

City Administrator's Monthly Activity Report

Kevin Jacobson, Interim City Administrator

April 2018

(Issued May 11, 2018)



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

City Administrator Comments

Mayor and City Council Members,

The STEM addition to the NIACC Science Building/McAllister Hall is nearly complete. The Elmwood-St. Joseph Cemetery staff is preparing for Memorial Day with decoration sales. A grant for \$31,090 was submitted for the historic rehabilitation of the Melson mausoleum in the cemetery.

City Engineering projects are getting underway with the spring weather. As of the end of April, the City's contractor substantially completed the work at all five railroad crossings within the Quiet Zone. The remaining work consists of Dead End sign installation and backfilling and seeding around sidewalk areas. The City will soon begin the paperwork to establish the Quiet Zone with the Federal Railroad Administration. Traffic signals were removed at 9th Street and North Federal Avenue and work continues as part of the Highway U.S.65/ North Federal Avenue Rehabilitation Project. The Highway 122 Reconstruction & City Utility Replacements Project is progressing with the recent removal of center medians east of the South Monroe Avenue intersection and at the 5th Street SE and South Massachusetts Avenue intersection, and temporary pavement was placed for by-pass traffic. 5th Street between Monroe Avenue and Carolina Avenue was closed in April and westbound traffic was detoured onto 6th Street.

The GIS Department created a road construction map that appears on the home page of the City's website on the left side titled 'Road Closures'. GIS Analyst Danielle DeNeui is updating the map regularly to show the areas in the community that have detours due to road construction or closures. Staff has been asked to make sure information is provided to her to ensure that map is current showing the construction areas.

Yard waste collection resumed the last week of April. The collection of yard waste was delayed due to the large amounts of snow that fell during the month of April.

Recreation participation numbers are up substantially as compared to April of 2017, increasing from over 79,000 to over 106,000 participants in programs. And even with the snow in April, the numbers for MacNider Campground nights stayed through April 2018 is 173 as compared to 107 nights stayed through April 2017. During the month of April, Mason City Public Transit provided 14,548 rides on our Fixed-Route which is an increase of over 1,000 rides from April 2017.

Earth Day was held on April 28 and spring clean-up was also delayed due to the snow but teams continue to work on cleaning their areas of the community. The Volunteer Appreciation Luncheon was held in April recognizing volunteers working with the various departments of the City.

Sincerely,

Kevin Jacobson
Interim City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **April 2018**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 4/1/2018 – 4/31/2018	20,161 Gallons	300 Buses
Enplaned 649 Deplaned 611		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at April 2018 Airport Commission Meeting
- Operations – Clean-up After Major Snow Events
- David Sims attended Iowa Public Airports Association Conference and was elected to Iowa Public Airports Association Board of Directors

Activities planned for next month and other comments:

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

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of April:

- 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 four Special Council Meetings 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 20 Resolutions 2 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 8 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 \$1,350.00 in animal license fees and \$2,705.50 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: April 2018

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: April was a busy month, mostly involving completing the Amended and Restated Development Agreement between the City and the Mason City Foundation. With the Council's action on May 1 to set a public hearing on May 15, this task is complete and will be finished prior to the May 18 deadline set by the IEDA Board. On April 20, the Mayor accompanied me to the monthly IEDA Board meeting, where I provided an update on City efforts to meet the IEDA contingencies. Staff continues to work with the developer on securing financing for the Downtown Hotel project. We are confident that the City will meet the contingencies as of May 18.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on April 15 to consider an application from David Escher for a CoRL loan of \$29,653.73 to renovate the exterior of Birdsall's Ice Cream at 518 North Federal Avenue. This project includes repair of the metal awning on the south side of the building, new sign lettering on the awning, repainting the remainder of the building, replacing the roof membrane, and resurfacing the parking lot. The Committee recommended approval of the request.

Iowa Initiative for Sustainable Communities Projects: On April 9, Planning and Zoning Manager Tricia Sandahl and I conducted a workshop for the Healthy North End Neighborhood Plan at Grace United Methodist Church. The University of Iowa student group working on the plan joined us via teleconference. This meeting resulted in setting priorities for the plan and identifying North End residents who would take over the North End Neighborhood Partnership.

On April 25, I went to Iowa City to judge the work of four University of Iowa student groups from the UI College of Business Marketing Institute. These groups each conducted a study of the North Federal Avenue commercial corridor to develop a marketing campaign for the North End Business District. The work of all four groups was outstanding, but one group's work was declared the winner. All four reports will be made available to the City and passed on the North End group for publishing on social, broadcast, and print media.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is nearly complete. 2) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced; footings have been finished for all three buildings. 3)

The new Mercy Medical Center – North Iowa Behavioral Health Unit has begun construction. 4) The Farm Credit/Farm Services building addition, at the northwest corner of 4th Street SW and South Eisenhower Avenue, has been framed, with interior work underway.

Development Review Committee: 3 meetings held in April: 4/3, 4/10, and 4/24.

DRC Activity	April, 2018	YTD
Total Development Plans Reviewed	4	6
Concept plans reviewed/approved as a Minor Site Plan	1	1
Concept plans to be resubmitted as a Major Site Plan	3	4
Total Concept Plans	4	5
Major Site Plan Reviews Completed	0	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	1	0
Other Reviews (structure moves, etc.)	3	4
TOTAL ITEMS REVIEWED	8	10

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	April, 2018	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	2
Commercial, Accessory Structure	0	0
Residential, Principal Structure	4	7
Residential, Accessory Structure	3	8
Signs	4	15
Floodplain	1	7
Encroachment Permits	0	0
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	0	0
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	1	1
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0

Activity	April, 2018	YTD
Land Subdivision Activities:		
Boundary Line Adjustments	0	0
Lot Splits	1	1
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	1	2
Unfounded	0	0
Founded-Resolved without citation	1	1
Citations	0	0
Open Cases (as of date of report)	4	N/A
Cases initiated by staff	1	1
Zoning Inspections		
Zoning – Case Request	1	2
Zoning – Violations	0	1
Zoning –Setback	3	4
Zoning - Final	0	1
Permit Reviews		
Zoning Reviews Completed	24	78
Floodplain Reviews Completed	33	86

