Iowa Initiative for Sustainable Communities Projects: The North End Neighborhood Plan was in hiatus for most of January for semester break. Spring Semester projects include a North End Business Branding Campaign, a marketing effort with Main Street Mason City, and an engineering study of potential recreation use of Mason City's waterways.

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). The Public Health projects are also being reviewed by the Cerro Gordo Department of Public Health. This partnership has provided opportunities for the City and County to work together on projects of mutual benefit.

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

Development Review Committee: 2 meetings held in January: 1/23 and 1/30.

DRC Activity	January, 2018	YTD
Total Development Plans Reviewed	2	2
Concept plans reviewed/approved as a Minor Site Plan	0	0
Concept plans to be resubmitted as a Major Site Plan	2	2
Total Concept Plans	2	2
Major Site Plan Reviews Completed	0	0
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	0
TOTAL ITEMS REVIEWED	2	2

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

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

Activity	January, 2018	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	1
Commercial, Accessory Structure	0	0
Residential, Principal Structure	1	1
Residential, Accessory Structure	1	1
Signs	4	4
Floodplain	0	0
Encroachment Permits	0	0
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	0
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0

Activity	January, 2018	YTD
Zoning Violations		
Reported	0	0
Unfounded	0	0
Founded-Resolved without citation	0	0
Citations	0	0
Open Cases (as of date of report)	4	4
Cases initiated by staff	0	0
Zoning Inspections		
Zoning – Case Request	0	0
Zoning – Violations	0	0
Zoning –Setback	0	0
Zoning - Final	0	0
Permit Reviews		
Zoning Reviews Completed	18	18
Floodplain Reviews Completed	18	18

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	January 2018		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	13	\$1,192,089.40	13	\$1,192,089.40
Minor Building Permits	5	\$ 28,679.00	5	\$ 28,679.00
Electrical Permits	20		20	
Plumbing Permits	8		8	
Mechanical Permits	26		26	
Sign Permits	4	\$ 13,698.00	4	\$ 13,698.00
Demolition Permits	1	\$ 100.00	1	\$ 100.00
Structure Moving Permits	0	0	0	0
Inspections				
		January 2018	YTD	
Number of inspections		120	120	
Permits by Type				
	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	11	0	11
Multi-residential	0	0	0	0
Commercial	0	6	0	6
Industrial	1	0	1	0
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	5	0	5
Fees Collected				
		January 2018	YTD	
		\$9,850.28	\$9,850.28	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	January, 2018	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	161	161
Staff Initiated	136	136
Non-Staff Initiated (total):	25	25
Response to Complaint	7	7
Anonymous Complaint	10	10
SeeClickFix	8	8
Case Request Disposition		
Founded Case Requests	161	161
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	2	2
Abandoned Vehicle	1	1
Tree/Shrub Maintenance	0	0
Garbage	17	17
Inoperable Vehicle	6	6
Junk, Rubbish or Refuse	49	49
Other	82	82
Writ of Removal	3	3
Information Request	1	1
Snow Removal/Weeds & Tall Grass	113	113

Rental Inspections Summary:

Rental Inspection Report	January, 2018	YTD
Initial Inspections	24	24
Reinspections	81	81
5 yr. Inspections	134	134
Complaint Inspections	12	12
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	37	37
Inspection cancelled by Inspector	0	0
Failed inspections	22	22
Passed Inspections	74	74
No Shows	31	31
Total # of Inspections	170	170

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.

Rental Inspection Report	January, 2018	YTD
Rental Dwelling Certificates Issued	59	59
New Landlord License Issued	0	0
Units White Tagged	4	4

TRANSIT AND SAFETY

Transit

During the month of January, Mason City Public Transit provided 14,644 rides on our Fixed Route; which averages to be over 665 rides per day.

Mason City Public Transit also received 3 of the 5 new buses that were ordered and are putting the finishing touches on them. They should be ready for the road sometime in February.

Safety

During the month of January, the Safety Department hosted their annual Safety Committee Meeting to discuss the upcoming years training schedule with all City Departments. The Safety Department has also been busy training new employees for various departments within the City.

ANIMAL CONTROL

JANUARY		2018	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	YTD
700	800	= 3	3
800	900	= 1	1
900	1000	= 4	4
1000	1100	= 11	11
1100	1200	= 5	5
1200	1300	= 9	9
1300	1400	= 4	4
1400	1500	= 4	4
1st shift sub total			41
1500	1600	= 10	10
1600	1700	= 4	4
1700	1800	= 7	7
1800	1900	= 5	5
1900	2000	= 4	4
2000	2100	= 2	2
2100	2200	= 4	4
2200	2300	= 1	1
2nd shift sub			37

total				
2300	2359	=	2	2
0	700	=	<u>2</u>	<u>2</u>
3rd shift sub total			<u>4</u>	<u>4</u>
TOTAL for Month			<u>82</u>	82
ARRESTS				
Animal Sanitation				0
Chase/bite nuisance violation			3	3
Cruelty/Welfare of Animal				0
Vicious Animal				0
Disturbing the Peace				0
No Rabies Vaccination			5	5
No City License (approx)			2	2
Animal At Large				0
		Total People Arrested	<u>10</u>	<u>10</u>
Animal Bites		<u>5</u>		5
Wild animal calls		<u>4</u>		4
Pickup slips animal count			<u>60</u>	60

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>
January	2	40%	3	60%	5
Year to Date	31	42%	42	58%	73

Burials in January were below projections. Traditional burials were slightly below projected and cremation burials were quite a bit higher than projected for the year and at 58% of the total.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
January	7	0	7
Year to Date	24	6	30

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 – The Music Man Foundation awarded \$16,282 for enhancing the Meredith Willson family lot including a concrete paver walkway and an information sign. Budgets for FY 2019 were developed. Flowers for the spring season and Memorial Day were ordered. A new copier/printer/scanner was purchased to reduce the amount of printing the cemetery was having City Hall do and to enable the cemetery to scan oversized lot cards as changes are made. Verifying CIMS information with lot cards and linking pictures of markers to the system continued.

Operations – Heating graves to thaw the ground became necessary for traditional burials, as did jackhammering graves for cremation burials. In addition to burials and preparations for snow removal, grounds staff helped finalize bid specifications for the FY 2019 tractor replacement.

