

City Administrator's Monthly Activity Report

Kevin Jacobson, Interim City Administrator

March 2018

(Issued April 13, 2018)



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

City Administrator Comments

Mayor and City Council Members,

Work on the Quiet Zones Project is underway with work being started at the railroad crossings at 9th Street NW, 4th Street SW, 6th Street SW and 1st Street NW. There have been delays due to weather however substantial completion of the project is expected by mid April. City Staff has attended preconstruction meetings on the Highway 122 Reconstruction & City Utility Replacements Project and the Highway 65 North Federal Avenue Rehabilitation Project. The updates to the status of the projects can be found in the Engineer's report. The City's contractor for the trails project has been working with the Canadian Pacific and Union Pacific Railroads on final coordination details for the construction of the railroad crossings on South Taft Avenue and South Monroe Avenue.

The Information Technology and GIS Departments have been busy with projects providing assistance to other City departments with their technology needs.

Overtime hours for March is lower for both Fire and EMS. Staff continues to monitor and plan ahead to cover the fire station and stay within staffing requirements. After 23 years of service, Captain Dick Paulson retired from the fire department. Thanks to Captain Paulson for the many years of service to our community.

Human Resources staff is posting positions to be filled as well as administering testing to create new Civil Service lists for various positions with the City. The Police Department went live with the new Zuercher software system on March 13. The Department's Social Media usage numbers were up for both the Facebook and Twitter accounts.

The Library provided an addition to the report format by including detailed figures of circulation activity for the month. Highland Park Golf Course staff set up the new credit card system for the clubhouse and is also hopeful to be able to open the course soon providing no more snow.

The Volunteer Service Program is entering the busy season with adopt-a-projects scheduling cleanup around the community. Agendas are being set up for the upcoming tree plantings in partnership with students of all ages at the local schools. Staff continues to market the upcoming Earth Day event by participating in interviews, visiting with partners and updating the Earth Day website. The 25th Annual Mason City Earth Day Cleanup and Festival will be held on Saturday, April 28 from 10 am to noon with many events planned for both youth and adults. The post Earth Day Educational and Post Cleanup Festival will be held at Lime Creek Nature Center and features educational booths, kids' activities, food and great prizes. Contact City Volunteer Coordinator Drew Verstegen for more information and how to get involved.

Sincerely,

Kevin Jacobson
Interim City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **March 2018**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2018 – 3/31/2018	19,638.20 Gallons	300 Buses
Enplaned 718 Deplaned 660		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2018 Airport Commission Meeting
- Met with TSA Inspectors
- Operations – Clean-up After Major Snow Events

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the April 2018 Airport Commission Meeting
- Iowa Public Airports Association Conference

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings, one Special Council Meeting and one Council Worksession 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 18 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 6 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 \$1,710.00 in animal license fees and \$5,495.00 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: March 2018

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: The City has been working on meeting the contingencies imposed on our IEDA approval. These contingencies include a financing commitment by G8 Development by May 18; a Development Agreement between the City and the Mason City Foundation for construction of the Convention Center and Meredith Willson Museum, also by 5/18; and weekly updates to the IEDA staff. We have been preparing and releasing updates each Friday. Staff is working with the various parties to meet the contingency dates. The Development Agreement with the Mason City Foundation has been drafted and the final form is expected to be considered by the Council in May.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on March 13 to consider an application from Brenda Adams for a CoRL loan of \$30,000 to renovate the exterior of 516 South Federal Avenue. This two-story building (formerly a Pizza Hut carry-out restaurant) will have a new façade and new windows and doors. The new owner is moving her salon and spa (Color Couture) to this location. The Committee recommended approval of the request.

Iowa Initiative for Sustainable Communities Projects: The partnership with the University of Iowa is coming to a close. The student groups are completing their reports and we expect to have them to share by the end of May. The graduate Urban and Regional Planning students working on the “Healthy North End” neighborhood plan intended to hold a workshop with North End residents on Saturday, March 24; however it was cancelled due to the significant snowfall received that day. The workshop was rescheduled to April 9.

On February 28, a group of students in the UI College of Business Marketing Institute came to Mason City to study the North Federal Avenue commercial corridor and develop marketing studies for the North End Business District. There will be four groups, who will each develop a campaign to advertise the North End as a business destination. There will be a “Shark Tank” style presentation of each campaign to a group of judges (including me and a North End business owner), who will choose the winning campaign. This work will then be available for publishing on social, broadcast, and print media.

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 two 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 moved into the first floor of their building (other than the areas occupied by Domino’s Pizza and Midas Muffler). The Downtown area benefits from adding this group of professionals to the Main Street Mason City district.

Development Review Committee: 4 meetings held in March: 3/6, 3/13, 3/20, and 3/27.

DRC Activity	March, 2018	YTD
Total Development Plans Reviewed	3	6
Concept plans reviewed/approved as a Minor Site Plan	1	1
Concept plans to be resubmitted as a Major Site Plan	1	4
Total Concept Plans	2	5
Major Site Plan Reviews Completed	1	1
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.)	3	4
TOTAL ITEMS REVIEWED	6	10

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	March, 2018	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	0	1
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	3
Residential, Accessory Structure	3	5
Signs	1	11
Floodplain	6	6
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

Activity	March, 2018	YTD
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
Zoning Violations		
Reported	0	1
Unfounded	0	0
Founded-Resolved without citation	0	0
Citations	0	0
Open Cases (as of date of report)	5	N/A
Cases initiated by staff	0	0
Zoning Inspections		
Zoning – Case Request	0	1
Zoning – Violations	0	1
Zoning –Setback	0	1
Zoning - Final	0	1
Permit Reviews		
Zoning Reviews Completed	22	54
Floodplain Reviews Completed	22	53

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	March, 2018		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	15	\$8,889,572.25	36	\$14,044,752.72
Minor Building Permits	7	\$ 50,745.25	15	\$ 98,914.25
Electrical Permits	14		45	
Plumbing Permits	4		16	
Mechanical Permits	0		38	
Sign Permits	1	\$ 125.00	10	\$ 56,620.30
Demolition Permits	2	\$ 2,500.00	4	\$ 3,100.00
Structure Moving Permits	1	\$ 500.00	1	\$ 500.00
Inspections	March, 2018		YTD	
Number of inspections	116		338	

BUILDING INSPECTIONS PERMIT REPORT				
Permits by Type	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel
Residential: 1 and 2 family	0	15	0	33
Multi-residential	1	0	1	0
Commercial	0	6	0	16
Industrial	0	0	1	0
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	15
Fees Collected	March, 2018		YTD	
	\$ 29,781.93		\$52,625.47	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	March, 2018	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	105	365
Staff Initiated	63	268
Non-Staff Initiated (total):	42	97
Response to Complaint	22	38
Anonymous Complaint	15	32
SeeClickFix	5	27
Case Request Disposition		
Founded Case Requests	105	365
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	8
Abandoned Vehicle	0	1
Tree/Shrub Maintenance	2	4
Garbage	17	54
Inoperable Vehicle	7	17
Junk, Rubbish or Refuse	36	100
Other	36	163
Writ of Removal	5	12
Information Request	0	6
Snow Removal/Weeds & Tall Grass	140	387

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 Inspections Summary:

Rental Inspection Report	March, 2018	YTD
Initial Inspections	32	4375
Reinspections	91	233
5 yr. Inspections	117	354
Complaint Inspections	20	39
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	26	77
Inspection cancelled by Inspector	0	0
Failed inspections	39	80
Passed Inspections	67	200
No Shows	33	94
Total # of Inspections	169	466
Rental Dwelling Certificates Issued	56	141
Units White Tagged	3	8

TRANSIT AND SAFETY

Transit

During the month of March, Mason City Public Transit provided 15,301 rides on our Fixed Route; which averages to be over 695 rides per day.