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	April, 2018		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	16	\$ 2,239,840.76	52	\$16,284,593.48
Minor Building Permits	17	\$ 183,405.00	32	\$ 282,319.25
Electrical Permits	15		60	
Plumbing Permits	4		20	
Mechanical Permits	12		50	
Sign Permits	4	\$ 19,110.00	14	\$ 75,730.30
Demolition Permits	2	\$ 4,500.00	6	\$ 7,600.00
Structure Moving Permits	0	0	1	\$ 500.00
Inspections	April, 2018		YTD	
Number of inspections	73		411	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	2	26	2	59
Multi-residential	0	0	1	0
Commercial	0	4	0	20
Industrial	0	1	1	1

BUILDING INSPECTIONS PERMIT REPORT				
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	6	0	21
Fees Collected	April, 2018		YTD	
	\$ 19,638.94		\$ 72,264.41	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	April, 2018	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	125	490
Staff Initiated	68	336
Non-Staff Initiated (total):	57	154
Response to Complaint	22	60
Anonymous Complaint	9	41
SeeClickFix	26	53
Case Request Disposition		
Founded Case Requests	125	490
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	1	9
Abandoned Vehicle	3	4
Tree/Shrub Maintenance	2	6
Garbage	27	81
Inoperable Vehicle	6	23
Junk, Rubbish or Refuse	66	166
Other	13	176
Writ of Removal	5	17
Information Request	0	6
Snow Removal/Weeds & Tall Grass	112	499

Rental Inspections Summary:

Rental Inspection Report	April, 2018	YTD
Initial Inspections	70	145
Reinspections	80	171
5 yr. Inspections	100	454
Complaint Inspections	10	49
Unregistered Unit Complaint	0	0

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	April, 2018	YTD
Inspections cancelled by Landlord	8	85
Inspection cancelled by Inspector	0	0
Failed inspections	24	104
Passed Inspections	81	281
No Shows	31	125
Total # of Inspections	151	617
Rental Dwelling Certificates Issued	9	150
Units White Tagged	0	8

TRANSIT AND SAFETY

Transit

During the month of April, Mason City Public Transit provided 14,548 rides on our Fixed-Route; that is an increase of over 1,000 rides from April 2017.

Mason City Public Transit also met with representatives from Mercy-North Iowa on ways to streamline the transportation process in Mason City and North-Central Iowa.

Safety

During the month of April, the Safety Department brought in TK Group to conduct Hearing Testing and Hearing Conservation Training for employees that work in loud environments. The Safety Department also participated in a training exercise on Accident Investigation/ Work Comp 101 with Argent, the City's Loss Control Team.

As always, the Safety Department has been busy training new employees for various departments within the City.

ANIMAL CONTROL

APRIL	2018	YTD
ANIMAL CALLS FOR SERVICE		
HOURS		YTD
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			<u>0</u>	<u>0</u>
2300	2359	=		2
0	700	=		6
3rd shift sub total			<u>0</u>	<u>8</u>
TOTAL for Month			<u><u>0</u></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><u>0</u></u>	11
Animal Bites		<u>5</u>		20
Wild animal calls				7
Pickup slips animal count				145
Dead animals		3		
Animal Complaints		51		
Stray animals		34		

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>
April	5	50%	5	50%	10
Year to Date	54	50	55	50%	109

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
April	5	0	5
Year to Date	42	6	48

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

Administration – A Historic Resource Development Program grant for \$31,090.00 was submitted for the historic rehabilitation of the Melson mausoleum. Order forms for flowers were sent to 600 family members for Memorial Day decoration sales.

Operations – Snow and rain hindered the spring cleaning of the grounds and delayed the installation of foundations for markers.

Board of Trustees – Officers were appointed as follows: Mike Walker – Chair, Carlene Davis – Vice Chair and Jenny Thada-Secretary. Quarterly statistics were reviewed.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	8
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	0
• Water – Commercial	1
• Water – Residential	10
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	3
▪ New Sidewalk/Approach	1
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	6
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	333
• Emergency Call-outs	8
• Emergency Call-out after hours	3
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	8
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	3
▪ Moving	0
• Permit Fees collected	\$125.00
• Sanitary Sewer records drawn and scanned (GIS)	1
• Field Book updates (GIS)	2

12th Street NW Bridge Over Willow Creek Replacement Project:

Two bids were received for the April 17th project letting; Henkel Construction is the apparent low bidder. Bids will be considered by the City Council on May 15th for award of contract. 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:

As of the end of April, Mid-Continent Contracting (City's contractor) substantially completed the work at all five railroad crossings within the Quiet Zone. The remaining work consists of Dead End sign installation at the 9th Street NW and 4th Street SW crossings and backfilling and seeding around the disturbed sidewalk areas.

Following completion of the field work, the City will begin the administrative paperwork to establish the Quiet Zone with the Federal Railroad Administration.

Highway 122 Reconstruction & City Utility Replacements Project:

Engineering Staff attended weekly progress meeting with the Iowa Department of Transportation, Wicks Construction and their subcontractors. The center medians east of the South Monroe Avenue intersection and at the 5th Street SE and South Massachusetts Avenue intersection were removed, and temporary pavement was placed for by-pass traffic. 5th Street between Monroe Avenue and Carolina Avenue was closed on April 27th and westbound traffic was detoured onto 6th Street.

The storm sewer outfall between Federal Avenue and Pennsylvania Avenue to Willow Creek was installed. Crews with Reilly Construction continued hammering and removing rock in this area for additional storm sewer pipe installation. The removal of the concrete street and sidewalks began and continue to be removed west of Federal Avenue, these removals are expected to continue for the next several weeks. The old concrete street and sidewalks are being stored on-site and the concrete will be crushed and reused as subbase material for the new pavement.

Alliant Energy continued to install their new underground electrical system. CenturyLink and their subcontractor continued with the relocation of underground utilities in preparation for upcoming storm sewer installation. City Engineering Staff located city utilities and provided records as the work zones shift throughout the project area.

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

The traffic signals at the intersection of 9th Street and North Federal Avenue were removed on April 23rd. McKiness Excavating began installing new storm sewer manholes on the west side of Federal Avenue. Following the storm sewer manhole installation, the paving crews will begin street panel and curb replacements at multiple locations along the corridor.

Downtown Traffic Signal Replacement Project:

City Engineering Staff continued working with Engineers from WHKS on final plan assembly. A Public Hearing on the project was set at the May 1st Meeting of the City Council.

27th Street SW Street Paving and Utilities RISE Project:

The plans for this project went out for bid following approval at the April 17th meeting of the City Council. The letting date for this project is May 17th.