Board of Trustees – The Board of Trustees reviewed the Technical Advisory Network’s report on the restoration of the mausoleums and projected costs. Goals for the Cemetery included the installation of a new columbarium, the Meredith Willson Family lot enhancements and getting listed on the National Register of Historic Places. The board also reviewed the statistics for the first six months of FY 2018.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	2
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	0
● 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	168
● Emergency Call-outs	3
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	8
▪ Review contractor Traffic Control Plan	0
● Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
● Permit Fees collected	\$0
● Sanitary Sewer records drawn and scanned (GIS)	41
● Field Book updates (GIS)	0

12th Street NW Bridge Over Willow Creek Replacement Project:

Engineering Staff met with the city's consultant, WHKS, for a review of the check plans and to discuss the schedule for final plans and other submittals to the Iowa DOT. Property acquisition for right-of-way needs, and temporary easements are necessary for the construction of the bridge. The bridge is designed with accommodations to meet the needs of a future pedestrian and bike trail along 12th Street NW. Letters were sent by the Grant Administrator to the two property owners who are affected by the project. The city has since met with both of the property owners to discuss the project and the need for the right-of-way acquisition and easements. WHKS is currently preparing the official acquisition and easement plats which will be used along with agreements to satisfy the needs of the project.

Union Pacific Railroad Quiet Zone:

Mid-Continent Contracting acquired the remaining Right of Entry permits through the Union Pacific Railroad. Following approval of the permits the contractor took steps to enter into an agreement with a RailPros Field Services, a third-party company that provides railroad flagging services. Providing flaggers is a requirement by the Union Pacific Railroad when working near the tracks. Documents requested by RailPros Field Services from Mid-Continent Contracting are currently being reviewed and their approval is expected soon. A progress meeting was held between the city and Mid-Continent Contracting and a work schedule was provided. The new schedule is based on the assumption that RailPros Field Services approve the request for flaggers and the Union Pacific is given a 30-day notice before work begins. The schedule provided by Mid-Continent indicates they will begin work on or near the 5th of March.

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. The Iowa Department of Transportation contract was finalized and signed with Wicks Construction Inc.

Alliant Energy and their contractors continued with the installation of a new underground electrical system; the work is expected to continue throughout the winter. City Engineering Staff continued locating city utilities and providing records as the work zone shifts throughout the project area.

Downtown Traffic Signal Replacement Project:

City Engineering Staff continued to provide traffic signal information to the WHKS Engineers designing the new traffic signals. A draft set of plans have been assembled and are currently under review.

27th Street SW Street Paving and Utilities RISE Project:

Engineering Staff met with the city's consultant, SEH, to review the preliminary plans and discuss the future sanitary sewer needs of the service area including options on how to connect to the existing collection system. Preliminary drawings showing property acquisition needs were provided and letters were sent by the Grant Administrator to those property owners. Property acquisition along South Pierce Avenue and at the intersection of South Pierce Avenue and 43rd Street SW will be needed for this project.

Hwy 122 and South Pierce Avenue Signal Project:

The project was substantially completed with just a few remaining items which include surface restoration will be addressed in the spring. Project quantities have been finalized and a second pay request is being prepared for the contractor. Final payment will be processed after all punch list items are complete.

2017 Street Rehabilitation Program:

Awaiting spring to finish the final remaining punch list items.

2014 Pedestrian Trail Improvements - Phase 2:

Awaiting spring to complete the remaining paving and installation of signs.

Monroe Avenue Pedestrian Trail:

Awaiting spring to complete the remaining paving and installation of signs.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued assembling plans for the 2018 construction season. Survey data collected over the past year is being used to select which areas will be included on this year’s Street Panel and Curb Replacement Program. Survey data collected from sidewalk inspections is being used to design ADA compliant pedestrian ramps and to prepare a project estimate for this year’s Sidewalk Replacement Program.
- Engineering Staff reviewed preliminary plans provided by the IDOT for a 2018 Microsurfacing Project. The project is planned for Hwy 122 from Winnebago Way west to I-35 in Clear Lake. The planned Letting Date for this project is February 20, 2018.
- Engineering Staff continued coordination efforts with the IDOT for the upcoming U.S. 65/North Federal Avenue Rehabilitation Project scheduled for the 2018 construction season. Engineering Staff collected data, including flowline depths at several storm sewer manholes along North Federal Avenue then provided the information to the IDOT to answer contractor’s pre-bid questions. The project was let on January 17th with Heartland Asphalt Inc. as the apparent low bidder.

Traffic Division:

- Traffic Control
 - Sign work orders 37
 - Traffic Sign Orders 6
 - Streetlights
 - New Installation 3
 - Repair Request 9
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 16
 - Perform traffic signal repairs 10
 - Iowa One-Call locate reviews 198
 - Locate City-owned electrical utilities 0
 - Emergency Call-outs 3

- 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.
- Respond to a street light knock down on the north end of the loop. Had pole repaired and replaced all damaged components.
- Reviewed sign knockdowns during recent snowstorm. Issued repair orders for signs we could replace.
- Update sign layer on GIS map.
- Was called in after hours to diagnosed power outage for the Southbridge Mall main parking lot lights. Determined there was an underground short, replaced fuses and restored some of the lights until the city electrician could take a look at them.
- Inspected signals heads for impacted snow during a heavy snow storm.
- Worked with contractor to complete the wiring installation on the Hwy 122 & South Pierce Avenue signal improvements project. Diagnosed and correct wiring issues that were causing the signals to shut down.
- Hired a contractor to replace the street light heads on North College Drive.
- Attended a class on programming the controllers that are planned to be used on the Hwy 122 Reconstruction Project.