To mark the addition of five new buses to the fleet, Mason City Public Transit celebrated “Mason City Transit Day” on March 22nd. The Chamber of Commerce and Main Street Mason City performed a ribbon cutting. Free bus rides were provided all day (901 Rides).

Safety

During the month of March, City departments self-conducted inspections to identify potential safety concerns and address them before an incident occurs. This is just one aspect of the City’s Safety Plan that helps keep City employees safe and self-aware.

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

ANIMAL CONTROL

MARCH 2018			YTD
ANIMAL CALLS FOR SERVICE			
700	800	=	5
800	900	=	7
900	1000	=	8

1000	1100	=		15
1100	1200	=		13
1200	1300	=		15
1300	1400	=		7
1400	1500	=		10
1st shift sub total			0	80
1500	1600	=		4
1600	1700	=		5
1700	1800	=		1
1800	1900	=		3
1900	2000	=		0
2000	2100	=		2
2100	2200	=		0
2200	2300	=		2
2nd shift sub total			0	0
2300	2359	=		2
0	700	=		6
3rd shift sub total			0	8
TOTAL for Month			<u>101</u>	243
ARRESTS				
Animal Sanitation				0
Chase/bite nuisance violation				3
Cruelty/Welfare of Animal				0
Vicious Animal				0
Disturbing the Peace				0
No Rabies Vaccination				5
No City License (approx)				2
Animal At Large				1
	Total People Arrested		<u>0</u>	11
Animal Bites	<u>7</u>			15
Wild animal calls	<u></u>			7
Pickup slips animal count			<u>44</u>	145

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>
March	5	56%	4	44%	9
Year to Date	49	49%	50	51%	99

Burials in March were as projected. Traditional burials were as projected and cremation burials were as projected for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
March	2	0	2
Year to Date	37	6	43

Lot sales were below projections and niche sales were as projected for the month. Lot sales are slightly above and niche sales are equal to the year to date projections.

Administration –An error on the Mason City Monument bid for the new columbarium resulted in awarding the contract to Star Granite Works. The State National Register Committee approved the cemetery's nomination to be passed on to the National Committee. A Historic Resource Development Program grant is being written for restoring the Melson Mausoleum.

Operations –Snow and ice removal continued. The City tree crew removed five trees and trimmed one tree at the cemetery. Bids were let for the new compact tractor. Staff are working with the monument company and Henkel Construction to install single mausoleum for Elliot Burgos.

Board of Trustees – Fred Fenchel was recognized for his 25 years of service. Ron Norlinger was appointed to the Cemetery Board of Trustees

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	6
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ 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	11
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	245
● Emergency Call-outs	5
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	0
● Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	1
▪ Demolition	1
▪ Remodel or Addition	1
▪ Moving	0
● Permit Fees collected	\$120.00
● Sanitary Sewer records drawn and scanned (GIS)	0
● Field Book updates (GIS)	1

12th Street NW Bridge Over Willow Creek Replacement Project:

The project will be let through the Iowa DOT on April 17th. City Engineering Staff and WHKS continued coordination efforts with private utilities that need to relocate in conjunction with this project.

Union Pacific Railroad Quiet Zone:

Mid-Continent Contracting (City's contractor) began work on March 19th at 9th Street NW crossing. All project related street pavement and sidewalks directly adjacent to the railroad crossing was removed. Mid-Continent then began and completed the removal of street pavement and sidewalks adjacent to the 4th Street SW crossing on March 22nd.

Mid-Continent is currently in the process of installing Supplementary Safety Measures (SSMs) at 6th Street SW and at the 1st Street NW crossings. Sidewalks at the 6th Street SW crossing and at the 1st street NW crossing were removed and reconstructed in compliance with the Federal Railroad Administration (FRA) requirements. ADA compliant detectable warning panels were placed in the new sidewalk and following the cure of the concrete, fencing will be placed along the new sidewalk. The fence is an FRA requirement at pedestrian crossings within a Quiet Zone.

Mid-Continent has also started to place the center line delineators at the 6th Street SW crossing. After the work is complete at the 6th Street SW crossing, the contractor plans to move over to the 1st Street NW crossing to perform construction of the sidewalk, fencing and the installation of the center line lane delineators.

There have been delays due to weather however substantial completion of the project is expected by the end of April.

Highway 122 Reconstruction & City Utility Replacements Project:

Engineering Staff attended a preconstruction meeting on March 14th. The prime contractor, Wicks Construction Inc., and their subcontractors began mobilizing their equipment into Mason City. Part of the first stage of construction includes the removal of the center medians east of the South Monroe Avenue intersection and at the 5th Street SE and South Massachusetts Avenue intersection. After the medians are removed, temporary crossover pavement will be placed in preparation for the closing of 5th Street and the directing of westbound traffic onto 6th Street. The redirection of westbound traffic is planned for the week of April 23rd.

Alliant Energy and their contractors continued the installation of a new underground electrical system. CenturyLink and their subcontractor began working to relocate their underground communications network within the project corridor. City Engineering Staff continued locating city utilities and providing records as the work zones shift throughout the project area.

Highway U.S.65/ North Federal Avenue Rehabilitation Project:

City Engineering Staff attended a preconstruction meeting on March 15th. The first phase of work includes the removal of the traffic signals at 9th Street and the reconstruction of several storm sewer manholes. The project is scheduled to begin the week of April 16th.

Downtown Traffic Signal Replacement Project:

City Engineering Staff continued working with WHKS Engineers on a few outstanding issues before final plans are assembled for bidding. Additional information relating to the bases and traffic signal poles was provided by a vendor; the information is currently under review for approval.

27th Street SW Street Paving and Utilities RISE Project:

City Engineering Staff and the City's Grant Administrator continued working with property owners adjacent to the project on the acquisition of property needed for the project. City Engineering Staff continued working with project consultant, SEH, on the completion of the of acquisition plats along South Pierce Avenue and at the intersection of South Pierce Avenue and 43rd Street SW.

Hwy 122 and South Pierce Avenue Signal Project:

Awaiting spring to finish the final remaining punch list items.

2017 Street Rehabilitation Program:

Awaiting spring to finish the final remaining punch list items.

2014 Pedestrian Trail Improvements - Phase 2:

Heartland Asphalt (City's contractor) worked with the Canadian Pacific Railroad on final coordination details for the construction of the railroad crossing on South Taft Avenue.

Monroe Avenue Pedestrian Trail:

Heartland Asphalt (City's contractor) worked with the Union Pacific Railroad on final coordination details for the construction of the railroad crossing on South Monroe Avenue.