City Engineering Staff and the Grant Administrator continued working with neighboring owners for the acquisition of property needed to complete the project. City Engineering Staff continued working with the project consultant, SEH, on the assembly 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:

Mid-Continent Contracting completed the surface restoration at the disturbed areas. Grass seeding is still needed at these locations.

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) continued working with the Canadian Pacific Railroad on permits and final coordination details for the construction of the railroad crossing on South Taft Avenue.

Monroe Avenue Pedestrian Trail:

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

2018 Street Panel & Curb Replacement Program:

Engineering Staff completed final plans and the project went out for bid following approval of the plans and specifications at the April 3rd Meeting of the City Council. The project letting date is April 24th.

2018 Sidewalk Program:

This project was let on April 10th with the City receiving four bids. Mid-Continent Contracting was the apparent low bidder. Contracts and bonds were approved at the May 1st Meeting of the City Council.

2018 Pavement Marking Program:

This project was let on April 10th with the City receiving two bids. Quality Striping Inc. was the apparent low bidder. Contracts and bonds were approved at the May 1st Meeting of the City Council.

Other Tasks Performed through the Engineering Department:

- City Engineering Staff worked with Angie Determan with Health – Mason City to revise maps showing the 2018 community garden map plot layout. Staff also worked on acquiring approvals and preparing construction plans for a water improvements project at the Willow Creek Gardens site.

- City Engineering Staff worked with ATC Group Services to coordinate work needed to remove additional contaminated soil at the intersection of 12th Street SE and South Hampshire Avenue. This site was classified as a Leaking Underground Storage Tank (LUST) site due to the petroleum impacted soils. Last year, the known contaminated soils were removed and replaced with clean fill. Sampling from the monitoring wells indicated that additional soil removal is needed to clean up the site.
- Engineering Staff continued working with engineering students and staff from the University of Iowa as part of the Iowa Initiative for Sustainable Communities partnership program. The engineering project incorporated into this program is the Complete Street Corridor Redesign of Pennsylvania Avenue from Willow Creek to 4th Street NE. The teams final project presentation is scheduled for May 7th.

Traffic Division:

○ Traffic Control	
• Sign work orders	10
• Traffic Sign Orders	0
• Streetlights	
▪ New Installation	0
▪ Repair Request	7
▪ Fixture Replacements	0
• Traffic Signals	
▪ Respond to signal issue reports	20
▪ Perform traffic signal repairs	17
• Iowa One-Call locate reviews	366
• Locate City-owned electrical utilities	13
• Emergency Call-outs	2
• Tornado Siren repairs	0

Other Tasks Performed by the Traffic Division:

- Assembled bases, posts and dead-end marker signs before delivering to the Quiet Zone job site for contractor to install. Moved message trailers to each worksite.
- Worked with the traffic signal contractor on the removal of the system at 9th Street and North Federal Avenue. Reviewed what needed to be done with the signals for the storm sewer manhole replacement at 12th Street and North Federal Avenue.
- Met with the traffic signal contractor to discuss temporary signals for the Hwy 122 project. Also reviewed temporary traffic control plans, reprogramed the controller at 5th Street and South Monroe Avenue to accommodate new traffic patterns. Reprogramed cameras due to lane shift. Cut down and covered signals wires for median removal for cross over traffic.
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Respond to power outage at 5th Street/6th Street and South Monroe Avenue. Powered up signals with standby generator until normal power was restored.
- Began working on an intersection by intersection list of traffic signal maintenance items.
- Picked up various signs that were blown down during a recent storm and issue sign repair work orders for re-installation.

- Checked on a report of a downed street light on Briarstone Drive. Then coordinated with Alliant Energy for repair.
- Was called out during a recent storm to assist with major power outage on the east side of town. Called for help to setup portable stop signs. Removed knocked down street light on the north end of loop. Help setup up barricades around East Park due to flooding.

Water Supply Division:

○ Water Production

	<u>February</u>	<u>FY 2018</u>
• Total (gal)	105,944,000	1,250,526,000
• Daily Average (gal)	3,531,000	4,113,572
• Daily Maximum (gal)	4,068,000	6,342,000 *
• Daily Minimum (gal)	2,932,000	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 #2 Train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 EDR Train
- Clean air release valves in blow down line
- Clean conductivity probes
- Rebuild 4-way valve on #3 EDR Train

○ Customer Service

• Iowa One-Call locates	324
• Prepare and send service repair letters	7
• 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	4
• Hydrant flow testing	0
• Water Main shut down for repairs	0
• Water shut offs for non-payment	7
• Water shut for other	1
• Water service re-connects	1
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	5
• Water Service Permit/Inspection	
▪ Repair/Replace	3

- New Installation 0
- Disconnections 0

○ Meter Department

	<u>April</u>	<u>FY 2018</u>
• Meters Installed	133	786
▪ Industrial	0	0
▪ Commercial	2	23
▪ Residential	131	763
• Meters Repaired	0	12
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	117,720
• Meters Ordered	19	896

<u>Meters Installed April 2018</u>			<u>Meters Ordered April 2018</u>		
5/8"	131		5/8"	0	
3/4"	0		3/4"	12	
1"	2		1"	6	
1 1/2"	0		1 1/2"	0	
2"	0		2"	1	
3"	0		3"	0	
4"	0		4"	0	
Total	133		Total	19	
<u>Meter Inventory May 1, 2018</u>					
			5/8"	0	
5/8"	41		3/4"	0	
3/4"	13		1"	0	
1"	10		1 1/2"	0	
1 1/2"	4		2"	0	
2"	2		3"	0	
			4"	0	
Total	70		Total	0	

Other Tasks Performed through the Water Supply Division:

- Repaired black flow device on plant
- Changed light on Kentucky tower
- Sent new computers in for programing for the SCADA upgrade
- Repair light switches on main plant floor
- Replace lights in filter room
- Replace filters in air handlers on roof

- Pull # 3 booster pump at Federal Booster Station for seal replacement and inspection
- Working with vendor on SCADA software update
- Pull # 3 booster pump at Federal Booster Station for seal replacement and inspection
- Continued working on communication issues in plant and radio systems.
- 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 April:

Finance

Duties	April	Fiscal Year-to-Date
Prepare payable checks	533	13,145
Prepare receivable invoices	82	7,331
Prepare payroll checks	634	16,008
Certify invoices to County	37	452
Send letters to State Offset Collections	16	660
Record State Offset collections	\$ -	\$ 61,508.59
Sort Mail	7,100	108,625
Record ambulance receivables	192	3,884
Process utility payments	1,493	32,745

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

Utility Collections

Duties	April	Fiscal Year-to-Date
Record ACH activities	20	856
Prepare Utility adjustments	75	1,445
Estimate billings		-
Issue utility bills	10,457	242,284
Answer phone calls	1,020	18,563
Respond to voicemail	327	5,484
Complete utility service orders	200	5,113
Complete landlord tasks	75	1,110
Issue shutoff notices	438	10,298
Process customer paid utility bills	5,986	139,159
Process customer deposits	524	10,149
Replace meters	136	2,021
Complete monthly sales tax report/hours	4.00	70.50

Information Systems Coordinator

- Restart Antivirus server to fix connection issues
- Fix scanner file at Water Reclamation
- Perform monthly backup duties
- Double check with Water Reclamation about data move to new server over weekend
- Make preparations for final data move for Water Reclamation
- Move the Department and GIS information to new server for Water Reclamation
- Close out account for Health Mason City User
- Get with Angela D about changing references
- Change all Blue Zones references to Healthy Mason City
- Remove user from Housing OU
- Switch Quickbooks on Housing computers
- Upgrade browser for Steven S.
- Fix Water Customer Service Database
- Get with Danielle about GIS and Database issues at Water Treatment
- Help Jeannett with conference call webinar
- Install new backup tape SCSI card in Water Reclamation server
- Look for blocked emails for Mark R.
- Order backup hard drive for Water Reclamation server
- Reboot spam filter
- Replace hard drive in old Water Reclamation server
- Try automated report upload for PD
- Try to figure out why Iowa League mass emails are being blocked
- Install scanner drivers for Task Force
- Set up new user for Museum

- HVAC Meeting
- Get Daily Incident system working on PD server
- Get with task force about scanner issue
- Get with Danielle about water billing database issues again
- Meeting about commission
- Continue working on police reports upload issue
- Install Car 11 in new car
- Create shortcuts for new museum user
- Add new museum worker to shared museum folders
- Create Novatime shortcut on desktop for Brian P at Highland
- Adjust spam filter settings again
- Get with Tammy O about Car 10 mapping issues
- Install video software for Dylan S.
- Test new PD auto upload again
- Finish configuration of backup software for Water Reclamation
- Install software for Jess G.
- Reset password for FD user
- Install hard drive for backup system at Water Reclamation
- Call Tammy O about trans in Car 11
- Help Barb W with shortcuts after server data move
- Run fixes for Housing on Quickbooks over weekend
- Finish Water Rec data move over weekend
- Look at Terry B's monitor
- Help Barb W with her archive emails
- Copy sent items from Moriah W's account to MCVC account
- Order server for Water Treatment
- Check Ron V's computer for Inventory and Training databases
- Check on police reports again
- Take new keyboard to PD
- Fix calendar for museum office manager
- Look for emails for Angela D.
- Set up scan folders for all users at FD
- Find emails for Jeff W at PD and add domain to the allowed list
- Fix calendar issues for Rachael S at Museum
- Install chrome on museum computer
- Set up new City Admin account
- Install new printer at museum
- Install new computer at museum
- Help Sybil with template for auto respond emails
- Double check user setup for new officer at PD
- Look for emails for Jennifer B.
- Fix OS for user at Museum
- Check backup hard drive at Water Reclamation
- Copy email folders from Tim T's account to Matt L's account
- Find email for Beth E.
- Look for security videos for Museum

- Update browsers for DeAnn S at Museum
- Get CD from Pam to burn video for museum
- Update firmware on spam filter to see if it fixes issues
- Look for emails for Alice C at YTF
- Look at issues with workroom computers at PD
- Fix scan issues for users at FD
- Look for emails for Lindsay T at museum
- Get with RSM about radio issues at Airport
- Download and install new version of antivirus for Windows 10
- Look for Emails for Jennifer B again
- Check scanning folder permissions for user at PD
- Check on status of radio issues with Airport
- Check for missing emails for Doug J at FD
- Look at scanning issue with Inventory system at FD
- Get information off of Surface pro and update for FD
- Check cannon scans again for user at PD
- Check permissions for logging in to mobiles for new user at PD
- Get a new keyboard to FD
- Look at ARK 7 issue for Hannah
- Get with Airport about using Web mail, or mobile mail, until radios are fixed
- Get with RSM about replacement radios for airport
- Help Penny B with webmail connection
- Restore file for Tricia S.
- GIS Meeting
- Remove user from PD OU
- Coordinate with RSM about radio replacement for Airport
- Call FireHouse about renewing maintenance agreement for FD
- Get with Danielle about GIS on tablets for FD
- Restore another file for Tricia S.
- Restore email files for Jim S.

GIS Department

Cemetery

Development Services

- Look up GPS coordinates for staff
- Complete scripting to automate monthly parcel data export to CSV file
- Troubleshoot ArcReader error, create new shortcut
- Troubleshoot imagery not displaying
- Assist user with adding in software extension
- Provide instructions to add in toolbar and its uses

Engineering/Water Treatment/Customer Service

- Download and update GPS points to ArcMap shapefile x4
- Assist staff with adding a new shapefile layer and editing attributes

- Download GPS points and add to GIS shapefile
- Troubleshoot problems with water database not working
- Look into user permissions on folders of water database
- Update ArcReader software and download new map to laptop
- Update project and create ArcPad map for Trimble handheld
- Troubleshoot access databases editing issues
- Fix shortcut on staff computer and edit permissions
- Research water service access database tables, queries, and forms
- Meet with vendor to review water service database and GIS with department heads
- Call with second software vendor to discuss merging GIS with access database

Fire

- Discuss updating laptops/tablets with ArcReader 10.5
- Discuss updating the Fire map & creating shortcuts on each Fire Dept laptop for use in the trucks
- Update ArcReader map
- Assist staff in finding missing toolbar
- Update ArcReader on desktop computers
- Update Fire ArcReader map, create 2 others with layout for 11x17 page size
- Follow up on email about Fire Pre-plan mapping

Finance

- Work on projected long-term budget
- Discuss IT needs for linking into web-based software program for water utilities project
- Research water billing for incorporation into GIS & Water database merge
- Research possible solutions with IT to making GIS data live to staff laptops
- Discuss Fire dept tablet hardware and capabilities with IT