Water Supply Division:

- Water Production

	<u>January</u>	<u>FY 2018</u>
• Total (gal)	116,569,000	935,321,000
• Daily Average (gal)	3,760,000	4,350,330
• Daily Maximum (gal)	4,436,000	6,342,000 *
• Daily Minimum (gal)	2,991,000	2,357,000**

*Indicates Yearly High
**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Wash down EDR stacks and perform voltage checks
 - CIP #2, #3 and #4 EDR train
 - Replace filters 8-10 day run time
 - Service on-line analyzers
 - Clean ground rods on #2 EDR and #3 EDR train
 - Replaced power cord on #4 EDR Train
 - Repaired ground cable on #1 EDR Train
 - Replaced pump module in Hardness Analyzer
 - Replaced Inlet pressure meter #3 EDR train
 - Rebuild 4-way valve on #2 EDR Train

- Customer Service

- Iowa One-Call locates

160

- Prepare and send service repair letters 8
- Monthly bacteria samples 30
- Collect project bacteria samples 0
- Check water quality at residents and businesses 2
- Correlate water main breaks and investigate for leaks 6
- Water Main shut down for repairs 4
- Water shut offs for non-payment 17
- Water shut for other 2
- Water service re-connects 17
- Assist with installation of Water Meters 12
- Repair Water Meters and collect reading 10
- Deliver Red or Tan Tag 8
- Update shut off data base and maps 116
- Water Service Permit/Inspection
 - Repair/Replace 2
 - New Installation 0
 - Disconnections 0

o Meter Department

	<u>January</u>	<u>FY 2018</u>
• Meters Installed	89	385
▪ Industrial	0	0
▪ Commercial	5	11
▪ Residential	84	374
• Meters Repaired	0	12
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	82,404
• Meters Ordered	11	627

<u>Meters Installed January 2018</u>			<u>Meters Ordered January 2018</u>		
5/8"	79			5/8"	0
3/4"	4		1/29/2018	3/4"	4
1"	2			1"	0
1 1/2"	3		1/19/2018	1 1/2"	6
2"	1		1/17/2018	2"	1
3"	0			3"	0
4"	0			4"	0
	Total	89		Total	11
<u>Meter Inventory February 1, 2018</u>					
				5/8"	0
5/8"		430		3/4"	0
3/4"		10		1"	0

1"		10			1 1/2"	0
1 1/2"		4			2"	0
2"		1			3"	0
					4"	0
	Total	455			Total	0

Other Tasks Performed through the Water Supply Division:

- Repaired altitude valve on Kentucky Water Tower
- Working with filter supplier on plugging issues. (Supplier moved plant to new location and is having issues meeting demand. WTP is currently receiving a smaller micron filter which shortens the run time of the filter.)
- Submitted IDNR Reports
- Collected monthly water samples
- Collected daily water quality samples
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes
- Monthly draw down on wells
- Calibrated chemical pumps
- Monthly Safety reports and inspections
- Continued to work with vendor on SCADA software update
- Snow removal at water plant and well sites

Abbreviations:

CIP Clean-in-Place
WTP Water Treatment Plant
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

Finance

Duties	January	Fiscal Year-to-Date
Prepare payable checks	571	11,547
Prepare receivable invoices	46	7,153
Prepare payroll checks	639	13,781
Certify invoices to County	-	415
Send letters to State Offset Collections	8	483
Record State Offset collections	\$ 955.41	\$ 58,856.59
Sort Mail	7,150	88,525
Record ambulance receivables	181	3,344
Process utility payments	3,584	24,503

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete W-2, 1099 and 1095 for payroll
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for December
- 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 19 CIP
- Work on FY 19 budget
- Have FY 19 budget meeting with Council and Department Heads
- Continue Interim City Administrator duties

Utility Collections

Duties	January	Fiscal Year-to-Date
Record ACH activities	24	771
Prepare Utility adjustments	50	1,235
Estimate billings		-
Issue utility bills	10,418	210,953
Answer phone calls	574	15,611
Respond to voicemail	181	4,448
Complete utility service orders	50	4,663
Complete landlord tasks	40	910
Issue shutoff notices	559	9,008
Process customer paid utility bills	5,855	121,483
Process customer deposits	414	8,707
Replace meters	76	1,604
Complete monthly sales tax report/hours	3.50	60.50

Information Systems Coordinator

- Restore files for City Clerk
- Help Taskforce with video playback system
- Refresh mayor's computer
- Archive and close out former council accounts
- Call Central Lock about issues with door lock
- Conduct email search for FOIA request – NIT
- Get with Finance Director about printing issues
- Get a printer quote for Rec Department
- Configure iPads for new council members
- Get with council members to finish setting up iPads
- Order burnable DVDs for video backup for PD
- Order laptop for City Admin
- Swap out printer for IT
- Order printer for Rec Department
- Replace cell phone in rig at FD
- Install RMS software for PD
- Replace printer for Finance Director
- Close out FD user account
- Look up tracking numbers for HP for returned part
- Fix folder permissions for Steven Van Steenhuyse
- Take new computer to Fire Department
- Start installing new RMS software on all PD computers
- Order license for Spam filter
- Check Safety group permissions for Dylan

- Clean up old Blue Zones accounts
- Get with Angela D about changing Blue Zones information
- Configure and install new servers for Water Rec
- Set up folder and set permissions for PD
- Order KVM cables for Water Rec Servers
- Get with OpenGov for next phase of installation
- Order laptop for Engineering
- Get with Spam filter about activation problem
- Set up new user for Museum
- Check fan noise issue with Water Treatment server
- Replace power supply for Water Treatment server
- Swap out bad drive for Water Rec server
- Configure laptop for City Admin
- Contact OpenGov about error messages
- Contact Happy about server issues again
- Show Danielle how to use remote access to help users
- Install Knox software for FD
- Finish DC setup for Water Rec server
- Check UPS failure in Finance
- Get with repair tech for Government Channel
- Configure new laptop for Engineering
- Get with Zuercher about error message while installing
- Look at issues with toolbar install for GIS
- Get with Museum about software upgrade
- Get with FD about Knox Box issues
- Look at Tablet settings for Jamie Simon
- Get HP credit invoice straightened out
- Help GIS with App builder
- Change password for Animal Shelter user
- Get quote for memory for laptop at PD
- Check time clock at Parks Department
- Contact FD about outdoor warning system
- Look at issues with Car 1 connection
- Meeting with IT at Court House
- Order memory for laptop at PD
- Update Happy Software for Housing
- Change Iprism permissions for Museum
- Install cables for Water Rec servers
- See Steve O about Fiber for City
- Swap other power supply for Water Treatment server
- Finish video hookup in Car 6
- Work with Chief and Danielle about Zuercher and GIS issues
- Install remote backup agent on new Water Rec server
- Look at Netframework issues on Car 11
- Set up copier and scanner for Cemetery
- Fix GIS engine and GIS reader issue at PD