2018 Sidewalk Program:

Plans and specifications for the 2018 Sidewalk Program were finalized and the project went out for bidding. The bidding process began following the City Council's approval of the Notice of Hearing and Letting to Bidders and setting of a Public Hearing at the March 20th meeting. The project is scheduled to be let on April 10th.

2018 Pavement Marking Program:

Plans and specifications for the 2018 Pavement Marking Program were finalized and the project went out for bidding. The bidding process began following the City Council's approval of the Notice of Hearing and Letting to Bidders and setting of a Public Hearing at the March 20th meeting. The project is scheduled to be let on April 10th.

Other Tasks Performed through the Engineering Department:

- City Engineering Staff continued with the preparation of the plans and specifications for the 2018 Street Panel & Curb Replacement Program. The Notice of Hearing and Letting to Bidders was approved at the April 3rd meeting of the City Council. Railroad approach sections and street paving at the Canadian Pacific Railroad crossing on South Eisenhower Avenue were added to the project.

Traffic Division:

○ Traffic Control

• Sign work orders	24
• Traffic Sign Orders	0
• Streetlights	
▪ New Installation	6
▪ Repair Request	30
▪ Fixture Replacements	0
• Traffic Signals	
▪ Respond to signal issue reports	12
▪ Perform traffic signal repairs	8
• Iowa One-Call locate reviews	280
• Locate City-owned electrical utilities	6
• Emergency Call-outs	2
• Tornado Siren repairs	0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Worked with City electrician to change green light at Hwy 122 and South Taft Avenue.
- Worked with City Electrician to upgrade the existing street lighting along College Drive to LED fixtures.
- Assisted MCPD with traffic control at 19th Street SW and South McKinley Avenue during multi-car accident.
- Checked siren controller and noted problems.
- Synchronized signal controllers on Washington Avenue.
- Responded to several reports of signs down during a recent snow storm then prepared sign repair work orders.

Water Supply Division:

○ Water Production

	<u>February</u>	<u>FY 2018</u>
• Total (gal)	110,709,000	1,144,582,000
• Daily Average (gal)	3,571,000	4,177,307
• Daily Maximum (gal)	5,105,000	6,342,000 *
• Daily Minimum (gal)	2,874,000	2,357,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- Cleaned and recalibrated PH probe on Hypochlorite Generator

- CIP #1 and #3 EDR Trains
- Replaced the disconnect switch on the roof mounted heating unit
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #1 EDR and #4 EDR Train
- Replaced and serviced the Kentucky Tower altitude valve
- Cleaned inlet valve on the Sodium Hypochlorite Generator brine pretreatment tank
- Repaired patch cord to pH probe on #2 ERD Train
- Clean conductivity probes
- Rebuild 4-way valve on #1 EDR Train

○ Customer Service

• Iowa One-Call locates	246
• Prepare and send service repair letters	5
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	1
• Correlate water main breaks and investigate for leaks	2
• Hydrant flow testing	1
• Water Main shut down for repairs	1
• Water shut offs for non-payment	5
• Water shut for other	2
• Water service re-connects	7
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	5
• Deliver Red or Tan Tag	3
• Update shut off data base and maps	0
• Water Service Permit/Inspection	
▪ Repair/Replace	2
▪ New Installation	0
▪ Disconnections	0

○ Meter Department

	<u>March</u>	<u>FY 2018</u>
• Meters Installed	144	653
▪ Industrial	0	0
▪ Commercial	7	21
▪ Residential	137	632
• Meters Repaired	0	12
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	105,948

- Meters Ordered

250

877

*In shipment, not yet inventoried

Meters Installed March 2018			Meters Ordered March 2018		
5/8"	137		5/8"	250*	
3/4"	5		3/4"	0	
1"	2		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	144		Total	0	
Meter Inventory April 1, 2018					
5/8"	172		5/8"	0	
3/4"	4		3/4"	0	
1"	6		1"	0	
1 1/2"	4		1 1/2"	0	
2"	1		2"	0	
			3"	0	
			4"	0	
Total	187		Total	0	

Other Tasks Performed through the Water Supply Division:

- Provided a plant tour for a Girl Scout group
- Called in Hack Chemical Company to perform service maintenance on analyzers
- Performed Nitrate sampling
- Began and continue to work on communication issues with EDR #4. The PLC computer card was destroyed; most likely due to the many power failures during a recent winter storm
- Continued 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

Routine activities for March:

Finance

Duties	March	Fiscal Year-to-Date
Prepare payable checks	580	12,612
Prepare receivable invoices	78	7,249
Prepare payroll checks	944	15,374
Certify invoices to County	-	415
Send letters to State Offset Collections	72	644
Record State Offset collections	\$ 2,652.00	\$ 61,508.59
Sort Mail	7,200	101,525
Record ambulance receivables	192	3,692
Process utility payments	3,604	31,252

- 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 February
- 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
- Start working on preliminary FY 18 Comprehensive Annual Financial Report
- Continue Interim City Administrator duties

Utility Collections

Duties	March	Fiscal Year-to-Date
Record ACH activities	39	836
Prepare Utility adjustments	75	1,370
Estimate billings		-
Issue utility bills	10,441	231,827
Answer phone calls	995	17,543
Respond to voicemail	402	5,157
Complete utility service orders	200	4,913
Complete landlord tasks	75	1,035
Issue shutoff notices	409	9,860
Process customer paid utility bills	6,222	133,173
Process customer deposits	472	9,625
Replace meters	162	1,885
Complete monthly sales tax report/hours	3.00	66.50

Information Systems Coordinator

- Locate email for PD Lieutenant in Spam filter.
- Fix email for PD officer on computer at PD.
- Contact Keltek about new computer for Car 11.
- Get SIM card swapped for Car 1.
- Take new computers to PD.
- Order dual video card for Rec.
- Check hard drive in Museum server.
- Order replacement hard drive for server at Museum.
- Disable Animal Shelter user.
- Restore tablet for new Car 11.
- Put IT Committee Agenda together and send out.
- Get with Rachael V concerning questions in GDP.
- Finish install of Zuercher on PD cars.
- Install Sweet on Records Clerk computer at PD.
- Finish GPS settings in Car 7.

