

# City Administrator's Monthly Activity Report

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Kevin Jacobson, Interim City Administrator

May 2018

*(Issued June 15, 2018)*



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

## City Administrator Comments

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Mayor and City Council Members,

With the swift transition from winter to summer in the month of May, most departments adjusted focus from snow removal to mowing with the rain and high temperatures. The Municipal Airport started preparations for their annual FAA Certification Inspection which is coming up in July. The airfield markings have also been painted at the airport.

The Iowa Initiative for Sustainable Communities Project held their year-end celebration on May 9 which displayed student projects including the successful North End Healthy Neighborhood Plan which was highlighted in a recent edition of 'Iowa Now'. A copy of the plan is available in the Development Services Department. Several local restaurants are in the midst of remodeling projects including major interior and complete exterior upgrades.

The Elmwood-St. Joseph Cemetery office was open additional hours on weekends to accommodate families and the Veteran's Association program on Memorial Day.

The Fire Department conducted testing for Captain and Lieutenant promotional positions. The three Deputy Chiefs volunteered time to cover ten 24 hour shifts to lessen the increase in overtime caused by two members leaving the same battalion within the department. The two positions have since been filled. Human Resources conducted interviews for several vacant positions. Some of the Civil Service lists were exhausted so new lists will be created for both the Fire and Police staff. 114 seasonal employees were also hired in May.

The MacNider Museum was a popular location during the month for rentals of graduation celebrations, hosting as many as three per weekend.

Operation & Maintenance staff assisted preparing parks, facilities and the aquatic center for the summer season. Staff also assisted with Band Festival preparations and clean-up. They continue filling potholes, mowing, tree trimming, grading and numerous other duties.

The Police Department completed the second training session on Bias Awareness and Cultural Competence. Officers worked overtime for Band Festival to secure the parade route and provide for a safe event. Staff assisted with the bike rodeo teaching safety to kids and also held the annual MCPD Police Auction to clean out unclaimed property.

Recreation staff is coordinating with the campground managers for the upcoming 2018 River City Steak Challenge to be held in July at the MacNider Campgrounds. Volunteers planted trees for the Branching Out and Trees for Kids programs and, combined with landscaping accounted for over 220 volunteer hours.

Sincerely,



Kevin Jacobson  
Interim City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **May 2018**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 5/1/2018 – 5/31/2018	22,810.7 Gallons	300 Buses
Enplaned 743    Deplaned 728		

## **Routine Activities for the month – Administration and Operations:**

- Preparation of Board Packet Information, Agenda and Attendance at May 2018 Airport Commission Meeting
- Operations – Clean up airport grounds and begin mowing.
- Hiring process for new Airport Secretary

## **Activities planned for next month and other comments:**

- Preparation of Board Packet Information, Agenda and Attendance at the June 2018 Airport Commission Meeting
- Preparing for annual FAA Certification Inspection in July
- Painting airfield markings

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of May:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and 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 33 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 11 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 \$1,070.00 in animal license fees and \$1,885.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance



# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## **DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: May, 2018**

Steven J. Van Steenhuyse, AICP, Director

### *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: The hotel developer, G8 Development, reports that a financing decision should be made soon, before the sunset of the Reinvestment District Act on June 30. Staff continues to work with all parties toward a successful conclusion.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet, as no new CoRL or DoRL applications were received. No approved loans were disbursed in May.

Iowa Initiative for Sustainable Communities Projects: I attended the University of Iowa's Office of Outreach Year-End Celebration in Iowa City on May 9. Student projects through the City's partnership with the University, through the Iowa Initiative for Sustainable Communities, were on display. This included a very successful North End Healthy Neighborhood Plan, which was highlighted in a recent edition of Iowa Now (<https://now.uiowa.edu/2018/06/ui-students-faculty-make-difference-mason-city>). The City's partnership with Iowa Initiative for Sustainable Communities has now ended. The Development Services Department and the City as a whole has benefited from the projects completed under this partnership, and we are grateful to the University for the opportunity to work with them.

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; the buildings are now being framed. 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 4<sup>th</sup> Street SW and South Eisenhower Avenue, has been framed, with interior work underway. 5) McDonald's, Arby's and Wendy's are all in the midst of major interior remodeling, with complete exterior upgrades to both Arby's and Wendy's. 6) The Las Palmas Restaurant is renovating the former Ruby Tuesday and will relocate to the new address later this summer. 7) The former Pasta Bella building at 1303 South Federal Avenue is being converted to a Laundromat.

*Development Review Committee: 5 meetings held in May: 5/1, 5/8, 5/15, 5/22, and 5/29.*

<b>DRC Activity</b>	<b>May, 2018</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	7	17
Concept plans reviewed/approved as a Minor Site Plan	2	4
Concept plans to be resubmitted as a Major Site Plan	4	11
<b>Total Concept Plans</b>	6	15
Major Site Plan Reviews Completed	1	2
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	1
Other Reviews (structure moves, etc.)	6	13
<b>TOTAL ITEMS REVIEWED</b>	13	31

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>May, 2018</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	2	4
Commercial, Accessory Structure	0	0
Residential, Principal Structure	7	14
Residential, Accessory Structure	9	17
Signs	4	19
Floodplain	1	8
<b>Encroachment Permits</b>	3	3
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	3	3
Variance	1	1
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	1
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	1	1
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	0