- Perform FOIA search for Globe
- Get with Danielle about creating user groups for FD users
- Renew PD certification
- Add new FD user
- Contact Zuercher about using different GIS imagery from the City or County
- Order backup hard drive for O and M
- Restart clock equipment at Parks again
- Set up new users for PD
- Check scanner in Car 1
- Replace cradlepoint in Car 3
- Install and configure hard drive backup for O and M
- Re-install scanner in PD Workroom
- Install memory in PD laptops
- Try new video software in Car 6
- GIS update at Cemetery
- Restore council ipad for new council member
- Retrieve Cradlepoint from Car 10
- Activate ports on wall of FD Chief's office
- Get tablet for Car 10 configured
- Trouble shoot issue with cell system and new car 10 tablet
- Swap out new car 10 tablet with different unit
- Look at issue with Mayor's email
- Check display issues with Car 6
- Install PD RMS software on ACO workstation
- Restore files for Engineering user
- Try cell connection in different new tablet for Car 10

GIS Department

- **Cemetery**
- Cemetery: update imagery for ArcMap project onsite

Development Services

- CommDev: troubleshoot joining table back to shapefile
- CommDev: Update Map project with current County Parcel data connections
- Comm Dev: create updated CSV file of Parcel Data, troubleshoot errors in the data upload to SmartGov
- Comm Dev: Create bi-monthly CSV parcel data file, upload and email
- CommDev: create folder on G: drive for .csv files to be stored for references if needed
- CommDev: update single route transit maps and email to staff

Engineering/Water Treatment/Customer Service

- Engineering: complete data request for WHKS
- Engineering: Create ArcReader map for staff laptop and upload
- Engineering: discuss editing GPS layers with staff
- Engineering: add new imagery to map project for staff, adjust imagery settings

- Engineering: discuss updating ArcReader map at periodic intervals after edits have been made
- Engineering: Troubleshoot editing error
- Engineering: Meeting to discuss GIS data requests

Fire

- Fire Dept: Meet with Interim Chief, Fire Marshal and staff to discuss mapping needs and options for integration with dispatch software x2
- Fire Dept: Continue work on Fire Pre-Plan map and location analytics
- Fire: work on Fire Pre-plan project, troubleshoot incorporating Street Level imagery into Fire-Pre plan map
- Fire: meeting to discuss Fire Pre-plan mapping needs, updates to map layers and interactive imagery options
- Fire Dept: work on Pre-Plan Map, update layers and attribute tables, create new map for integration with other software applications

Finance

- IT: discuss using web server to host custom web app created for street level view imagery
- IT: download ArcGIS software updates to local server
- IT: discuss MCPD software download and compatibility with ArcReader
- IT: discuss connection at cemetery and updating GIS data
- IT: work on troubleshooting with software vendor to create web link
- IT: discuss moving files for new Water Reclamation server
- IT: discuss mapping update for Police dispatch software
- IT: work with IT and Police dept, assist downloading Zuercher software
- Grants: create map showing specific building with address label and inset map

Operations / Utilities/ Water Reclamation / Parks

- Water Recl: troubleshoot menu problem with map project
- O&M: research and become familiar with Customer Service Access Database, determine those editing, and if edits need to be uploaded?
- Water Recl: Look at and discuss maps used, updates needed to truck and van computers
- O&M: discuss updates to Utilities laptop, map and databases, update ArcGIS software and map, and research MS Access databases in use for Water Service: editing, updating, reporting, etc.
- Water Recl: Update ArcReader Map for water truck

Police

- Police: Troubleshoot ArcMap software working with new Police dept software
- Police Dept: troubleshoot problems with downloading Zuercher software
- Police Dept: work with software vendor and upload aerial imagery for use in maps for Police Dept

General

- Update GIS user database
- Review orthorectified 2017 imagery received from vendor
- Adjust imagery received from vendor and determine best adjustments for contrast, brightness and gamma
- Recreation: Request to update ArcMap project with new imagery. Completed and updated. Create 2 pdfs of imagery
- Assess potential application for Street Level imagery, organize training for applicable staff
- Assess potential applications and needs for LiDAR imagery
- County: Discuss parcel data and tables, updates and changes with new server
- General: Review proposal for imagery services
- Submit contract to vendor for LiDAR imagery for Spring of 2018.
- Attend quarterly Iowa Geographic Information Council meeting via Skype.
- Online meeting with vendor to discuss integration of Street level view imagery into map projects, discuss conference presentations
- Troubleshoot setting up a web link within mapping software to street level imagery with vendor
- Conference call with vendor for Aerial Imagery to discuss new contract
- Attend webinar for 2020 Census LUCA update requirements
- County: attend EOC meeting
- Update GIS user database and associated projects
- Work on deployment of web app on laptops

February initiatives

Finance Department

- Work on January 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
- Get new PD server set up
- Get new computers configured and distributed

- Finish Water Rec server data move
- Finish installs of new tablets for PD Cars
- Finish installs of new tablets for FD rigs

GIS Department

- Continue work on Budget
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Continue staying abreast of new and changing 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

		JAN 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	47	47
	EMS	359	359
Non-Emergency Calls			
	Fire	0	0
	EMS	95	95
Total Calls for Service (Fire & EMS)			
		501	501
Personnel Training Hours			
	On-Site	636.25	636.25
	Off-Site	32	32
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	132	132
	Existing Building Inspections	6	6
	Plan Review	10	10
	Fire Investigations	0	0
	Liquor/State License Inspections	5	5
Community Involvement			
	Public Tours of the Fire Station (Number)	0	0
	Public Fire Safety Appearances/Trainings (Number)	0	0
	EMS/Fire Student Ride-Along	6	6
	Training Hours	130	130
Overtime Hours			
	Fire	14.5	14.5
	EMS	345.0	345.0

Overtime Analysis

Overtime numbers for January are considerable lower than they have been for Fiscal Year 2017-18. We are continuing to monitor overtime closely and have implemented

some changes within our department that have helped to minimize some of our overtime issues. MCFD is also happy to report that we have full crews for all battalions and we expect overtime totals to stabilize for the next few months.

Significant Events

MCFD would like to welcome our newest member, Ben Bimbo. Firefighter Bimbo joined the department on January 29, 2018 and will be assigned to 2nd battalion. Welcome!