- Reconfigure and install newer Datalux in Car 14.
- Finish Car 13 Zuercher install.
- Add new user to Water Billing Department.
- Install video capture software for PD Investigator.
- Get evidence computer equipment installed.
- Fix Sweet software for PD Records Clerk.
- Work with GIS to setup room for training.
- Fix common calendars for users on 3rd Floor of City Hall.
- Install new software for Steven V.
- Conduct IT Committee Meeting.
- Order new common printer for PD.
- Order signature pads for PD's new records system.
- Replace hard drive for Museum server.
- Set up new printer for Finance.
- Update printer scripts for new printer for Finance.
- Get new key card programmed for new Water Billing user.
- Contact L-Tron about firmware issues with scanners.
- Double check Museum hard drive to make sure new drive rebuilt itself correctly.
- Double check new printers for Finance.
- Look for missing photos for Blue Zones.
- Order second printer tray for Finance.
- Hook up scanner at PD.
- Take remaining new computers to PD and install.
- Re-install scanner in car 2 and configure GPS com ports.
- Get with Donna B at Rec about pool pass printer and software.
- Get Tracs installed on new car 11 computer.
- Look at issues with Jamie S's computer hard drive getting full.
- Call Keltek about activation issues with new Car 11 computer.
- Install new fonts for Steven V.
- Removed deactivated user from Animal Shelter OU.
- Copy Steve K's profile information to new computer at PD.
- Install mobile software on shift commander's computers at PD.
- Install signature pads for PD computers.
- Take computer to Car 1 at PD and finish configuration in car.
- Call Keltek again about Windows Activation issues.
- Finish GPS settings in Cars 3 and 5.
- Help Edith B with Quickbooks issues for Museum.
- Configure new computers for Water Treatment.
- Send Car information and CJIS IDs to Zuercher.
- Clean up PD mobile computer accounts in Zuercher system.
- Call Keltek about activation key for Car 11 computer again.
- Double check user permissions on Zuercher folder for PD Records machine.
- Check printer settings for evidence computer at PD.
- Look at ID maker for Donna B again.
- Add permissions to billing folders for Yeni at FD.
- Contact county about mobiles and CJIS IDs for PD mobiles.

- Switch patch cables for Barb W at Water Rec.
- Get quotes for new servers for Water Treatment.
- Look at laptop issues for Don T at Water Treatment.
- Restore computer for new Car 11 again to see if it fixes activation issues.
- Fix GPS settings in Zuercher settings.
- Fix printing issues for new printer in Finance.
- Meet with Zuercher at PD about final implementation.
- Install dual video card for Rec Department.
- Look at scanner in Car 3 again.
- Order another dual video card for Recreation.
- Install new printer for PD.
- Get with Task Force to load mobile Zuercher software on their computers.
- Answer PD Chief's email about mapping issues in Zuercher.
- Check folder permissions for 1st Detail in Zuercher.
- Reset mobile hotspot on FD ambulance.
- Add mobile licenses to mobile server for FD.
- Fix GPS settings in Car 6 and 10.
- Send new tablet for Car 11 in for repair.
- Fix CJIS information in Zuercher for new computers.
- Make preparations for changing users at Water Treatment over the weekend.
- Move PD Sergeant's desktop profile to new computer.
- Order PDF software for PD.
- Order memory for computer at Water Treatment.
- Call Yeni at FD about PCC issues.
- Troubleshoot connection issues with database for Water Customer Service.
- Help Matt L get desktop items restored.
- Clean up user accounts for Water Treatment CS.
- Install PDF Converter software on PD computers.
- Fix email issues for PD investigations.
- Retrieve cradlepoint from old Car 11 at PD.
- Get new key for YTF.
- Finish final new tablet for FD.
- Install tablet in Engine for FD.
- Install Zuercher mobile software on Squad Room and Special Room at PD.
- Get daily reports configured for PD in Zuercher system.
- Double check permissions for new Water Billing user for the Water Treatment DBs.
- Get tablet quote for PD.
- Install Chrome on Water Customer Service computers.
- Check with Chief Brinkley about automated reports.
- HVAC meeting on 3rd floor.
- Install second dual video card for Recreation.
- Check fuel level and call for fuel delivery for Generator.
- Look at group policy settings for shutdown button options on PD computers.
- Check on emails in spam filter for PD investigator.
- Check with Data processing about printing issues with new printer.
- Get with webhosting company about uploading PD reports to website.

- Add emails to allowed list for Chief Brinkley.
- Look for missing emails for Kevin J.
- Start working on Car 11 computer after it came back from repairs.
- Contact Verizon about connection issues with Car 11 computers.
- Contact Keltek about connection issues with Car 11 cellular device.
- Finish setting up computer for new car 11.
- Check install issues with PD Car 13.
- Repair installation of Zuercher software in Car 13.
- Contact webhost about uploading PD report automatically.
- Change password for former Data Processing Clerk.
- Get with HR about new open records request.
- Restore file for Blue Zones.
- Send diagnostic report for Car 11 computer to Keltek.
- See about getting new mounting plate for SCSI card for Water Rec backup.
- Install memory in Water Treatment server.
- Change backup systems from old server to new server at Water Rec.
- Call Randy K at Water Treatment about email issues.
- Replace DVD drive for PD investigator again.
- Find Iowa League of Cities emails in spam filter.
- Get Tracs and Mach reinstalled on new Car 11 computer.
- Prep for data move from old server to new server over weekend at Water Rec.
- Conduct email search for HR open records request.
- Try to restore file again for Blue Zones.
- Look for blocked emails for Bob B.
- Look for blocked emails for Jason T.
- Copy files from Tim T's user drive to Matt L's user drive at Water Treatment.
- Have GIS check on status of State Connections for GIS.
- Send daily incident report to Lou so he can create routine for automatically loading.
- Double check Tracs scheduled task on NCIC computer.
- Send a list of current mobiles to Tracs.
- Look up emails for Mark R.
- Help Blue Zones with public contact list for their department.
- Change settings in Spam filter to be less restrictive.

GIS Department

Development Services

- Troubleshoot and update projects for staff
- Create and send updated parcel data CSV file
- Update ArcReader project
- Train new staff on ArcReader maps
- Update two ArcReader maps
- Create map for grant proposal High Line Trail
- Update High Trail Map for grant proposal
- Meeting to discuss plat drawings, census data
- Work on downloading plat drawings and incorporating into GIS layers

- Create overview aerial map of High Line Trail project for grant proposal
- Troubleshoot layout frame drawing errors
- Update ArcReader map
- Troubleshoot ArcReader error
- Discuss requirements for grant project mapping and measurements
- Reset passwords for imagery toolbar access

Engineering/Water Treatment/Customer Service

- Download and update GPS points to ArcMap shapefile x4
- Research and complete easement editing from final plats
- Update ArcReader project
- Meet onsite to update ArcReader project and discuss proposed changes in databases and feature attributes linking to hardcopy scans
- Follow up on requested equipment repair
- Update parcel data in map project
- Discuss invoices for CAD software
- Reset password for imagery software link
- Look into linking service records to access database from laptops
- Work to finalize easement plat data in new subdivisions
- Discuss changes to GPS data point collection and possible new categories
- Download updated maps and Access Customer service database to laptop

Fire

- Troubleshoot error message with imagery toolbar
- Discuss Hwy 122 road closure project and maps to assist with road closures

Finance

- IT Meeting

Operations / Utilities/ Water Reclamation / Parks

- Discuss Street level view training for ArcReader users
- Answer question on imagery toolbar for staff
- Troubleshoot map layer not displaying properly
- Troubleshoot editing problem

Police

General

- Offered and completed two training sessions open to all ArcGIS users to review new street level imagery and associated toolbar, review Pictometry imagery and toolbar, GIS Q&A
- Work on Web-based bike and trail map, link to GIS page of City Website
- Start evaluation of 2020 Census Local Update of Census Addresses information and data, download database and shapefiles provided, review data
- Update and print 5 maps for staff

- Work on 2020 LUCA Census data
- Create an interactive web-based Road Closure Map, placed on the City's website
- Complete interactive web-based map of bike routes and recreation trails in the City, placed on the City's website
- Discuss warranty and protection plans for GPS equipment with vendor and research previous years invoices, discuss discrepancies
- Record serial numbers of GPS equipment and associated software license numbers

April initiatives

Finance Department

- Work on March 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
- Start initial work on FY 18 CAFR
- 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 installs of new tablets for PD Cars.
- Work with Water Treatment on updating servers and computers with new SCADA system.