Activity	May, 2018	YTD
<b>Zoning Violations</b>		
Reported	6	8
Unfounded	1	1
Founded-Resolved without citation	3	4
Citations	0	0
Open Cases (as of date of report)	10	N/A
Cases initiated by staff	6	7
<b>Zoning Inspections</b>		
Zoning – Case Request	6	8
Zoning – Violations	0	1
Zoning –Setback	3	7
Zoning - Final	3	4
<b>Permit Reviews</b>		
Zoning Reviews Completed	54	132
Floodplain Reviews Completed	43	129

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>May, 2018</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	34	\$1,825,328.76	86	\$18,109,922.24
Minor Building Permits	29	\$ 191,182.00	61	\$ 473,501.25
Electrical Permits	18		78	
Plumbing Permits	11		31	
Mechanical Permits	7		57	
Sign Permits	4	\$24,132.00	18	\$ 99,862.30
Demolition Permits	3	\$8,555.00	9	\$ 16,155.00
Structure Moving Permits	0	0	1	\$ 500.00
<b>Inspections</b>	<b>May, 2018</b>		<b>YTD</b>	
Number of inspections	74		485	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	1	50	3	109
Multi-residential	0	0	1	0
Commercial	0	11	0	31
Industrial	0	1	1	2
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	7	0	28
<b>Fees Collected</b>	<b>May, 2018</b>		<b>YTD</b>	

**BUILDING INSPECTIONS PERMIT REPORT**

\$ 17,547.74

\$ 89,812.15

**CODE ENFORCEMENT DIVISION***Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>May, 2018</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	171	661
Staff Initiated	83	419
Non-Staff Initiated (total):	88	242
Response to Complaint	25	85
Anonymous Complaint	44	85
SeeClickFix	19	72
<b>Case Request Disposition</b>		
Founded Case Requests	171	661
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	0	9
Abandoned Vehicle	0	4
Tree/Shrub Maintenance	2	8
Garbage	28	109
Inoperable Vehicle	4	27
Junk, Rubbish or Refuse	119	285
Other	15	191
Writ of Removal	3	20
Information Request	0	6
Snow Removal/Weeds & Tall Grass	109	608

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>May, 2018</b>	<b>YTD</b>
Initial Inspections	82	227
Reinspections	60	231
5 yr. Inspections	115	569
Complaint Inspections	15	64
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	3	88
Inspection cancelled by Inspector	0	0
Failed inspections	17	121

<sup>1</sup> 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.



<b>Rental Inspection Report</b>	<b>May, 2018</b>	<b>YTD</b>
Passed Inspections	91	372
No Shows	12	137
<b>Total # of Inspections</b>	<b>142</b>	<b>759</b>
Rental Dwelling Certificates Issued	6	156
Units White Tagged	9	17

## TRANSIT AND SAFETY

### *Transit*

During the month of May, Mason City Public Transit provided 14,206 rides on our Fixed-Route; which averages to be over 645 rides per day.

Mason City Public Transit also continued meeting 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 May, the Safety Department with the help of the Mason City Fire Department conducted city-wide Blood-borne Pathogens and Fire Extinguisher Trainings for its employees.

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

## ANIMAL CONTROL

<b>MAY 2018</b>			<b>YTD</b>
<b>ANIMAL CALLS FOR SERVICE</b>			
<b>SHIFT HOURS</b>			<b>YTD</b>
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			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
<b>TOTAL for Month</b>				
			0	243
<b>ARRESTS</b>				
Animal Sanitation				
				0
Chase/bite nuisance violation			1	4
Cruelty/Welfare of Animal				0
Vicious Animal			1	1
Disturbing the Peace				0
No Rabies Vaccination			0	5
No City License (approx)			1	3
Animal At Large			2	3
<b>Total People Arrested</b>			<b>5</b>	16
Animal Bites <u>9</u>				29
Wild animal calls				7
<b>Pickup slips animal count</b>			<b>118</b>	<b>263</b>
Dead animals				8
Animal Complaints				62
Stray animals				72
				11
				113
				106

# **Elmwood-St. Joseph Cemetery**

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Reported by Randy Opheim, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
May	2	20%	8	80%	10
Year to Date	56	47%	63	53%	119

Burials in May were as projected. Traditional burials were below projections and cremation burials were above projections for the year.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
May	17	2	19
Year to Date	59	8	67

Lot sales were much higher than projected and niche sales were as projected for the month. Lot sales are well above and niche sales are equal to the year to date projections.

**Administration** – Flower sales and placements kept office staff busy, along with preparations for Memorial Day weekend. The office was open on Saturday, Sunday and Monday to accommodate families and the Veterans Association's program. The Meredith Willson monument restoration and lot enhancements were also worked on to get ready for the June 16<sup>th</sup> dedication.

**Operations** – The snow and rain in April put the grounds work behind schedule. Seasonal staff started May 1<sup>st</sup> and tried to keep up with the mowing, but it was not possible with the rain and high temperatures which caused the grass to grow rapidly. All but one foundation order was completed the week before Memorial Day, so monuments and markers could be set. Clean up of the tree damage from the storms has been slow due to work on projects.