HEALTHY – Mason City Project

Reported by Angie Determan, Coordinator

Community Policy –

- Active Living and Transportation Commission (A.L.T.-C) agenda prep and regular meetings, Bike Friendly and Walkable Community designation application coordination and research, work to develop website information/page, meet on Doppelt Grant for High Line Trail
- Bike Share – bikes have arrived in Iowa and were showcased at the Iowa Bike Expo January 27
- Education Video meeting to develop script for three additional videos
- Community Garden – applications processed 19 paid/reserved for 2018, communications with interested new gardeners, closed books with Extension for 2017 season

Schools –

Worksites –

Healthy Foods (Grocery/Restaurant) –

- North Iowa Food Coalition Core Group meeting, discussion on future opportunities, meeting schedule coordinated and email sent to group
- Proposed conceptual drawing of possible shade/sitting area along new High Line Trail with edible landscape and community r (as related to a possible land donation)

Engagement –

- Facebook posts –or both HEALTHY – Mason City and MCVC,
- Submission of info for Chamber newsletter
- Radio ads featured Introduction to HEALTHY-Mason City, EAT WELL, MOVE MORE, FEEL BETTER themes
- Meeting on Moonlight Bike Ride (tentatively scheduled for July 28)
- Newsletter – River City Newsletter articles submitted on community gardens, HEALTHY- Mason City, A.L.T. - C efforts, MCVC 2017 numbers

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO, recorded program with CASA guest
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – updates Jan. 1, 15, 22, 29 & Feb. 5
- January Newsletter to member organizations (34); 54 recipients and volunteers (546) sent out week of January 22nd. Here is a link to the January Volunteer Newsletter <https://us13.campaign-archive.com/?u=eecff029d344662caed667b9b&id=388e70a4bf>
- Website – 112 volunteer opportunities are currently active. Updates to website and edits for HEALTHY-Mason City
- 34 member organizations
- 7 new volunteer applications received since last report

- 8 Placements since last report –including (assisted in volunteer placement for Community Kitchen of North Iowa, Charles H. MacNider Art Museum, North Iowa Youth Center, Lime Creek Nature Center, and Youth Task Force)
- 108 volunteer referrals since last report
- Member meetings: North Iowa Youth Center
- Volunteer meetings – multiple contacts with volunteers for placement
- Begin work on “Volunteer Appreciation Event 2018”
- Completion of one portion of Volunteer Project for Elmwood St. Joseph Cemetery and coordinate next phase (using HEALTHY-MC volunteer)
- Education Event – begin work to schedule webinar for March or early April
- Webinars: Gaining Funding Support

Other –

- Discussions on possible grant application partnerships
- Speaking Engagements: Exchange Club, Lifelong Learning Institute Kick Off Coffee
- Press Release on HEALTHY-Mason City, interview with Globe Gazette
- ASC Webinar: Gaining Funder Support for Volunteer Engagement
- Weekly staff meetings
- Emails with transition team
- Emails and phone conversation with Wellmark Director of Community Health Improvement and Wellmark staff on migration to Healthy Home Town
- City website updates
- Monthly meeting with interim administrator, meeting with new Mayor and interim administrator, scheduled Work Session with Council
- Weekly staff meetings

Upcoming Dates:

Random Acts of Kindness Day – February 17, 2018

National Volunteer Week – April 15 – 21, 2018

Volunteer Recognition Day - April 20, 2018

Human Resources Department

Reported by Perry Buffington, Human Resources Director

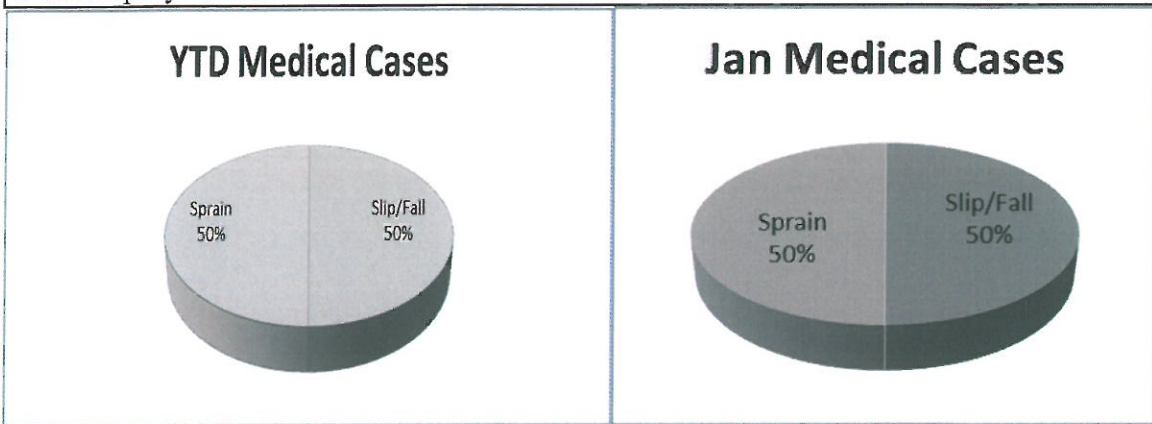
Department	Full-time	Part-time	Grand Total
Airport	5	1	6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	16	27
Engineering	17		17
Finance	9		9
Fire	44	1	45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint	60		60
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	244	27	271

Hiring Activity:	- Firefighter (1 opening): Interviews conducted, job offer made, approved by Council and hired.
	- Administrative Assistant (Dev Services): Recruitment & interviews conducted, job offer made to internal candidate subject to Council approval on 2/6/18.
	- Refuse Collector (Sanitation): Job offer approved by Council and hired.
	- Cashier (Finance): Civil Service list being created.
	- Fire Lieutenant (Fire): Promotional Civil Service list being created, testing scheduled early April.
	- Fire Captain (Fire): Promotional Civil Service list being created, testing scheduled early April.

	- City Administrator (Admin): Recruitment ended, interviews scheduled for 5 finalists.
Positions Filled:	- Hired Refuse Collector, Firefighter, 1 seasonal employee.
Turnover:	- 1 part-time resignation (Transit Driver).
Employee Orientations/exit interviews:	- 2 Reg FT employees, 1 seasonal employee, 3 new Council members.
Civil Service Commission:	- 1 meeting 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 grievance.
Labor Negotiations/Relations: General HR support:	- None - 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.
Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Open Record Requests	- Semi-annual medical plan review conducted with Benefits Broker.
Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Open Record Requests	- Processed multiple open record requests from news media.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.

Professional/Community Support:	- Attended local HR Assoc. meeting
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Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	2	2	4
# of OSHA Injuries	2	2	4
# of Days Missed	44	44	37
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: January 2018

Routine Activities:

In the month of January 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 contacted 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.