GIS Department

- Continue work on 2020 Census Local Addressing Update
- Providing training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue staying informed of new and changing ArcGIS software and updates
- Import GPS data and update map layers for engineering staff as needed
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Participate in County GIS meeting
- Participate in EOC meeting

Fire Department

Reported by Doug Janssen, Interim Fire Chief



Monthly Council Report

		MAR 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	30	152
	EMS	323	1008
Non-Emergency Calls			
	Fire	0	2
	EMS	83	279
Total Calls for Service (Fire & EMS)		437	959
Personnel Training Hours			
	On-Site	580.90	1,757.17
	Off-Site	80	224
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	128	358
	Existing Building Inspections	4	14
	Plan Review	10	27
	Fire Investigations	2	4
	Liquor/State License Inspections	8	21
Community Involvement			
	Public Tours of the Fire Station (Number)	2	2
	Public Fire Safety Appearances/Trainings (Number)	0	0
	EMS/Fire Student Ride-Along	6	20
	Training Hours	81	396.75
Overtime Hours			
	Fire	41	113
	EMS	310.5	1,014.5

Overtime Analysis

March overtime is lower for both Fire and EMS. We have continued to monitor and plan ahead to cover the fire station and stay within our staffing requirements. Most of our overtime derives from medical transfers which also mean we are collecting revenues for

the department. The rest of our overtime comes from maintaining for staff being on sick leave and coverage for a garage fire and a major car accident at the end of the month. The fire department also conducted a written test to update and certify the current lieutenant's list for the next two years; this added to our overtime hours and we are expecting this to have the same effect in April when we test for our Captains list.

Significant Fire Events

Garage fire with no injuries at 639 S Polk Pl – unintentional fire.

Retirement

After 23 years of service, Captain Dick Paulson retired from the fire department. MCFD hosted his retirement reception on March 14th, 2018. We enjoyed seeing many colleagues, friends and family here to wish him good luck. Enjoy your retirement Captain Paulson and thank you for the many years of service you gave to our community.



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,
- Community Garden –process garden applications, Willow Creek Garden is full, coordinate replacement of shed roof at Willow Creek Garden, water installation efforts continuing with two City departments
- Met with local artisan on wayfinding
- Bike legislation advocacy – National Resources & Outdoor Recreation Trust Fund 3/8 cents funding
- Begin work to review Bike Friendly and Walk Friendly designation applications
- Work on new bike share, arrival of one bike, continued work on labels

Schools – upcoming School Wellness Council meeting scheduled for 4/17

Worksites –connecting with and meeting with 12 worksites on CSA promotion including City, MCPD, MCFD, newsletter developed and will be sent

Healthy Foods (Grocery/Restaurant) –

- Conversations with core group of NI Food Coalition on initiatives
- NIFC focus group for community gardens conference call

Engagement –

- Facebook posts –or both HEALTHY – Mason City and MCVC,
- Radio ads (sponsored by POET) featured Community Supported Agriculture shares, community gardens, DRAFT Mason City, SPIN Devo
- Meeting on Moonlight Bike Ride scheduled for July 28.
- City website updates – added HEALTHY News

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO (reaired two additional days) – sponsored by Cerro Gordo County Community Foundation
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – updates Mar. 12, 19, 26 and April 2
- February Newsletters: Member organizations (33); 74 recipients and Volunteer Newsletter (552) sent out week of March 27th. Here is a link to the March Volunteer Newsletter <https://us13.campaign-archive.com/?u=eecff029d344662caed667b9b&id=948ccafa72>
- 117 volunteer opportunities currently active on website.
- 34 member organizations, Renewal: United Way, Elderbridge, New Members: NI Housing Authority; met with potential new member Kinney Lindstrom Museum
- 4 new volunteer applications received in March
- 5 Placements in March

- Volunteer meetings – multiple contacts with volunteers for placement and other needs
- Continued work on “Volunteer Appreciation Event 2018” – theme 2017 Community Impact!
- Volunteer Centers of Iowa – assisted in review of new piece “Volunteer Center Tool Kit”

Other –

- Monthly meeting with interim administrator
- Funding efforts
- Council Worksession
- Discussion with local collaboration initiated by them (L. Trystad)
- Discussion with two partners on grant opportunities

Upcoming Dates:

National Volunteer Week – April 15 – 21, 2018

Volunteer Recognition Day - April 20, 2018

Bike Month – May

Bike Share Launch – May 1st announcement at Council Meeting
May 3rd event

Bike Education all 3rd grade classrooms – May 11

Bike Rodeo – May 12

Ride of Silence – May 16

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	5
Development Services	11	16	28
Engineering	16		17
Finance	8		9
Fire	44		47
Human Resources	2		2
Library	14	2	16
Museum	5	2	8
Operations & Maintenance	60		60
Parks	6		6
Police	52	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	240	26	275

Staffing

Activity

Hiring Activity:

- Fire Chief (1 opening): Begin recruitment process in April.
- City Administrator (Admin): Continued recruitment of possible candidates following rejection of 5 finalists.
- Cashier (Finance): Job offer accepted by external candidate, approved by Council, and hired.
- Office Manager (Museum): Interviews conducted, job offer accepted, approved by board.
- Maintenance Worker (Parks): Job bid filled internally

	- Water Distribution Worker (Parks): Job posted internally.
	- Data Processing Clerk (Finance): Job posted internally & externally.
	- Foreman Civil Service List (O&M): Creating foreman Civil Service list, Posted/tested. To replace expired list.
	- Transit Driver - Dev Services: Recruitment underway.
	- Fire Lieutenant (Fire): Promotional Civil Service testing conducted. Interviews planned for April
	- Fire Captain (Fire): Promotional Civil Service list being created, testing scheduled early April.
	- Police Officer (Police): Existing candidates under review.
Positions Filled:	- Hired Cashier & 3 seasonal hires during the month.
Turnover:	- 2 retirements: (Fire Captain & Park Maintenance Worker); Resignations: 1 regular full-time (Finance) & 1 part-time (Fire)
Seasonal Hiring:	- Making seasonal job offers & conducting interviews as needed.
Employee Orientations/exit interviews:	- Orientations for 1 full-time & multiple seasonal staff. 1 exit interview.
Civil Service Commission:	- 2 meeting held during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: 4 open grievances. - Teamsters: 1 open grievance. - AFSCME: No 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