**Board of Trustees** – There was no board meeting in May.

# Engineering Department

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

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## Engineering Division:

○ Engineering	
● DRC Site Reviews	10
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	1
▪ Disconnect	3
▪ Water – Commercial	
▪ New	0
▪ Repair	4
▪ Disconnect	1
▪ Water – Residential	
▪ New	4
▪ Repair	13
▪ Disconnect	3
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	11
▪ New Sidewalk/Approach	3
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	4
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	599
● Emergency Call-outs	13
● Emergency Call-out after hours	6
● 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	2
▪ Moving/Oversized load	8
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	0



▪ Residential Building	2
▪ Demolition	5
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$90.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	2

#### **12th Street NW Bridge Over Willow Creek Replacement Project:**

Approval of the contract and bond with Henkel Construction is planned for the June 5th meeting of the City Council. Following contract approval, the project documents will be submitted to the Iowa Department of Transportation Office of Contracts for review. The Office of Contracts will fully execute the documents and send the final contract to the City of Mason City and Henkel Construction. A preconstruction meeting with WHKS Engineers and Henkel Construction is being scheduled following receipt of the contract. No work will begin until after the preconstruction meeting.

City Engineering Staff and WHKS continued coordination efforts with private utilities that need to relocate in conjunction with this project. Permits have been issued for the relocation of a Cerro Gordo County fiber and a Mercy Hospital fiber. Mediacom has completed the relocation of their utility.

#### **Union Pacific Railroad Quiet Zone:**

Work was completed at all five Union Pacific Railroad crossings within the Quiet Zone. The final pay request approval is planned to be on the agenda for the June 5th meeting of the City Council.

Following the approval of the final pay request, 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 meetings with the Iowa Department of Transportation, Wicks Construction and their subcontractors. Most of the 5th Street paving west of South Pennsylvania Avenue has been removed. The removed concrete is being crushed and stored on-site to be reused as subbase for the new highway paving. The traffic signals at the intersection of 5th Street and South Federal Avenue along with the signal at 5th Street SW and South Jefferson Avenue were removed. Crews with Reilly Construction continued with the installation of storm sewer intakes and pipe, along with sanitary sewer manholes, at multiple locations along 5th Street west of South Federal Avenue. New water main will be installed along South Washington Avenue between 5th and 6th Streets due to a conflict with the new storm sewer. In the coming weeks Reilly Construction will continue installing storm sewer structures and pipe along with a new segment of sanitary sewer main between South President Avenue and South Washington Avenue.

Alliant Energy continued with the installation of 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 continues to be a constant assistant for locating city utilities and providing records as the work zones shift throughout the project area.

The City's Engineering Staff with contractor K & W on the removal to salvage equipment from the intersection of 5th Street and South Federal Avenue. Staff also responded to several concerns regarding the initial setup of the traffic control and signal operation at 5th Street SW and Monroe Avenue.

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

Six of the brick storm sewer manholes along the west side of North Federal Avenue were replaced. Heartland Asphalt's subcontractor completed all of the concrete street panel repairs on North Federal Avenue. Work is currently occurring throughout the corridor on the sidewalk pedestrian ramps. These ramps along with the surrounded curb will be removed and replaced. The new pedestrian ramps will be ADA compliant and will have the required detectable warning panels.

City Engineering Staff removed a major conduit from the 12th Street and North Federal Avenue intersection during the replacement of a storm sewer manhole. Then replaced the conduit following the installation of the manhole, pulled in cable and placed the signals back into service. The controller and traffic cameras were also reprogrammed to accommodate the altered traffic patterns.

**Downtown Traffic Signal Replacement Project:**

Two bids were received for the May 24th project letting; K&W Electric Inc. was the apparent low bidder. The bids and award of contract will be considered by the City Council at the June 5th meeting.

**North End Lighting Improvements Project:**

One bid was received for the May 24th project letting; the solo bid was received from K&W Electric Inc. The bid and award of contract will be considered by the City Council at the June 5th meeting.

**27th Street SW Street Paving and Utilities RISE Project:**

Three bids were received for the May 17th project letting; Wicks Construction Inc. was the apparent low bidder. The bids, award of contract and contract and bond approval will be considered by the City Council at the June 5th meeting.

City Engineering Staff continued working with property owners on final documentation for acquisition of property needed to complete the project. Acquisition and easement agreements for two of the four properties were presented to and approved by the City Council at the May 15th meeting. The remaining two agreements are expected to be finalized for council approval at the first meeting in June.

**Hwy 122 and South Pierce Avenue Signal Project:**

Surface restoration and remaining punch list items were completed. Project approval and the final pay request is planned to be on the agenda for the June 5th meeting of the City Council.

**2017 Street Rehabilitation Program:**

Awaiting contractor to finish remaining punch list items. The remaining items are being addressed.

**2014 Pedestrian Trail Improvements - Phase 2:**

The Canadian Pacific Railroad completed the installation of one rail crossing section at the South Taft Avenue railroad crossing; a second section will be installed by the railroad before Heartland Asphalt can place the remaining trail section adjacent to this crossing.

**Monroe Avenue Pedestrian Trail:**

Heartland Asphalt (City contract contractor) is waiting on their permit from the Union Pacific Railroad before final coordination and completion of the trail crossing on South Monroe Avenue.

**2018 Street Panel & Curb Replacement Program:**

A preconstruction meeting was held with Mid-Continent Contracting on May 17th. Work began following the meeting. The contractor is currently working in an area near the intersection of North Pierce Avenue and 9th Street NW.

**2018 Sidewalk Program:**

A preconstruction meeting was held with Mid-Continent Contracting on May 17th. The contractor is currently working at the intersections of 9th Street NE & North Delaware Avenue and at 9th Street NE & North Pennsylvania Avenue. Seventy sidewalk repair notification letters were mailed to property owners who have damaged sidewalk in the project area.