Operations / Utilities/ Water Reclamation / Parks

- Extract specified data, create new layer, add to project
- Troubleshoot Access database running slow and not working properly, move to S: drive

Police

General

- Update ArcReader software on staff computers
- Update City website maps
- Research potential solutions to water service utilities database integration with GIS
- Search for data to assist County GIS staff with 2020 Census, send shapefile
- Evaluate new parcel point shapefile available from the county
- Meetings with software rep, city and county GIS users and staff
- Create 3 maps with scale bar for Recreation staff
- Update road closure map x 3
- Edit census data lines, update roads
- Complete 2020 Census data update and upload files

- Attend IA Geographic Information Council quarterly meeting via Skype
- Conference call with vendor and several City staff for needs & data evaluation of GIS & MS Access

May initiatives

Finance Department

- Work on April 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 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

- 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

		APRIL 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	33	185
	EMS	337	1345
Non-Emergency Calls			
	Fire	1	3
	EMS	81	360
Total Calls for Service (Fire & EMS)			
		452	1893
Personnel Training Hours			
	On-Site	1274.51	3,031.68
	Off-Site	96	320
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	154	512
	Existing Building Inspections	4	29
	Plan Review	19	46
	Fire Investigations	2	6
	Liquor/State License Inspections	18	39
Community Involvement			
	Public Tours of the Fire Station (Number)	3	5
	Public Fire Safety Appearances/Trainings (Number)	5	5
	EMS/Fire Students - Ride-Along	7	27
	Preceptor Training Hours	93	489.75
Overtime Hours			
	Fire	40.5	153.5
	EMS	323.25	1,337.75

Overtime Analysis

Our April overtime report shows that Transfers make up most of the reported hours, with 234.75 hours recorded for transfers only. The rest of these hours are due to maintaining and staffing. We had a funeral, a couple of firefighters on sick leave, our offshift was

called in for two fires this month and we are also continuing to cover for two firefighters that are currently attending paramedic classes; paramedic classes will end in August.

Significant Fire Events

Building Fire at 11 ½ S Federal

Building Fire at 115 2nd St SE

MCFD Fire Explorers

On April 7th the MCFD Fire Explorers hosted their Annual Pancake Fundraiser at the fire station. The MCFD Explorers would like to thank everyone for their help and support. A special thanks goes out to the Clear Lake Fire Department for the use of their grill and to our firefighters for helping to make sure this event was a success. We had a great turnout and it was nice to see our community supporting this program and this great group of kids!



MCFD HAPPENINGS

Thank you to Comp Systems for delivering this awesome pallet. What a great message from a great group of people! The pallet is displayed in the entry way at the fire station.



Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	4	1	5
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	16	27
Engineering	17		17
Finance	8		8
Fire	43		43
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	60		60
Parks	5		5
Police	51	2	53
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	238	26	264

Staffing

Activity

Hiring Activity:

- Fire Chief (1 opening): Began recruitment process in April.
- City Administrator (Admin): Interview conducted, Appointment approved by Council, will start 6/29/18.
- Data Processing Clerk (Finance): Job posted, Civil Service tested conducted and external hiring list approved, interviews conducted, offer accepted by external candidate, approved by Council.
- Office Manager (Museum): External hire started work
- Water Distribution Worker (Parks): Job bid filled internally and approved by Council.

	- Maintenance Worker (Parks): Job posted internally.
	- Foreman Civil Service List (O&M): Promotional foreman Civil Service list created.
	- Airport Secretary: Job posted internally & externally, recruitment conducted.
	- Transit Driver - Dev Services: Recruitment underway.
	- Fire Lieutenant (Fire): Promotional Civil Service list created. Interviews planned for May
	- Fire Captain (Fire): Promotional Civil Service list created, interviews to be conducted in May.
	- Police Officer-2 openings (Police): Existing candidates under review.
Positions Filled:	- Hired Museum Officer Mgr & 4 seasonal hires during the month.
Turnover:	- 3 Resignations: Police Officer, Fire Lt, Airport Secretary
Seasonal Hiring:	- Making seasonal job offers & conducting interviews as needed.
Employee Orientations/exit interviews:	- Orientations for 1 full-time & multiple seasonal staff
Civil Service Commission:	- 3 meetings 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.

Benefits

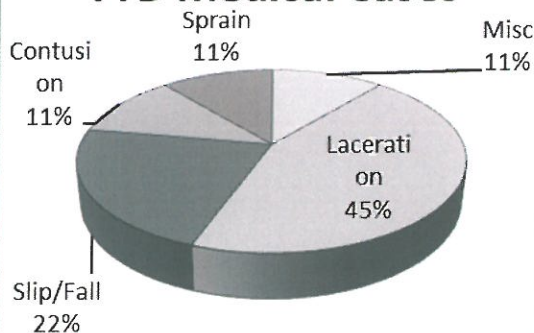
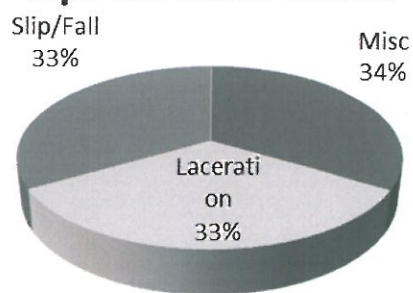
Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
VOYA - Deferred Compensation	- Participated in annual Insurance Renewal meeting 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	- Worked on open record request.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Workforce Development:	- HR Asst participated in Iowa Workforce meeting & school mock interviews. HR Dir coordinated our participation in NIACC Career Expo
Training:	- HR Asst. attended Employment Conference. HR Dir attended planning meeting for NIACC Training Partnership
United Way:	- Participated on United Way Community Impact Team Panel
Professional/Community Support:	- Attended National NEPLRA Conference & local HR Assoc. meeting

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	3	9	8
# of OSHA Injuries	3	9	7
# of Days Missed	0	53	6
# of Employees Off	0		

YTD Medical Cases**Apr Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: March 2018

Routine Activities:

In the month of April 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 administration attended a variety of community events, as well as conducted the monthly board meeting.