During the month of January the Museum administration attended all council budget meetings. They also removed the holiday decorations from the Museum grounds. The Museum participated in the cultural crescent partners meeting that are hosted by the area CVB which shares information amongst the cultural leadership in Mason City. The Museum director also appeared on local radio and television to promote upcoming classes and the film series for the next month.

The Director began another round of Docent training for upcoming tours. The docent classes will meet for six sessions, each session lasting one hour and alternating every other Wednesday over the lunch hour. This is designed to have persons who may have a work obligation have the ability to complete docent training to help with night and weekend tours.

The Lunch and Learn program was a guest speaker, Joanne Hardinger, who taught about Japanese Art and its relationship to Frank Lloyd Wright and Prairie School Architecture. Joanne has been a volunteer with both Wright on the Park and the Stockman House. This had very good attendance, despite a cold January day.

At the end of the month a Museum visitor pulled into the driveway to drop off a donation. Upon backing out to the street, they backed into the historic Museum wall and did significant damage. This was discovered in the following days by custodial staff cleaning the driveway. Review of video surveillance identified the visitor, who was then contacted by the MCPD. Although unaware they caused the damage at the time, they have since filed an insurance claim to pay for the damage.

In the month of January the Museum had 2 days in which weather presented special challenges to the staff. Although the Museum remained open, area schools canceled and several classes and

special rental events had to be rescheduled. The Museum was able to remove all the snow in a timely manner for safety reasons.

The Museum hosted a number of rentals including business meetings, retirement receptions, and birthday parties. As part of our outreach into the community the Museum participated in the Kids Karnival event held at Southbridge Mall.

Classes offered:

Classes offered: Lunch 'n' Learn (40), Kids Club (2 Adults, 7 kids), Art Bugs (11 Adults, 11 kids), Handbuilding (21 adults, 26 kids), Photo Transfer (9), Galaxy Crafts (1 Adult, 9 kids), Hot Wax Painting (14)

Specialty Classes: Prairie Ridge Outreach (25), Kentucky Ridge Outreach (7), Salvation Army Outreach (23), Manly Care Center Outreach (10), Girl Scouts (21 Adults 25 Kids)

Special Events: Board Meeting (7), Kids Karnival (60)

Classes and Programs:

Classes offered: Lunch 'n' Learn (20), Kids Club (3 Adult, 20 kids), Art Bugs (14 Adults, 12 kids), Handbuilding (4 Adults, 25 kids); Glass Block Painting (8 Adults); A.M. Handbuilding (20 Adults); P.M. Throwing (24 Adults), Glow Art (1 Adult, 6 kids), Hot Wax Painting (4 Adults).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (68), Salvation Army Outreach (14), Manly Outreach (5), Docent Training (3 Adults), Kids Karnival (92 kids), Girl Scout classes (4 Adults, 12 kids)

Specialty Programming: Board Meeting (13 Adults); 1 Teen volunteer.

Membership:

332 members

Attendance:

Gallery / Open Studio / Shop: 262

Outreach: 91 adults/ 92 kids (includes 1 volunteer for class & docent training)

Rentals: Birthdays (25 adults, 24 kids), NIACC (28 Adults);

Classroom: (66 adults, 57 kids)

Playground: (61 adults, 81 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Haul Road Stone	(1 Haul Road Stone)
Hydrant Repair	(5 Hydrant Repair)
Hydrant Repair (Painting)	(2 Hydrant Repair (Painting))
Hydrant Repair (Thawing)	(3 Hydrant Repair (Thawing))
Sanding	(5 Sanding)
Sanitation	(3 Sanitation)
Snow Plowing	(6 Snow Plowing)
Tree Crew	(1 Tree Crew)
Vehicle Maintenance	(1 Vehicle Maintenance)
Water Main Repair	(3 Water Main Repair)
Water Service Repair	(1 Water Service Repair)

The Utility Crew repaired three water mains this past month. One of those was on Lakeview Drive which is the ninth break we have had on Lakeview Drive since 1998.

We have found more hydrants frozen this year due to the fact that we have been physically going out and getting depth measurements to update our records and just happened to come across them. We will need to recheck these next year to see if it's an ongoing issue with these hydrants.

We had one man cover 3 days this past month in sanitation

We also plowed or sanded our assigned routes when needed

Internal Service Division:

Mechanical

Service and repair 7 fire trucks and ambulances

Service and repair 1 Engineering Department vehicle

Service and repair 7 police cars

Repair and service 4 Sanitation trucks, brakes, etc.

Repair and service 29 Street Department vehicles

Service and repair 1 Water Reclamation vehicle

Service and repair 1 Water Utilities vehicle

Service and repair 0 Water Supply vehicles

Service animal control vehicle

Service inspection vehicle

Electrical

Repair light at sledding hill

Repair street lights at Northbridge

Repair lighting at animal shelter

Repair traffic signal at 19th and S. Taft

Repaired elect shop and garage lighting

Replaced all interior lighting at comfort station

Repair light in street garage

Repair traffic signal at 19th and S. Federal

Repair fan at Water Reclamation

Repair street light at 122, Eisenhower, Roosevelt

Repair odor fan control motor in thickener at Water Reclamation

Repair street lights at 122 and Taft

Rebuild light heads

Move thermostat away from power washer in shop

Repair lights in north garage and locker room

Hwy 122, repair streetlights

Repair traffic signal at 19th and S. Federal

Check fan motor at Police Department

Repair street lights in parking lot at 1st and N. Delaware

Repair parking lot lights at the Police Department

Repair street light on the Federal Streetscape

Clean and adjust traffic cameras on Hwy. 122 and 19th Street south

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the month: **January 2018**

Division: Wastewater

- Wastewater treatment:

Monthly Total:	138.007	million gallons
Daily Average:	4.452	million gallons per day
Daily Maximum:	6.519	million gallons per day
Sludge processed	1.73	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5 with one being the city's responsibility

Treatment Plant Activities:

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Had all fire extinguisher yearly checked
- Replaced motor on odor control fan
- Checked and replaced all oil in plant lift pumps
- Hauled scrap metal to junk yard
- Parkson Corporation finished rebuild of west bar screen
- Cleaned and repaired sludge wagon

- Purchased dump truck from street department for plant garbage truck and plow truck
- Automatic Systems Company here to do some work on the SCADA system and install flow meters
- Worked on installing new blower in aeration
- Cleared snow from plant grounds and animal shelter