**2018 Pavement Marking Program:**

A preconstruction meeting was held with Quality Striping on May 3rd. The contractor began the project with railroad symbols and is currently painting directional arrows and bike lane markings at various locations. Following the painting of symbols, the contractor will begin parking lot striping.

**Other Tasks Performed through the Engineering Department:**

- City Engineering Staff assembled plans and specifications and hired a contractor for a water system to be installed into a community garden at the Willow Creek Gardens site. The water system provides city water to two (2) yard hydrants for use by the gardeners. Engineering Staff coordinated the project with the contractor, inspected the work and assembled a pay request.
- 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 the program this year was the Complete Street Corridor Redesign of Pennsylvania Avenue from Willow Creek to 4th Street NE. The team completed their work and presented the project to the City via the web on May 7th.
- Engineering Staff continued coordination efforts with Alliant Energy on a gas main project located along 19th Street SW. This project consists of new gas main installation on the south side of 19th Street SW between South Eisenhower Avenue and South Pierce Avenue along with new gas main on South Pierce Avenue from 19th Street SW to 15th

Street SW. Engineering Staff attended bi-weekly progress meetings with Alliant Energy and their contractor, and also continue to locate city utilities and provided records as the work zone shifts within the project area.

**Traffic Division:**

○ Traffic Control

• Sign work orders	15
• Traffic Sign Orders	0
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	7
▪ Fixture Replacements	0
• Traffic Signals	
▪ Respond to signal issue reports	25
▪ Perform traffic signal repairs	40
• Iowa One-Call locate reviews	628
• Locate City-owned electrical utilities	1
• Emergency Call-outs	3
• Tornado Siren repairs	0

**Other Tasks Performed by the Traffic Division:**

- Responded to several emergency calls during recent storms
- Set up traffic data collection units on 19<sup>th</sup> Street SE
- Began an evaluation of signs in the downtown area for a replacement project
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Ordered and received new video equipment to be installed at the intersection of South Pierce Avenue and Hwy 122
- Ordered and received new solar powered flashing beacon units to be installed on North Pierce Avenue near Hoover School

**Water Supply Division:**

○ Water Production

	<u>May</u>	<u>FY 2018</u>
• Total (gal)	162,707,000	1,413,233,000
• Daily Average (gal)	5,248,613	4,218,606
• Daily Maximum (gal)	6,639,000	6,639,000 *
• Daily Minimum (gal)	3,795,000	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 EDR Train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #1 EDR Train
- Clean air release valves in blow down line
- Clean conductivity probes
- Rebuild 4-way valve on #2 EDR Train

○ Customer Service

• Iowa One-Call locates	560
• Prepare and send service repair letters	25
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	2
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	0
• Water Main shut down for repairs	9
• Water shut offs for non-payment	2
• Water shut for other	2
• Water service re-connects	3
• Assist with installation of Water Meters	5
• Repair Water Meters and collect reading	2
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	15
• Water Service Permit/Inspection	
▪ Repair/Replace	26
▪ New Installation	4
▪ Disconnections	5

○ Meter Department

	<u>May</u>	<u>FY 2018</u>
• Meters Installed	188	974
▪ Industrial	0	0
▪ Commercial	7	30
▪ Residential	181	944
• Meters Repaired	0	12

• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	129,492
• Meters Ordered	236	1,132

<u>Meters Installed May 2018</u>			<u>Meters Ordered May 2018</u>		
5/8"	181		5/8"	230	
3/4"	0		3/4"	0	
1"	2		1"	6	
1 1/2"	3		1 1/2"	0	
2"	1		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	187		Total	236	
<u>Meter Inventory June 1, 2018</u>					
5/8"	90		5/8"	0	
3/4"	12		3/4"	0	
1"	16		1"	0	
1 1/2"	1		1 1/2"	0	
2"	1		2"	0	
			3"	0	
			4"	0	
Total	120		Total	0	

**Other Tasks Performed through the Water Supply Division:**

- Conducted a tour/preview visit of the Hypochlorite Generator for a group from Honduras
- Took receipt of a new lawn tractor from House of Sports
- Drained the Federal Avenue Water Tower for warranty repairs. Refilled and calibrated release following repairs
- Replaced pipe spool on Hypochlorite Generator, then cleaned and recalibrated

- Performed troubleshooting on the Hypochlorite Generator discovering a loose wire in the power panel
- Replaced device net and net card in #4 EDR flow valve and recalibrated. Damage caused by power surges during a recent storm
- Repair actuator on #2EDR Train
- Replaced solenoid valve on airline #2 EDR Train
- Repaired exhaust fan on treatment plant building roof
- Repaired light switch on water treatment plant floor
- 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
- Mowing 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

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Reported by Kevin Jacobson, Finance Director

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## As reported by Finance Director

Routine activities for May:

### Finance

Duties	May	Fiscal Year-to-Date
Prepare payable checks	582	13,727
Prepare receivable invoices	66	7,397
Prepare payroll checks	708	16,716
Certify invoices to County	-	452
Send letters to State Offset Collections	12	672
Record State Offset collections	\$ 21,309.43	\$ 82,818.02
Sort Mail	6,700	115,325
Record ambulance receivables	205	4,089
Process utility payments	784	33,529

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for April
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue working on preliminary FY 18 Comprehensive Annual Financial Report
- Continue Interim City Administrator duties