The month of April was an extremely unusually snowy month for the Museum. It required an extra ordinary effort on the part of Museum staff to keep the Museum opening during these days. This caused a great deal of overtime and diverted staff from other projects. In addition, the bad weather forced the Museum to cancel several classes and reschedule another. The Museum offers credits on future Museum classes if cancelled due to weather, however, the amount of cancelled classes this month was extreme, totaling 3 when normally the Museum had perhaps one a year in the past. For attendees that feel they would rather have a refund the Museum grants this as well. Despite the weather the Museum had rentals nearly every weekend and stayed open on days of extreme weather to facilitate this. The Museum hosted a large wedding the date of the 17.5 inch snowfall and the Street Department graciously cleaned the Library municipal lot in advance of the guests.

On April 5th the Museum hosted its bi-annual puppet show. This is paid for by a grant by the Bertha Stebens Fund, with bussing subsidies provided by 3M Corperation. This year the troupe showed off Willy the Wooley to full rooms of school children at both daytime showings. Each show was filled with eager art enthusiasts. Likewise, the evening family show was completely filled.

New staff member Rachael Sprecker started on June 9th. She fills the vacancy left by Jerry Taylor after his retirement as Office Manager for the Museum. Rachael comes to the Museum from the Des Moines area where she recently held a similar job for Living History Farms in Urbandale.

The Museum worked diligently on the 2018 MacNider Arts Festival. Dilemmas such as finding a suitable audio business to work with the sound system, contracting bands to play, ordering food supplies and equipment, and reserving items such as the Muse-Norris stage and bouncy house. Craft activities were also planned to go with the dinosaur theme which is "Jurassic Art." The

development staff and the Museum director also spent many hours raising the necessary contributions to fund the Festival, which is not supported with tax dollars.

Once again the Museum was host to the city's annual volunteer luncheon. In addition the Museum hosts a small ice cream social with ice cream donated from Culvers for their specific volunteers in the evening that may not be able to attend a daytime event.

The Museum had a lever stick on the urinal in the men's bathroom in the Kinney Lindstrom gallery causing the gallery to flood in the rear portion of the gallery. While there was an emergency drain, the volume of water overwhelmed the drain. No artwork was damaged. The top portion of the unit was replaced entirely as an extra precaution.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (21), Kids Club (2 Adult, 20 kids), Art Bugs (12 Adults, 10 kids), Handbuilding (2 Adults, 18 kids); A.M. Handbuilding (35 Adults); P.M. Throwing (15 Adults), Drawing Without Boundaries (1 Adult 6 kids), Earth Day Art (1 adults, 5 Kids), Painting With Scissors (2 kids), Stained Glass (10 adults).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (64), Salvation Army Outreach (19), Manly Outreach (9), Docent Training (1 Adult)

Specialty Programming: Board Meetings (13 Adults); 14 volunteers, Ice Cream Social (29 adults); Puppet Shows: (93 adults, 229 kids); Off the Clock: (92 adults, 2 kids)

Outreach / Specialty Tours:

Here I will list the names of schools and adult groups touring. I will also list any outreach that we have going on, such as partnerships we have in the community.

Groups touring: Algona High School (3 adults, 33 kids); New Hampton 7th & 8th (4 adults, 24 kids)

Outreach locations: Prairie Ridge Outreach (64), Salvation Army Outreach (19), Manly Outreach (9)

Membership:

311 members

Attendance:

Gallery / Open Studio / Shop: 459

Programs: Volunteer Social: 29; Puppet Shows: 93 adults, 229 kids; Off the Clock: 92 adults, 2 kids

Outreach: 107 adults

Tours: 7 adults, 57 kids

Rentals: Birthdays (26 adults, 15 kids), NIACC (49 Adults); City Volunteer Lunch (49 adults); Wedding (44 adults, 14 kids), Shower (77 adults, 9 kids); Prom Pix: 82

Classroom: (98 adults, 61 kids)

Playground: (29 adults, 41 kids)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Road Box Repair	(2 Road Box Repair)
Sewer Manhole Repair	(1 Sewer manhole repair)
Sewer Service Repair	(1 Sewer Service Repair)
Snow Plowing	(7 Snow Plowing)
Tree Crew	(1 Tree Crew)
Valve Turning	(1 Valve Turning)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(2 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

Internal Service Division:

Mechanical

Service and repair 8 fire trucks and ambulances
Service and repair park vehicle
Service and repair 5 police cars
Repair and service 5 Sanitation trucks, brakes, etc.
Repair and service 18 Street Department vehicles
Service and repair 1 Water Reclamation vehicle
Service and repair 3 Water Utilities vehicle
Service and repair 1 Water Supply vehicle
Service and repair Recreation Department vehicle

Electrical

Repair street lights at 200 block N. Pennsylvania
Repair parking lot lighting at 6th and S. Federal
Repair traffic signal at 6th and S. Monroe
Repair street lights at 800 block of S. Federal
Repair open wires in the Street Department shop to meet safety requirements
Remove unused wiring in the Street Department shop

Lube emergency generator louver motor, fuse and new meter at Water Reclamation
 Repair street lights at N. Illinois Bridge
 Repair garage door at Street Department
 Repair outlets at Street Department shop
 Repair street lights at Hwy. 122 and Taft Avenue
 Repair traffic signal at 19th and S. Federal
 Replace ballasts and repair light at the Water Supply Plant
 Repair traffic signal at 19th and S. Eisenhower
 Replace lights at the Engineering garage
 Repair street lights at College Drive
 Rebuild street light heads for use on streets
 Repair parking lot lights at 1st and N. Washington

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month: **April 2018**

Division: Wastewater

- Wastewater treatment:

Monthly Total:	312.943	million gallons
Daily Average:	10.431	million gallons per day
Daily Maximum:	18.598	million gallons per day
Sludge processed	1.89	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
 Lines cleaned,
- Ft. 1,000
- Televised 1,000
- Sewer calls 2
- TV lines for engineering

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Laboratory conducting DMR QA testing
- Performed laboratory analysis on plant samples
- Running E.Coli testing 5 x/month for DNR reporting

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

Special Activities/Accomplishments of particular note:

Treatment Plant Activities:

- Installed new cleaning system for final clarifier weirs
- All operators attended a CEU class at NIACC
- Changed oil in large lagoon mixing pumps
- Cleaned maintenance garage heating system and did repairs to it
- Checked all oil in pumps
- Monthly inspections
- Checked impellers on lift pumps in PS #1
- Cleaned final weirs
- Had an emergency repair to 15th street lift station computer system
- Repaired water valve in aeration
- Changed oil in large electric blower
- Plowed snow