Laboratory/ Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- End of year calculations
- Performed laboratory analysis on plant samples
- Completed Pretreatment Program Annual State Report
- Assessed year prior analytical data to calculate Quality Control limits

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	389.69 tons	389.69 tons
Recycling collected	130,620 pounds	130,620 pounds
Yard waste collected (includes Christmas trees)	0 tons	0 tons
Large item number of stops	9	9
Materials collected:		
Large furniture	9	9
Small furniture	1	1
Tubs & toilets	0	0
Appliances & TVs	0	0
Electronics	0	0
Request for service calls	205	205

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Ice control and plow snow

Haul sand to re-supply stock

Trim ditches and remove stumps as needed

Trim trails for snow removal

Remove the Christmas decorations

Repair signs as requested by Engineers office

Trim trees 10 calls, remove trees, 11

Split wood for the campground for the 2018 season

Pick up dead deer

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

Pick up and assemble park bench for Shannon's

Paint new tree id stands for the arboretum

Trim trees in Parks for mower clearance.

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: January – 1,850; 2018 Total – 1,850

	CFS Type	Month Total	YTD Total
1	Traffic Contacts	357	357
2	Medical	234	234
3	Disorderly/Disturbance	137	137
4	Collision	136	136
5	Suspicion	108	108
6	Animal	80	80
7	Welfare Check	69	69
8	Alarm	65	65
9	Theft	59	59
10	Parking	53	53

Patrol Shift	Hours	CFS Total
1 st Detail	7 a.m. – 3 p.m.	780
2 nd Detail	3 p.m. – 11 p.m.	757
3 rd Detail	11 p.m. – 7 a.m.	313
Total		1,850

Our January CFS total is very similar to December and likely reflects a decreased due to weather and holidays. Officers issued 174 citations in January and handed out 249 written warnings. We also completed 116 motor vehicle crash reports.

We worked with a local company who was having frequent thefts from their property during hours when employees were not on premises. We deployed some investigative resources and were able to develop some leads that resulted in physical surveillance of the area. Officers were able to make an in-progress arrest and charge at least one previous burglary charge for the prior occurrences. This was a great example of agency-wide teamwork and effort that had great results.

Criminal Investigations

CID was involved in the burglary investigation mentioned above. We made good use of our technology tools as part of that investigation. They really are force multipliers that give us new ways of solving old problems.

CID personnel completed six child protection center interviews, submitted three firearm traces to ATF, served one search warrant, and completed one death investigation. The unit picked up 18 new cases, cleared 6 by arrest, and cleared 14 by other means.

Administration

Jamie Schriever started work as the Justice Coordinator on January 28. This is the partnership position between MCPD and County Social Services. We are also moving ahead with our JMHCP mental health planning grant and working to build out a service inventory for Mason City.

MCPD personnel completed in-service training related to OSHA requirements, new Tasers, and less lethal munitions in January.

We are working on getting all of the city code updates into our Tracs software. This is a process that involves the Clerk of Court and updates to Tracs that make the modified code sections available for officers to use in the field. We also put one new patrol unit in-service in January. After this year, we will only have four Ford Taurus units left in patrol.

We currently have two officers in the Field Training program and they have moved on to Phase 2 training. They are currently on pace to finish FTO in April and they will then receive their shift assignments.

MCPD Social Media	Dec 2017	Jan 2018	Difference
Facebook	4,792	4,899	107
Twitter	1,553	1,595	42

Public Library

Reported by Mary Markwalter, Library Director

Pre-Order Geraniums forms are being accepted now by the Friends of the Library. Pre-Orders will be accepted until March 30.

The Library hosted 7 programs in January 2018. Examples of programs are book clubs, story times and activities for teens.

January 2018 Statistics Highlights:	Monthly	YTD (7/1/17 to present)
Circulation-Print Books	6432	47178
Circulation E-Magazines	57	588
Circulation Print Magazines	191	1533
Meeting Rooms Used	130	1080
New Patrons Registered	77	618

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Tiny Tot Basketball
- Youth Cheerleading
- Tiny Tot Cheerleaders
- Youth Tumbling
- Process Time Cards
- Order Supplies
- Update the City's website and Channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	1,266
Tuesday	1,619
Wednesday	1,470
Thursday	1,260
Friday	143
Saturday	1,780

Total People Served in 2018 thru January: 32,886

Total People Served in 2017 thru January: 28,769

Highland Park Golf Course Monthly Activities:

- Purchase orders
- Safety meeting
- Safety inspections for month of January
- Staff Took Vacation
- Process Time Cards
- Disassembled 9 greens reels heads and 3 groomer greens heads
- Disassembled 3 tee reels
- Checked all reel bearings and roller bearings on the 15 mower head
- Repacked and tightened reel bearings
- Set the groomer reels were replaced the bearings and seals

- Replaced all groomer bearings on groomer assembly
- Replaced all 15 bed knives and grind cutting edge and face to true
- Grind to sharpen all reels including new groomer reels (to remove paint and make true)
- Pulled and replaced worn roller bearings as needed
- Leveled all rear rollers to reel
- Set the preliminary height of cut for the beginning of the season
- Set the preliminary groomer height to ratio of height of cut
- Took equipment to street barn and power wash
- Brought 1999 6700 mower into shop and remove reels
- Disassemble 7 fairway reel heads from 1999 6700 mower
- Brought in 2008 6700 mower and remove reels
- Disassemble 7 fairway reel heads from 2008 6700 mower
- Replaced all 14 bed knives with new and grind cutting edge and grind face true
- Pulled bad bearings and seals on 7 rollers
- Rebuilt 7 rollers with new bearings and seals
- Pulled bad bearings and seals on 7 rollers
- Replaced reel bearings and reels seals on 4 units
- Grind all 14 reels
- Reassembled all reels adjust reels to cut and set height of cut for the season
- Greased all roller bearings
- Power washed large garbage cans
- Repair 1993 Cushman utility cart tire
- Moved snow in parking lot
- Performed security checks to the cart sheds

Recreation Special Activities/Accomplishments:

- Processed 4 new employees
- Trained 48 youth coaches
- Ran our Seventh Annual Ice Fishing Derby at Big Blue with approximately 250 participating
- Ran our twenty-seventh Annual Kids Carnival at Southbridge Mall with approximately 800 participating and 16 community partners
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day
- Budget process
- Reviewed our chemical plan at the Aquatic Center