## Utility Collections

Duties	May	Fiscal Year-to-Date
Record ACH activities	34	890
Prepare Utility adjustments	75	1,520
Estimate billings		-
Issue utility bills	9,175	251,459
Answer phone calls	984	19,547
Respond to voicemail	282	5,766
Complete utility service orders	50	5,163
Complete landlord tasks	50	1,160
Issue shutoff notices	442	10,740
Process customer paid utility bills	5,872	145,031
Process customer deposits	521	10,670
Replace meters	152	2,173
Complete monthly sales tax report/hours	3.00	73.50

## Information Systems Coordinator

- Restart Antivirus server to fix connection issues.
- Fix scanner file at Water Rec.
- Perform monthly backup duties.
- Double check with Water Rec about data move to new server over weekend.
- Make preparations for final data move for Water Rec.
- Move the Department and GIS information to new server for Water Rec.
- 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 Rec server.
- Look for blocked emails for Mark R.
- Order backup hard drive for Water Rec server.
- Reboot spam filter.
- Replace hard drive in old Water Rec 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 Rec.
- Install software for Jess G.
- Reset password for FD user.
- Install hard drive for backup system at Water Rec.
- 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 Rec.
- 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**

- Preview additional changes in zoning map
- Preview map pdf, note potential changes needed x2 and print 4 copies
- Create bi- monthly Parcel CSV file, update script for processing
- Create new project as requested from downloaded data
- Export data and create CSV file for SmartGov
- Create new geodatabase and save new data
- Update Parks, Bike Routes and Trails interactive web map
- Create new ArcReader maps for specific departments

#### **Engineering/Water Treatment/Customer Service**

- Download and update GPS points x5

- Assist with locating layers requested for a project
- Troubleshoot editing problems
- Assist finding and adding aerial imagery to project
- Test handheld GPS with new data layer
- Discuss storm sewer data at NIACC after questions from MCFD
- Update Planimetric data in map projects
- Locate flood plain layers and email instructions to add to project

## **Fire**

- Work on Fire Laptop map
- Make changes to Fire Laptop maps
- Answer question about measuring in ArcReader software
- Discuss and make changes to Fire-Laptop map
- Update Fire Laptop ArcReader map
- Answer questions about ArcReader Map
- Assist staff with finding specific parcel ID#s
- Update Toughbook with new Fire Map x2
- Research and answer question about storm water discharge locations on maps

## **Finance**

- Budget updates
- Discuss IT needs from software quote and discussion of Water Database & GIS merge
- Discuss software options for Animal Control/Shelter with IT
- Work on maps for grant proposal
- Assist unlocking computer account
- Calculate trees planted in specific park for grant needs
- Work on budget and monies available through year end
- Create 3 maps for Grant project

## **Operations / Utilities/ Water Reclamation / Parks**

- Look up water and sewer service location to a specific residence
- Fix data error in map project
- Answer question about Layout view problems
- Troubleshoot county data not working, fix problem
- Discuss error with Access database, unable to edit, program unresponsive

## **Police**

## **General**

- Update City website maps
- Update road closure map for Band Festival
- Meeting with CG County GIS Coordinator
- Research County data sharing agreement
- Review and update Data sharing agreement with the County
- Inquire with the County on updates to their GIS policy



- Discuss software problems and look at potential solutions for Animal Control and the shelter
- Research current software to determine possible apps to assist with data collection Animal Control
- Email and discuss potential options for software replacement: Animal control and shelter
- Phone call with software vendor to discuss water database merge with GIS
- Review Software solution for water database merger with GIS
- Conference call with software vendor for Water database merge with GIS
- Discuss quote with vendor, research software options
- Discuss Water database & GIS with software vendor
- Meeting with software vendor and department supervisors to evaluate potential application
- Discuss cost of software implementation, current and future applications of the software
- Attend webinar with software company for water utilities database & GIS merge
- Edit data request form for potential vendor as requested for a quote
- Continue research on companies and software for Water Database merge with GIS
- Follow up on references for potential software vendor
- Discuss map updates and research potential crowd source map for Earth Day project.
- Complete data request for addresses : Visit Mason City
- Meet with emergency manager and discuss mapping needs and migration to online apps
- Emergency management meeting
- Work on Emergency Operations Center basemap

## **June initiatives**

### **Finance Department**

- Work on May financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- 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

		May 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	65	203
	EMS	361	1706
Non-Emergency Calls			
	Fire	6	9
	EMS	92	452
Total Calls for Service (Fire & EMS)			
		524	2370
Personnel Training Hours			
	On-Site	918.62	3,950.30
	Off-Site	128	448
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	159	678
	Existing Building Inspections	18	47
	Plan Reviews	18	64
	Fire Investigations	1	7
	Liquor/State License Inspections	19	58
Community Involvement			
	Public Tours of the Fire Station (Number)	2	7
	Public Fire Safety Appearances/Trainings (Number)	10	15
	EMS/Fire Students - Ride-Along	7	34
	Preceptor Training Hours	93.25	583
Overtime Hours			
	Fire	126.5	280
	EMS	493	1,830.75

### Overtime Analysis

Overtime for the month of May nearly doubled compared to the month of April. Most the overtime is due to maintaining staffing (277 hours) and transfers (175.25 hours). Maintaining staffing was particularly high and was caused from having from multiple

firefighters on sick leave, having a couple employees on FMLA and two of our firefighters are continuing to attend paramedic classes. These and other elements out of control continue to cause our staffing numbers to go below our acceptable 10-member staffing requirements. MCFD understands the strain this is causing on our budget and for the month of May decided to have our three Deputy Chiefs volunteer time to cover 10-24 hour shifts (240 hours) to lessen the increase in overtime that was caused as a result of having two members leave the department. One member, a Lieutenant resigned and our 1<sup>st</sup> battalion Captain retired after 23 years of service. Both members were from the same battalion which caused a drastic staff shortage for the entire month of May. MCFD hopes to have full battalions and Lieutenants promoted by the end of June to help alleviate the strain on our overtime budget. On the other hand, we are very excited to announce that Esther Jones, a former MCFD Fire Explorer accepted the offer to start her full-time Paramedic/Firefighter career with the Mason City Fire Department. Welcome Esther!! Jordan Rush will also start his employment with the department later in June.