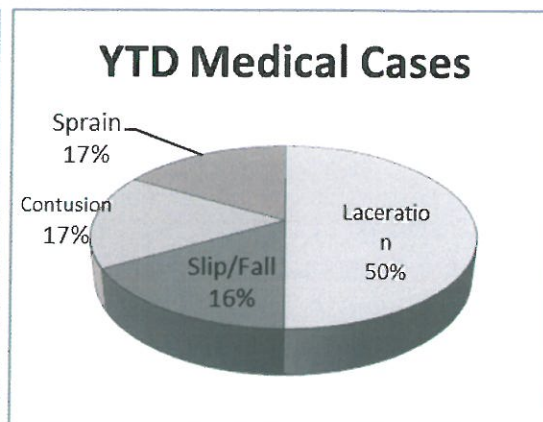
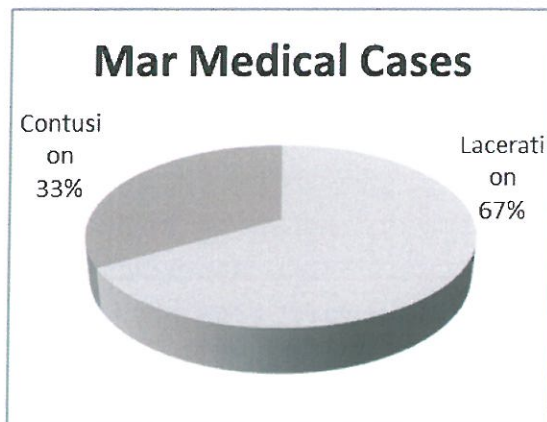
Activity

Retirement Open House:	- Assisted in retirement open house for Fire Captain Paulson.
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Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
VOYA - Deferred Compensation	- Coordinated voluntary employee meetings with Voya representative.

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Open Record Requests	- Worked on open record request from news media.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Work Committees:	- HR Asst. participated in IT Committee meeting.
Training:	- HR Dir. and HR Asst. attended Employment Law Seminar through our law firm
United Way:	- Participated on United Way Community Impact Team Panel
Professional/Community Support:	- Attended local HR Assoc. meeting

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	3	6	6
# of OSHA Injuries	3	6	6
# of Days Missed	9	53	6
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: March 2018

Routine Activities:

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

March is still winter in north Iowa and the custodial staff spent much of the month keeping the walkways clear. At the end of the month a massive storm hit area on a Saturday. There as a very large wedding scheduled for that day and staff came in on overtime to clear the driveway and sidewalks, as well as worked with the Library custodial staff to clear the walks, and the streets department to clear the parking lot for the wedding. The ceremony went on without a hitch, even with decreased attendance.

The Museum also celebrated Youth Art Month with its annual exhibition of the School Art Show. This year featured middle school artists from all the schools in AEA 267. A reception was held and certificates given to the participants.

The Museum concluded its Films in February Movies in March series by hosting two movies in March. These were the final 2 remaining in the series of 6 for the winter. Attendance was good for the movies this year despite the weather challenges. The Museum hosted a number of rentals including business meetings, wedding/baby showers, and birthday parties.

Spring Break Art Camp was held and had attendees ranging in age from Kindergarten to 6th grade. The theme this year was nature and the kids enjoyed a week of hands on activities and put on an art display at the end of the week for their parents. In addition they held other class offerings during the month for the public.

After the retirement of the Museum's office Manager Jerry Taylor, the Director worked with the Human Resources Department to fill the vacant position. Many excellent candidates applied, with the top candidates interviewed and tested for skills at Iowa Work Force. The board approved the hiring of Rachael Sprecker at a special meeting at the end of the month, with a start date in early April.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (9), Kids Club (6 Adult, 26 kids), Art Bugs (9 Adults, 8 kids), Handbuilding (3 Adults, 27 kids); A.M. Handbuilding (27 Adults); P.M. Throwing (9 Adults), Polymer clay (4 adults, 2 kids), Fairy Houses (3 adults, 3 Kids), Artful Food (7 kids), Art Camp (12 adults, 74 kids. Program: additional 23 adults & 3 kids).

Specialty Classes: Prairie Ridge Outreach (41), Salvation Army Outreach (16), Manly Outreach (9), Docent Training (2 Adults), Girl Scouts (3 adults , 10 kids)

Specialty Programming: Board Meetings (17 Adults); 10 volunteers, Programs: Films (56 adults);

Special Event: Board Meetings (17 adults), Acquisitions Meeting (4 adults); School Art Reception (59 adults, 26 kids)

Outreach / Specialty Tours:

Groups touring: John Adams Middle School (3 adults, 17 kids)

Outreach locations: Prairie Ridge Outreach (41), Salvation Army Outreach (16), Manly Outreach (9)

Membership:

305 members

Attendance:

Gallery / Open Studio / Shop: 661

Programs: Films 56

Outreach: 79 adults, 3 youth (includes volunteers & docent training)

Tours: 3 adults, 17 kids

Rentals: Birthdays (17 adults, 22 kids), NIACC (53 Adults); Iowa Retirement (19 adults);

Wedding (98 adults, 16 kids)

Classroom: (100 adults, 150 kids)

Playground: (73 adults, 138 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(4 Cement Work)
Exploratory Dig	(1 Exploratory Dig)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Leak Detection	(1 Leak Detection)
Road Box Repair	(1 Road Box Repair)
Snow Hauling	(2 Snow Hauling)
Snow Plowing	(5 Snow Plowing)
Storm Sewer Repair	(2 Storm Sewer Repair)
Valve Repair	(1 Valve Repair)
Valve Turning	(1 Valve Turning)
Water Main Repair	(2 Water Main Repair)
Water Service Repair	(1 Water Service Repair)

We started pouring concrete back in patches we had over the winter. With the help of the weather we could get these done in April. We did get a chance to pour just over 24 yards of concrete this past month.

The Utility Crew repaired two water main breaks and one service line in March as well in plowing our assigned routes for 5 days and hauling snow for another 2.

25' of 15" storm sewer was replaced on 4th SW and Jefferson.

Internal Service Division:

Mechanical

Service and repair 8 fire trucks and ambulances
Service and repair code enforcement vehicle
Service and repair 6 police cars
Repair and service 5 Sanitation trucks, brakes, etc.
Repair and service 28 Street Department vehicles
Service and repair 2 Water Reclamation vehicles
Service and repair 2 Water Utilities vehicles

Service and repair 1 Water Supply vehicle

Electrical

Repair Street lights in parking lot at 6th and S. Federal Avenue
Organize street light and traffic signal inventory
Repair traffic signal at 19th and S. Federal Avenue
Repair street light at N. Pennsylvania Avenue
Test generator for storm shelter at campground
Repair street lights at State and Federal, also 7th and S. Federal Avenue
Repair exhaust fan and air compressor at Water Reclamation
Repair pump/motor assembly at the park
Replace RTV disconnect at Water Supply
Install new overloads at the Lakeview lift station
Repair basement hall lights at City Hall
Assemble street light heads
Repair street light at 122 and Cerro Gordo Way
Repair odor control fan controller at Water Reclamation
Repair parking lot lights
Repair garage door opener at O&M
Repair street lights at Northbridge
Repair spider boxes for city events
Replace circuit breaker in thickener building at Water Reclamation
Repair streetlights at 6th and S. Federal Avenue
Repair tablesaw motor at Park Department
Repair security lights at O&M

Wastewater Division:

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

March

2018

Division: Wastewater

● Wastewater treatment:

Monthly Total:	171.939	million gallons
Daily Average:	5.546	million gallons per day
Daily Maximum:	7.711	million gallons per day
Sludge processed	1.86	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3
- Assisted Street Department with snow removal

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Revising 5 Permits

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
- Track mileage for all vehicles

Treatment Plant Activities:

- Installed new pumps at Lakeview pump station
- Changed oil in all small blowers
- Cleaned final weirs
- Monthly inspections
- Installed UV system for season
- Installed new belts on # 1 blower in thickener
- Installed new seal in number 1 recirc pump
- Power washed east belt
- Cleaned digester check valves
- Automatic Systems here to do some SCADA system upgrades
- Had Packard Electric and Alliant check over plant generator
- Installed new battery backup on generator computer
- Worked on installing large blower in aeration

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	358.00 tons	1,058.00 tons
Recycling collected	123,680 pounds	358,560 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	45	79
Materials collected:		
Large furniture	42	79
Small furniture	30	38
Tubs & toilets	2	2
Appliances & TVs	13	20
Electronics	1	1
Request for service calls	213	575

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
Clean up accident debris, various locations
Trim trails for snow removal
Paint shops and clean shops
Repair signs as requested by Engineer's office
Trim trees 5 calls, remove trees, 4
Clear snow away from traffic signal control cabinets
Pick up dead deer
Place stop signs for power outage at 122 and S. Monroe
Sweep streets as needed
Repair culvert grate at Yorktown Pike
Clean storm sewers as needed, various locations
Removed private trees from several alley locations from storm damage
Repaired street at service cuts left by contractors
Removed 40 trees at the 12th Street NW bridge project
Removed 5 trees from Elmwood Cemetery
Electrical Hazard Awareness Training in Des Moines
Barricade maintenance for work zones as needed

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
Sweep sand off the sidewalks and trails, from snow removal
Snow removal downtown, bridges, parking lots, parks and trails
Clean around the Veterans Monument
Trim trees in parks, trails and buyout lots as needed

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: March – 2,188; 2018 Total – 5,732

	CFS Type	Month Total	YTD Total
1	Traffic Contacts	373	1,100
2	Extra Patrol Request	238	238
3	Medical	140	583
4	Suspicion	130	371
5	Disorderly/Disturbance	126	383
6	Collision	112	356
7	Welfare Check	91	223
8	Animal	69	188
9	Theft	61	171
10	Parking	60	157

Our calls for service report will look a little different, starting this month. We went live with our new records management software (RMS) and computer-aided dispatch (CAD) vendor, Zuercher Technology. Some of the incident types were changed as we made the transition to new software on March 13. We are still working on building out some reporting capability and additional software modules that will help us to improve efficiency as we move ahead.

This has been a major change in our business operations and our staff is adapting to the change. We are providing additional training to staff during April in-service training that we expect will help us build expertise and efficiency with the change. Residents likely have not noticed a change in police response, but we have been slowed a bit in our records and administrative functions.

Criminal Investigations

CID personnel completed three child protection center interviews and one death investigation. They continue to be involved in surveillance related to several ongoing investigations.

Charges were filed in connection with several thefts/burglaries, two search warrants were served, and we discovered a burglary that had been committed in a neighboring county during an MCPD investigation. Charges were filed in Mason City and the neighboring county in that incident.

Administration

The bulk of our time in March was spent working on Zuercher go-live. March 13 was our “go-live” day. The follow-up to that included working with Zuercher staff to troubleshoot problems and build out additional functionality.

We are working on putting together near-final budget numbers on our HVAC project and hope to close it out by the end of the fiscal year. We also made our final payment on our Zuercher software purchase, following go-live.

MCPD Social Media	Feb 2018	Mar 2018	Difference
Facebook	4,964	5,050	+84
Twitter	1,614	1,639	+25

Public Library

Reported by Mary Markwalter, Library Director

In March 2018 the library:

Circulated: 12781 physical and electronic items

Provided: 41834 public service units

Volunteer hours: 182.5

Programs: 13 with 346 attendees

Internet users: 1050

Wi-Fi users: 780

<i>Circulation-Books</i>	18-Jun	18-May	18-Apr	18-Mar
Adult Fiction				1655
Adult Non Fiction				765
Large Print				1085
Young Adult				1351
Juvenile Fiction				1977
Juvenile Non-Fiction				413
TOTAL BOOKS	0	0	0	7246
<i>Circulation-Other</i>				
Audio/CD/Playaway				1223
Periodicals				185
Software				1
Other(puppets, misc)				176
DVD				2363
Tumblebooks				43
Transparent Lang.				0
Heritage Quest				48
Ancestry.com				11
Bridges				1111
Ebsco-Small Engine Repair				0
GALE Databases				14
Newspaper Archive				32
Hoopla!				366
Zinio				49
Credo Reference				2
Learning Express				1
Total-Other	0	0	0	5625
Grand Total Circ.	0	0	0	12871

Item Records Added				549
Patrons Registered				114
Renewals				1162
Holds Filled				368
Holds Placed				386
Discs Cleaned				0
Photocopies				1921
Meeting Room Guests				1411
Meeting Room Used				136
SILO request unfilled				0
SILO request filled				13
SILO MCPL Request Filled				5
SILO MCPL Request Unfilled				25
Attendance				20800
Programs				13
Program Attendance				346
In Library Use				3900
Faxes Received				14
Faxes Sent				86
Handouts, Brochures, etc.				3500
Genealogy Referrals				24
Archive Referrals				17
Photo Prints				0
OCLC Borrowed from MCPL				0
OCLC Borrowed by MCPL				0
Reference Questions				2500
Internet Users				1050
WI-FI Users				780
Microfilm Users				0
Website Visits				2714
TOTAL PUBLIC SERVICES	0	0	0	41834
GRAND TOTAL SERVICE UNITS	0	0	0	54705
VOLUNTEER HOURS				182.5

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and Afterschool Care
- Preschool Sports Class
- Youth Basketball
- Tiny Tot Basketball
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	122
Tuesday	157
Wednesday	271
Thursday	410
Friday	119
Saturday	497
Sunday	50

Total People Served in 2018 thru March: 74,074

Total People Served in 2017 thru March: 61,555

Highland Park Golf Course Monthly Activities:

- Highland Park Town Hall Meeting
- Clean up the course and rake and blow off sticks and debris and pick up
- Open the club house on March 12th for Season Pass sales
- Reassess the fertilizer program
- Order fertilizer and plant protectants for early season

Recreation Special Activities/Accomplishments:

- Ran the Easter Egg Hunt and Snack with the Easter Bunny
- Held a joint soccer camp with NIACC athletics

- Continued preparation for a city wide track meet.
- Continued preparation for Earth Day.
- Recruited Youth Sports Sponsors
- Start Preparations for Youth Soccer
- Marketing for Spring and Summer Programs
- Youth Sports Shirt Bid
- Completed the bid process for six soccer goals
- Complete the bid process for three bleacher
- Fire Extinguisher equipment checked
- Research for the Moonlight Movies Program
- Held first aid training for seasonal employees
- Partner with University of Northern Iowa on a community project for master planning
- Assisted the Mason City High School in career development
- Assisted in Bandfest planning
- Assisted in the Doc Detra Memorial Softball Tournament planning
- Signed up for Pokeman Go National Park Monthly Park Play
- Budget analysis on the potential 1% cut to expenditures
- Attended the Iowa Parks and Recreation Conference for CEU for our CPO staff certification