- Agreed to a partnership with the Evening Loin Club on partnering with the MacNider Campgrounds Park Shelter Project – Completion May 2018

Highland Park Golf Course Special Activities/Accomplishment:

- Attended the Safety Committee meeting
- Order Season Pass Bag Tags
- Met with Human Resources to plan out the summer part-time hiring process
- Sold advertising creating our own scorecard
- Assist Operation and Maintenance Department with snow removal

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Run Youth Basketball
- Find Youth Sponsor for Spring and Summer Sports

Highland Park Golf Course Work to Done in Coming Month:

- Pull in 2008 and 1999 tractors and inspect, service as needed put reels back on units
- Inspect and service three greens mower tractors
- Inspect and service Kubota mower, Toro grounds masters
- Inspect and service 12 progressive mowers
- Inspect and service all 7 utility carts
- Order golf accessories ex. Flags, cups, signage, garbage receptacles, etc.
- Continue with winter maintenance on greens mowers, tractors, utility vehicles
- Finish up score card
- Start preparing the club house for the season

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day Meetings
- Volunteer Center Meeting
- Hour Logs
- Grant application for Beautification 2018
- Updates to Channel 4
- Appreciation Event planning
- Trees for Kids and Branching Out planning
- Cemetery Beautification meetings
- Martin Luther King Junior Day Service Project

Projects/Programs Completed or Ongoing:

Miscellaneous items	Housing Authority	20
	Police Department	16
	Transit Tokens	4
	Earth Day	12
	Bag/Kit organization	20
Total		72
Recreation	Basketball games/practice	460
Total		460
Parks/ Streets	Trees for Kids	4
	Branching Out	5
	Litter Cleanup	4
Total		13
Cemetery	Beautification planning	5
	Miscellaneous	12
Total		17
Grand total		562

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

“Youth and adults working together to build a Healthy Community for Healthy Youth.”

YOUTH DEVELOPMENT

- IDPH Quarter 2, grant report submitted in January
- Youth Task Force, with collaboration from North Iowa Community Action Organization, Prairie Ridge Integrated Behavioral Health Care, and CG County Department of Public Health, is presenting a professional development event which includes a film screen presentation of the movie, *Paper Tigers*. The event will be held at Music Man Square on Wednesday, March 21, from 6-8:30 p.m.

Paper Tigers is a film that intimately examines the inspiring promise of Trauma Informed Communities; a movement that is showing great promise in healing youth struggling with Adverse Childhood Experiences (ACES). Our local school systems were invited before reaching out to surrounding schools. NIACC requested flyers for human services clubs and educators. Surrounding schools are now being invited in increments.

This information was shared during the monthly DHS Partners 4 Children meeting and the group was excited at the opportunity. Space is limited. Email invitation with registration through Survey Monkey (along with informational flyers) will be forwarded to additional community partners one month ahead of the event.

Youth Action Teams (YATs)

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. Groups are getting ready to present their projects in April.

Positive Action

The Positive Action Coordinator spends several days/week co-facilitating the second-semester program curriculum being presented to 141 additional 7th grade students at Johns Adams. This brings the school-year total to 262 students who might benefit from the presentation. Pre-surveys were collected from the 127 students present prior to the start of the lessons. (Fourteen students out to illness) 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 with radio/television interviews to promote the Mentoring Program. The program will celebrate its 20th anniversary this spring. She continues with the recruitment process and orientation process for new volunteers. There continues to be a waiting list for children/youth referred to the program.
- Newman High School students continue to 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. The Peer Mentoring Coordinator plans activities for group participation. Activities might encompass substance abuse prevention, good conduct, or fun & games. At times, she invites speakers from CG County Public Health or Prairie Ridge to provide an educational activity.

SAMHSA Project AWARE

Youth Mental Health First Aid

Federal Quarter 1 report submitted to SAMHSA included the following:

During Quarter 1, 58 First Aiders were trained in YMHFA during two workshops in November. Participants included teachers and school staff-members. Workshops met all guidelines set by the National Council, with two instructors present for each. Workshop evaluation forms were collected with 84.6% of participants indicating they had an increased awareness/knowledge level of youth behavioral health issues upon completion.

For the time-frame, trained First Aiders referred 578 youth to a mental health/behavioral health-related service, resource, or support. Referrals came from a six-county-area, with 5 from areas outside our original project area. These figures represent 38.53% of our Year Three Goal, 1,500 referrals. 682 Referrals made during the first quarter- October 1, through December 31 (GOAL – 1,500 for Year Three)

- Workshop progress: 4 held to date this grant year (2 in November, 2 in January)
- Grant Year Three First Aiders trained to date: 93 (58 in Quarter 1) Goal is 300 for the grant year.

Instructor Meeting held January 8, with six instructors present. Discussions held about upcoming workshops and known workshops to be scheduled this year.

FEBRUARY MEETING & EVENT SCHEDULE

- 1– Partners For Children (P4C) Meeting
- 1– MC Alternative High School Youth Action Team Meeting
- 5 – SAMHSA Live Steam meeting
- 7 - City Dept. Head Meeting
- 7 – IDPH – Youth Substance Abuse Prevention Monthly Meeting
- 7 – Peer Mentoring, John Adams
- 7 - Staff Meeting
- 8 - NCHS Youth Action Team (YAT) Meeting
- 8 – Child Abuse Prevention/Domestic Violence Meeting
- 8 – SAMHSA Grants Webinar
- 8 – Submit United Way Applications
- 8 – YSS Ribbon Cutting / Governor
- 12 – Meeting with Osage HS – YMHFA
- 13 – Tobacco Free CG County Meeting
- 14 – Garner HS YMHFA Refresher
- 14 - Peer Mentoring – John Adams
- 14 - MCHS Youth Action Team (YAT) Meeting
- 15 – MC Alternative High School Youth Action Team Meeting
- 16 – MCPD MH Grant Meeting
- 21 – Executive Meeting
- 21 – Staff Meeting
- 21 – Peer Mentoring – John Adams
- 21 – MC Alternative High School Youth Action Team Meeting
- 21 – Peer Mentoring, John Adams
- 22 - NCHS Youth Action Team (YAT) Meeting
- 27 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA\
- 28 – Peer Mentoring – John Adams
- 28 – Staff meeting
- 28 – MCHS Youth Action team