### **Significant Fire Events**

Building Fire at 121 4<sup>th</sup> St NW

### **MCFD Promotions**

The Mason City Fire Department would like to congratulate Steven Bull on his promotion to 2<sup>nd</sup> battalion Captain. Captain Bull has been with the department for 26 years and is committed to serving our community. Steven Bull was appointed as a Mason City firefighter on May 2, 1992 and has completed multiple certifications with MCFD. Captain Bull is also a member of our HazMat team and is certified as a scuba diver. In 1999 Captain Bull was chosen to serve as Assistant Fire Marshall and in 2000 was promoted to 2<sup>nd</sup> battalion Lieutenant. Congratulations on your promotion Captain Bull, we wish you the best on this new chapter in your career!



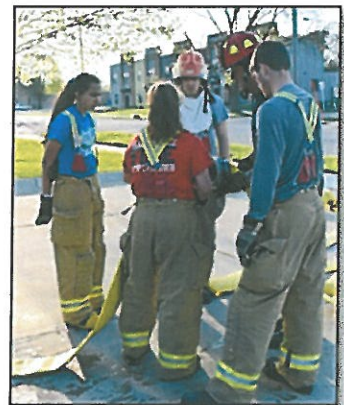
MCFD would also like to congratulate Jon Anderson on his promotion to 1<sup>st</sup> battalion Captain. Jon Anderson was appointed as a Probationary Firefighter on March 13, 1997. On March 10, 1998 Jon was promoted to 2<sup>nd</sup> Class Firefighter and in 1999 was promoted to Firefighter 1<sup>st</sup> Class. Jon has served as an Assistant to the Fire Marshall and was promoted to Lieutenant on October 8, 2003. Captain Anderson is also member of our HazMat team and has been a committed and dedicated member of MCFD for over 21 years. Captain Anderson also enjoys helping with the Fire Explorers whenever possible; a great leadership trait we value! Congratulations on your promotion Captain Anderson!





### **MCFD Fire Explorers**

The MCFD Fire Explorers continue to meet and train at least twice a month. Thank you to our leaders and firefighters as they continue to be great role models to these young adults.



## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	4	1	6
Cemetery	3	1	4
City Administration	3	1	5
Development			
Services	11	16	28
Engineering	17		17
Finance	8		9
Fire	41		47
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint.	59		60
Parks	6		6
Police	51	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	236	26	275

### Staffing

### Activity

#### Hiring Activity:

- Fire Chief (1 opening): Certified Civil Service list, finalize selection of 5 finalists.
- City Administrator (Admin): Waiting for 6/29/18 start date.
- 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.
- Cashier (Finance): Interview conducted of existing candidate from Civil Service list, offer made subject to Council approval.

	- Maintenance Worker (Parks): Job filled internally, pending approved by Council in June
	- Foreman Civil Service List (O&M): Promotional foreman Civil Service list created.
	- Airport Secretary: Job posted internally & externally, interviews conducted, offer made.
	- Transit Driver - Dev Services: Recruitment underway.
	- Fire Lieutenant (Fire): Interviews scheduled - all candidates on the Promotional Civil Service list
	- Fire Captain (Fire): Interviews conducted of all internal candidates, offers made and approved by Council to 2 internal promotional candidates
	- Police Officer-2 openings (Police): Offer made to one existing candidate, will create new Civil Service list for 2nd opening.
	- Firefighter/EMT-2 opening (Fire): Offers made to two existing candidates, will create new Civil Service list for future openings.
Positions Filled:	- Hired 2 Firefighters, Data Processing Clerk, Reserve Police Officer & 114 seasonal hires during the month.
Turnover:	- 1 Resignation-Cashier; 1 Retirement-Fire Captain
Seasonal Hiring:	- Hired 114 seasonal employees & conducting additional interviews as needed.
Employee Orientations/exit interviews:	- Orientations for 3 full-time & multiple seasonal staff in group and individual sessions
Civil Service Commission:	- 1 meeting held during the month.

#### Labor

#### Relations/Legal

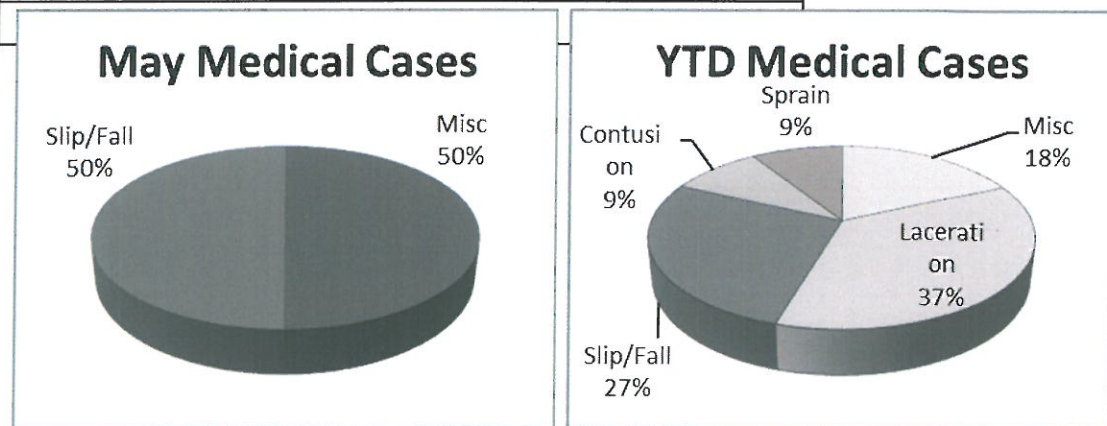
#### Activity

Grievance Activity:	- Fire: 3 open grievances. - Teamsters: No open grievances. - 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