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	394.91 tons	1,453.00 tons
Recycling collected	130,260 pounds	498,820 pounds
Yard waste collected	36.18 tons	36.18 tons
Large item number of stops	39	118
Materials collected:		
Large furniture	29	1008
Small furniture	36	74
Tubs & toilets	0	2
Appliances & TVs	8	28
Electronics	0	1
Request for service calls	374	949

Street Division:

Clean and maintain shops and equipment as necessary
 Fill potholes with cold patch and hot patch
 Ice control and plow snow
 Repair barricades and work zone signs
 Clean up accident debris, various locations
 Trim trails for snow removal
 Clean debris off storm intakes
 Repair signs as requested by Engineers office

Trim trees 15 calls, remove trees, 10
Replace storm intakes that were moved by snow plows
Pick up dead deer
Place stop signs for power outage at traffic signals on east side of city
Sweep streets as needed
Barricade maintenance for work zones as needed
Plow snow and haul from downtown for 3 storms
Remove statues for statues on parade

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
Plow snow, salt and sand trails, bridges and downtown sidewalks
Clean around the Veteran's Monument
Trim trees in parks, trails and buyout lots as needed
Start opening shelters third week in April
Set up soccer fields at Hoover School
Set up Muse Norris Youth Complex for softball tourney on the 29th
Start pool maintenance, plumbing repairs in heater room
Repair toilets in shelter #4, dig up deer pen water valve and turn on

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: April – 2,480

	Call Type	# CFS
1	Extra Patrol Request	519
2	Traffic Stop	416
3	Suspicion	134
4	Medical Call	112
5	Disorderly	112
6	Welfare Check	94
7	Business Checks	91
8	Collision	90
9	Theft	67
10	Parking	55

Parking Tickets	260
Traffic Citations	193
Written Warnings	239
Motor Vehicle Crash Reports	70

MCPD personnel are improving their use and efficiency with our new CAD and RMS software from Zuercher. We are continuing to iron out bugs and business practices, and are starting to use the reporting functions internally.

This month, 3rd Detail officers worked closely with employees from Verizon after the business was broken into overnight. The prompt response and quick thinking by officers and staff resulted in the suspects being located in Southern Minnesota, where they were taken into custody. This incident was a great team effort and shows what we can accomplish when we work with our community to solve problems.

Mason City Police Officers provided violent intruder training, called A.L.I.C.E., with Mason City Community School District employees on April 6. This has been a great partnership and we look forward to continuing to work together into the future.

On April 18, Officer Jake Ouverson graduated from the Iowa Law Enforcement Academy. He has begun his field training program. We hope to have him ready for solo patrol at the end of the summer.

On April 20, we participated in a multi-agency traffic project aimed at drivers who were using marijuana called “Driving High – Kiss Your License Goodbye.” The Iowa State Patrol led the project and we participated along with the Cerro Gordo County Sheriff’s Office and the Clear Lake Police Department.

Criminal Investigations

Twelve new cases were assigned to CID for follow-up in April. CID assisted with follow-up from the Verizon burglary and served as the liaison with law enforcement agencies in Minnesota.

Personnel this month were assigned to background investigations on police applicants; assisted with iJag mock job interviews; provided robbery training to a local financial institution; provided training on human trafficking; and completed one child protection center interview. Two grant applications were also submitted.

Administration

We continue to work through some of the challenges that have been presented to us with our new Zuercher software. Additional training was provided to all officers in April and that seemed to resolve many of the ongoing issues. The second half of the in-service training day in April was spent on active shooter response.

We continue to work on our Justice and Mental Health Collaboration Program planning guide, which is due by the end of the federal fiscal year on September 29. We have had good cooperation and interest from our local mental health providers. We are looking forward to finishing this project.

MCPD command staff met with the planning team from the Pyrotechnics Guild International to learn more about their visit to Mason City in August. We will be working with several other local public safety agencies in planning for this event.

MCPD Social Media	Mar 2018	Apr 2018	Difference
Facebook	5,050	5,232	+182
Twitter	1,639	1,657	+18

Public Library

Reported by Mary Markwalter, Library Director

Total Circulation in all formats: 11228

The library hosted 11 programs in April 2018 with 241 people in attendance.

Total public services offered at the library in April 2018 were approximately 45000.

Total Internet Users in April: 1140

Total Meeting Rooms Used in April: 172

Total Photocopies made by the public in April: 2201

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	211
Tuesday	2,240
Wednesday	274
Thursday	2,294
Friday	172
Saturday	2,828
Sunday	82

Total People Served in 2018 through April: 106,250

Total People Served in 2017 through April: 79,286

Nights stayed at MacNider Campgrounds in 2018 through April: 173

Nights stayed at MacNider Campgrounds in 2017 through April: 107

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2018</u>	<u>2017</u>
Family	27	33
Class A	163	191
Class B	28	32
Youth	8	17
Punch Cards	19	35

- 588 rounds played at Highland
- Blew and rake sticks and leaves in clubhouse area
- Blew and rake all greens and tees before opening
- Picked up large limbs on course
- Trimmed three trees that had snow and wind damage
- Put out all accessories, cups, flags, cups, ball washers
- Cut cups 3 times
- Cut practice cups once
- Raked leaves, push edges up and rake traps
- Mowed tees
- Mowed fairways
- Brushed greens to remove excess top dressing
- Mowed greens 4 times

Recreation Special Activities/Accomplishments:

- Continued preparation for a city wide track meet.
- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Spring and Summer Staffing process began
- Began pool preparation
- Opened MacNider Campground
- Replaced 8 fire pits at the campgrounds
- Worked with the IJAG classroom
- Assisted with Mason City Earth Day celebration
- Assisted in City Wide Hearing Test
- Launched a life guard hiring campaign
- Assisted Pokeman Go National Park Monthly Park Play
- Assisted the Mason City High School in career development
- Assisted in Bandfest planning
- Participated in the North Iowa Tourism Summit
- Research different possibilities in our Ball Diamond maintenance programs
- Switched out chlorination method at the Family Aquatic Center
- Assisted in Career Day at John Adams Junior High School
- Research management techniques on golf course management
- Meet with Council Member Symonds on Park and Recreation ideas and possibilities for our programs and parks
- Research and planned for an irrigation system for Ray Rorick Soccer Complex
- Assisted with the NIACC Community Wellness Board
- Gave a KCMR interview
- Continued planning and partnering with 2018 River City Steak Challenge – July 8, 2018
- Started the installing Wi-Fi for pool concessions and front desk area for point of sales