Highland Park Golf Course Special Activities/Accomplishment:

- Set up the new credit card system for Highland Club house
- Washed the 1993 Cushman
- Changed oil and filter and clean and inspect air filter on the 1993 Cushman
- Removed carburetor and inspected automatic choke on the 1993 Cushman
- Disassembled carb and inspect and cleaned fix automatic choke on the 1993 Cushman
- Reassembled carb and put back on motor and tested on the 1993 Cushman
- Checked brake system on the 1993 Cushman
- Serviced S-10 pickup and replaced weak battery
- Cut sanded and routered 7 new path signs assemble
- Changed oil, replace air filter and fuel filters on the 1984 grounds master
- Put new seat on the 1997 grounds master
- Fabricated interlocking safety switch on the 1997 grounds master
- Tore rotten wood floor decking and steps on score board
- Rebuilt large front carrier rollers on a greens mower tractors
- Removed the blades on 12 foot progressive mower
- Replaced middle drive shaft on progressive
- Checked fluids and sharpen blades, reassembled, and greased
- Put hour meters on all rental carts
- Blew and picked up debris on practice greens and around clubhouse parking lot, around tee boxes 1 and 6
- Placed a crop lean on the farm land

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Find sponsors Youth Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Spring Sports
- Run Spring Break Camp
- Run Archery Program
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Hopeful open the course after all of the snow
- Continue to clean up course and maintain conditions for play
- Contact and get summer crew together
- Calibrate fertilizer spreader
- Pre-emergent fertilizer on all fairways and tees
- Fertilize greens and banks
- Removal of dead trees
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Get sprayers ready
- Open the full kitchen around April 20th

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Recruit and marketing for Earth Day, Adopt-A-Programs and Friends of the 457
- Earth Day Meetings/ Radio Ads / Press Releases
- Hour Logs
- Trees for Kids- planting agenda
- Branching Out/Trees forever- planting agenda
- Planning for Volunteer Recognition Lunch
- Preparing for summer programs: Adopt -A-Programs, Beautification Program, and Park Watch
- Channel 4 updates
- Main Street Mason City Meetings for Downtown Cleanup
- Create Earth Day Website

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Transit	Envelope stuffing	4
	Distributing Surveys	10
	Transit Tokens	8
Total		22
Earth Day	Bag Prep/Organize Cleanup Kits	12
	Committee meetings	35.5
Total		47.5
Miscellaneous Projects	Flyer Distribution	4
	Housing Authority	30
	Police Department	28.5
Total		62.5
Recreation Department	Basketball Games	16
	Basketball Practice	20
	Easter Egg Hunt Prep	10
Total		46
Grand total		178

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 Youth Substance Abuse Prevention Services (YSAPS) – FY19 Youth Development Continuation Application was submitted in March.

****Paper Tigers Event**

Youth Task Force (YTF) with collaboration from North Iowa Community Action Organization, Prairie Ridge Integrated Behavioral Healthcare, and CG County Department of Public Health, presented the professional development event Music Man Square on Wednesday, March 21. Although 114 people registered for the event, 67 people attended.

Of those completing surveys following the presentation, 71% agreed or strongly agreed that they knew a great deal about behavioral health issues and Adverse Childhood Experiences (ACEs) before they attended. Ninety-eight percent responded that information in this event related to their work or community efforts. Interestingly, 100% indicated that attendance increased their awareness around these same issues and 83% relayed that most adults in our area don't know about much these issues.

Youth Action Teams (YATs)

- The **Newman Youth Action Team (YAT)** raised money to order key chains to raise awareness against substance abuse. Their message: **be the change #drug free**. Approximately 300 key chains will be distributed.
- The **MC Alternative High School YAT** will hold their bake sale on April 14, to help fund T-shirts to raise awareness against tobacco/nicotine use and marijuana.
- **YAT at MC High School** displayed Alcohol Awareness posters throughout the High Schools reaching approximately: MC High School: Students = 1011 • Staff = 152// Alternative High School: Students = 86 • Staff = 10//8th Grade = 291. Team created a powerful presentation on alcohol awareness. Group is investigating the possibility of presentation running on the school monitors for a week.
- YAT members played Substance Use Awareness BINGO and received small prizes. Students were given “homework” assignments to choose a video from www.drugfreeworld.org; view it, and write a few paragraphs about the video to share with their peers.
- Coordinator researched future school activities utilizing bulletin board space that might engage participation from the general student population. Various substance abuse topics

will be presented in a “game-like” format to encourage responses, followed by small “prizes” in the end of each. Thought is to promote awareness of topics and introduce facts that might impact perception of use. (Future activity with cooperation and help from YAT members).

- Coordinator works with each group’s Chair and Vice-chair to help them develop leadership qualities through their team roles and participation on the Youth Task Force Executive Committee.

Positive Action

- Positive Action curriculum continues at John Adams Middle School. This school-year a total of 262 students might benefit from Youth Task Force efforts to positively impact youth perception of alcohol, tobacco, and marijuana use. Final grant report should reflect an outcome measure greater than 250% higher than original commitment.

PREVENTION THROUGH MENTORING

Mentoring Advisory Board and Mentoring Programs

- IDPH YSAPS FY19 Prevention Through Mentoring Continuation Application was submitted in March.
- Active matches to date – 50, with 4 pair in the final orientation process.
- YMCA partners with the program and provides free passes to Mentoring Program pairs
- Mentoring Program is celebrating their 20th Anniversary during the Youth Task Force Spring Recognition Luncheon, April 18.

SAMHSA Project AWARE

Youth Mental Health First Aid

- Total First Aiders trained to date under the grant: 872
- Youth referred for mental health treatment or services/resources under the grant to date: 2,665

STAFF / OTHER

YTF team is working on a new project to connect with youth about underage drinking risks/losses and drinking and driving. Target audience will be 5th & 6th graders, 7th & 8th graders, and high school students. *Alcohol: True Stories*, Hosted By Matt Damon. Will utilize IDPH campaign: What gets CRUSHED when you drink?

Iowa Youth Survey 2016 question: During the last 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is within a couple of hours? Cerro Gordo County response: 6th grade = 1%; 8th grade = 2% (with 1% of 8th grade respondents reporting this happened on 20 or more days of the month); 11th grade = 11%.

Iowa Youth Survey 2016 question: Have you ever driven a car or other motor vehicle after using any amount of alcohol or other drugs? Cerro Gordo County response: 6th grade = 3%; 8th grade = 1%; 11th grade = 7%. Those who responded that it had happened 3 or more times: 6th grade males = 2%; 8th grade males = 1%; 11th grade males = 3%, but 11th grade females = 4%.

Academic and Marketable Skills Promise Team has been working on a Career Day for 8th grade students; the “Job Coach” experience, and setting up mock interviews. YTF is partnering to provide the iJAG Recognition Luncheon on May 9, at Music Man Square.

Youth Task Force Annual Spring Recognition Luncheon, highlighting Mentoring 20th Anniversary – April 18, Music Man Square