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.
Community Involvement:	- Participated in school Mock Interviews
Professional/Community Support:	- Attended Spring IAPLRA Conference

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	2	11	9
# of OSHA Injuries	2	11	8
# of Days Missed	0	53	14
# of Employees Off	0		





# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: May 2018**

**Routine Activities:**

In the month of May the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility.

Museum staff also kept the Museum in clean and working condition, 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.

Much of the month was spent preparing for the 2018 MacNider Arts Festival. The Museum worked on this year's theme which was "Jurassic Art." The Museum created the Band Festival float to promote it, which included a volcano and meteor, as well as dinosaur costumes for the kids. The Museum won 1<sup>st</sup> place for the Mr. Toot award.

Staff spent a large amount of time preparing for festival – this included ordering supplies, ordering food, preparing crafts for kids. All the crafts this year were a dinosaur theme: Dino in an egg, Dinosaur Poop, headband with spikes, flying pterodactyls, and brontosaurus masks to name a few. Volunteers were called into assist with the prep of materials to make the actual day go smoothly.

As in prior years, the Museum has become a popular location for rentals during the month of May. Graduations dominate the calendar, with some weekends having as many as three. This is extremely labor intensive for the staff to organize, set up, provide staffing, and clean up but provides a steady source of income for the Museum. It is also a great opportunity for many folks to see the Museum who have never been to the Museum, as guests come from diverse crowds. The Lunch and Learn topic for the month was done by our programming assistant Pam Jost. Her topic was the artist Jim Dine. The object of Lunch and Learns is to expose adults to continuing education opportunities they might not otherwise have.

**Membership:**

311 members

**Attendance:**

Gallery / Open Studio / Shop: 644

Programs: Photo Show Reception (56 adults, 2 kids); Sculpture Reception (105 adults, 7 kids)

Outreach: 133 adults

Tours: 31 adults, 116 kids

Rentals: Birthdays (15 adults, 22 kids), NIACC (14 Adults); Wedding (102 adults, 25 kids), Shower (20 adults, 6 kids); Grad Parties (604 Adults, 80 kids); Celebration of Life (104 adults, 20 kids)

Classroom: (66 adults, 39 kids)

Playground: (30 adults, 68 kids)

Gallery attendance	644
tour attendance	149
event attendance	1192
Classes	105
Playground	98
Outreach	131
TOTAL	2319

## **Operations & Maintenance/Parks Department**

Reported by Bill Stangler, Operations & Maintenance Manager

### **Utility Division:**

Repair Type	Repair ID
Cement Work	(1 Cement Work)
CONFINE SPACE ENTRY	(2 CONFINE SPACE ENTRY)
Dirt Work	(2 Dirt Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(2 Hydrant Installation)
HYDRANT PAINT	(30 HYDRANT PAINT)
LOCATE	(1 LOCATE)
Road Box Repair	(1 Road Box Repair)
SANITATION	(2 SANITATION)
SEWER M/H Repair	(1 SEWER M/H Repair)
Valve Installation	(6 Valve Installation)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(2 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

The Utility Crew replaced 6 water valves and 2 fire hydrants this past month. We also did a tap for the community garden on 1<sup>st</sup> and N. Madison. Two confine space entries were performed at the swimming pool to assist in getting that open.

### **Internal Service Division:**

#### **Mechanical**

Service and repair 6 fire trucks and ambulances  
Service and repair 2 park vehicles  
Service and repair 3 police cars  
Repair and service 10 Sanitation trucks, brakes, etc.  
Repair and service 14 Street Department vehicles  
Service and repair 3 Water Reclamation vehicle  
Service and repair 0 Water Utilities vehicle  
Service and repair 2 Water Supply vehicles  
Service and repair Rec Dept. vehicle  
Service and repair Engineering vehicle

Service and repair Inspection vehicle

### Electrical

Repair street lights at 6th and S. Federal  
Install under water lights at the pool  
Install conduit, wire, boxes for motion lights in restrooms at the Youth Complex  
Repair traffic signals at 122 and Mercy Drive  
Repair traffic signal at S. Federal and S. Monroe.  
Replace the circulation pump for the water heater at the pool  
Worked on the dewatering pump at the pool  
Worked on the exhaust fans and lights at the youth complex  
Check the slide pump and the shallow pool circulation pump at the pool  
Repaired the lights and fans at the adult ball diamonds  
Worked on the chemical controllers at the pool  
Disconnect the raw sludge pump #1 at Water Reclamation  
Replace the exhaust fan motor assembly at the police station  
Check the video surveillance at the Cannonball  
Replace blown fuse for clarifier #4 at Water Reclamation  
Repair lights in Sanitation Department  
Repair the door lock at Parkers Woods  
Repair outside lights at City Hall  
Repair miscellaneous traffic signals  
Repair fans and lights at Water Reclamation  
Install outlet for chlorine controller power at the pool