Highland Park Golf Course Special Activities/Accomplishment:

- Booked 1 outing for the summer with 5 leads we are still pursuing
- Built 8 new path sign cross bucks
- Fully cleaned restrooms before season
- Cleaned fryer grill and floor of kitchen
- Treated cupboard doors in kitchen area
- Moved snow numerous times around shop, lot and clubhouse
- Built oak shelves for display of alcohol being sold in clubhouse
- Fixed three slow leak tires
- Cleaned and organize shop

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Summer Sports
- Run Archery Program
- Run Adult Softball
- Host a First Aid, CPR, Life Guarding Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- 2 Newman High School meets
- Highland Park Early Bird Tournament – May 20
- Hosting a Super Stag Men's Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Hire part time help
- Fertilize greens
- Calibrate sprayers and spray plant protectants
- Build new signage

Volunteer Program

Reported by Drew Versteegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Recruit and marketing for Beautification, Park Watch, Friends of 457
- Trees Forever/Branching Out Prep
- Seasonal memos for Beautification and Park Watch
- Hour Logs
- Trees for Kids Prep
- Earth Day Festival and Earth Day wrap-up
- Volunteer Appreciation Luncheon
- Prep for Adopt-A-Programs
- Recruit for Adopt-A-Programs
- Main Street Mason City Cleanup Meetings
- Trees Forever Luncheon

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Earth Day	Community Cleanup	1,080
	Post event Meeting	6
	Main Street Cleanup Meetings	12
Total		1,098
Miscellaneous Projects	Transit Tokens	8
	Housing Authority	16
	Police Department	24
Total		48
Beautification	Meeting	13
	Prep for season	36.5
	Individual meetings	3
Total		52.5
Parks and Streets Projects	Tree Planting prep	9
Total		9
Grand total		1,207.5

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 Development Grant Quarter 3 Report was submitted in April. Negotiations for the Youth Substance Abuse Prevention (YSAPS) FY 2019 application were completed during the month.

Youth Action Teams (YATs)

- Three Mason City Youth Action Teams continued and finished their projects to raise awareness against substance abuse. Youth Coordinator is finishing out the school year with several "fun" meetings while planning for next year. Teams suggested "new member" recruitment be held during "Back to School" nights. Team members will complete their post surveys in May.

Positive Action

- Positive Action curriculum continues at John Adams Middle School with YTF providing materials and support in the classroom. Self-concept lessons were focus for this time-frame: Thoughts-Actions-Feelings about Self Circle AND Physical and Intellectual Positive Actions for a Healthy Body and Mind. The evidence-based lessons are intended to positively impact youth perception of alcohol, tobacco, and marijuana use.

PREVENTION THROUGH MENTORING

Iowa Department of Public Health (IDPH) YSAPS Prevention Through Mentoring Grant, Quarter 3 Report was submitted in April. Negotiations for the Youth Substance Abuse Prevention FY 2019 application were completed during the month.

One on One Mentoring

- The orientation process continued in April for new matches. The need for mentors continues to outweigh available volunteers. Monthly calls with similar program grant recipients confirms this is a problem around the state.
- Mentoring Coordinator will conduct surveys with mentees and their mentors in May. Relative to mentees, the surveys measure changes in youth perception of risk of harm if they use alcohol, tobacco, or marijuana and reported 30-day substance use. Questions assess relationship and self-esteem indicators through comparison with pre-surveys at the

beginning of the year. Responses serve to gauge support perceptions: home & community.

Peer Mentoring

- Peer Mentoring Coordinator facilitates
- Earth Day trash pick-up planned, but unable to complete due to snow storm. Games instead.
- Peer Mentoring matches (John Adams & Alternative High School students) made blankets for homeless dogs and presented them to the lucky recipients during a field trip to the Humane Society.
- Surveys will be collected in May to determine changes in students' perception around substance abuse, good character, and perception that someone cares about them.

SAMHSA Project AWARE

Year Three Project AWARE-Community Grant, Quarter 2 report was submitted.

Youth Mental Health First Aid

- First Aiders trained under the grant during Quarters 1 & 2 = 121, primarily teachers/school staff
- Youth referred for mental health treatment or services/resources under the grant during Quarters 1 & 2 = 1,200 - 80% of Year Three Goal met to date
- Grantee has 8 additional training workshops scheduled to be conducted before grant year-end on September 30 (federal calendar). Opportunity exists to far exceed original goals due to increased capacity.

STAFF / OTHER

- The Youth Task Force Spring Recognition Lunch was rescheduled due to an April snow storm and will be held on May 16. Youth Action Team and Peer Mentoring participants will receive a certificate for their contributions during the year. Graduating Senior Team Members will be recognized with a small parting gift.
- YTF submitted a Byrne-Justice Assistance Grant Program (JAG) application to IDPH in April (Making a Difference: Prescription Drug Abuse Among Youth). If awarded, Youth Task Force will launch a prevention and educational mixed media campaign to reach our community. Priority focus will be to deliver the latest information to our youth, parents/grand-parents, and the general community on the rising epidemic of OPIOID PAIN MEDICATION abuse; misuse of PRESCRIPTION STIMULANTS and BENZODIAZEPINES; and the high-risk dangers of COMBINING/INGESTING UNKNOWN PRESCRIPTION DRUGS. Education will raise awareness to a connection between mental health symptoms and unauthorized prescription drug use. The grant is a renewable for three year total.

Requested Federal funding: \$58,553

Local match - 25 % project cost (City of Mason City - \$17,685 (44% of annual budget allocation to the Youth Task Force AND Cerro Gordo County - \$1,875 (25% of annual budget allocation to the Youth Task Force))

YTF Academic and Marketable Skills Promise Team

- Held mock interviews on April 19
- Collaborates with Mason City High School Education Specialists who present the Iowa Jobs for America's Graduates (iJAG) Program within the school. Modeled after the national Jobs for America's Graduates, iJAG was implemented in Iowa to assist students with multiple barriers to graduating from high school and/or successfully transitioning from high school to continued education and careers. The program has been active locally for the past five school years. Many Youth Action team members at MC High School are also iJAG members. Youth Task Force is partnering to sponsor the iJAG Recognition Luncheon on May 9, at Music Man Square.