### **Wastewater Division:**

As reported by William Stangler, Operation and Maintenance Manager

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

#### **Division: Wastewater**

- Wastewater treated:

Monthly Total:	376.686	million gallons
Daily Average:	12.151	million gallons per day
Daily Maximum:	20.050	million gallons per day
Sludge processed	2.03	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft.
- Televised:
- Sewer calls:
- Helped WHKS with flow meters in collection system



**Laboratory/Pretreatment Activities:**

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

**Activities planned for next month at the Water Reclamation Plant:**

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

**Special Activities/Accomplishments of particular note:**

- Had to do some bypass pumping throughout the system due to heavy rains
- Monthly safety inspection were completed
- Hosed off all clarifiers weirs
- Finished installing # 1 blower in aeration
- Removed pump # 1 in LS # 1 due to bad shaft
- Cleaned up all scrap metal around plant
- Fire extinguisher training for all personal
- Mowed plant grounds almost daily
- Power washed final clarifiers
- Checked all vent fan belts and had to replace one motor
- Checked oil in all lift pumps
- Had heavy rains that the plant personal had to address
- Had Electric Pump inspect pumps at Monroe storm pumping station
- Automatic Systems was here installing new lab software
- Replaced east thickener belt

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	564.66 tons	2,018.00 tons
Recycling collected	141,060 pounds	639,880 pounds
Yard waste collected	385.18 tons	421 tons
Large item number of stops	78	196
Materials collected:		
Large furniture	54	163
Small furniture	89	163
Tubs & toilets	0	2
Appliances & TVs	15	43

Electronics	0	1
Request for service calls	363	1,312

### **Street Division:**

Clean and maintain shops and equipment as necessary  
 Fill potholes with cold patch and hot patch  
 Hang flower baskets in plaza  
 Hang banners along the street scape  
 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 55 calls, remove trees, 28  
 Remove old sculptures and install new sculptures  
 Pick up dead deer  
 Repair sod torn up by late spring snows, 50 plus locations  
 Sweep streets as needed  
 Grade all gravel roads and alleys  
 Jet plugged storm sewer lines  
 Pick up down limbs and trees all over town from the wind storms on May 25<sup>th</sup> & June 2<sup>nd</sup>  
 Hot patch and cold patch holes as needed  
 Haul tables, cans and bleachers for the Band Festival  
 Plant trees for the Branching Out Program and the Trees For Kids Grants  
 Move storage shed for Angie Determan at Willow Creek Garden

### **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  
 Set up and get the pool open  
 Haul bleachers, tables and cans for the Band Fest  
 Trim trees in parks, trails and buyout lots as needed  
 Install water fountains  
 Weed, mulch, remove sucker trees, sweep sand, pick up trash in downtown lots & public areas  
 Mow all parks as needed  
 Mow side hills as time allows  
 Repair toilet at Georgia Hanford Park, someone filled with broken glass  
 Playground prep at Kiwanis Park, playground is now moved to June 18th due to weather  
 Repair boards at the big blue pond due to vandalism  
 Clean the Cannonball gardens area for a wedding, first ever  
 Clean the sledding hill area and remove the tires

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: May – 2,593

	Call Type	# CFS
1	Extra Patrol Request	387
2	Traffic Stop	327
3	Suspicion	168
4	Disorderly	158
5	Animal	134
6	Medical	130
7	Welfare Check	115
8	Collision	100
9	Business Check	79
10	Harassment	72

Parking Tickets	272
Traffic Citations	147
Written Warnings	189
Motor Vehicle Crash Reports	87

May was a busy month. We completed our second training session this month on Bias Awareness and Cultural Competence. We have been working with Drs. Daniel Spikes and Katy Swalwell on this initiative. We are meeting soon to discuss continuing the training program. We also completed a half-day of firearms training in May.

Band Festival 2018 was a warm one, but a success! Many officers worked overtime in order to secure the parade route and to provide for a fun and safe event. We also held the annual MCPD Police auction to clean out property that has gone unclaimed and to make room in our evidence storage area.

We continue to work a variety of cases and want to share a couple of those:

- A patrol officer worked a counterfeit case and was able to identify the suspect with the help of the suspect's parole officer. Charges were filed in the incident.
- 3<sup>rd</sup> Detail officers responded to a domestic abuse case that was initially reported as minor. Felony domestic abuse charges were filed after it was discovered the victim had broken bones and needed stitches.

## Criminal Investigations

Sixteen new cases were assigned to CID in May. They closed four cases with charges on four defendants. Those cases are awaiting prosecution at this time.

Our annual police auction was held in early May. This helps to clear out areas in evidence where bikes and other property are stored. Officers served a search warrant that resulted in the seizure of several dozen counterfeit and fake identification cards. The suspects were arrested at the end of the month.

We received a DNA match on a burglary case. A follow-up interview with the suspect resulted in a confession. Charges were filed in that case. We also had a federal indictment this month in front of a grand jury on a federal firearms violation.

Three search warrants were served in May, five ATF firearm traces were submitted, and we completed one police applicant background investigation.

### **Administration**

We are continuing to work out some of the “bugs” in our Zuercher CAD/RMS system. We are nearly 12 weeks into go-live and we are making good progress. Following April training on software, we have seen continued improvement the quality of what is going in and coming back out of the system.

Sergeant Greg Scott, Captain Mike McKelvey, and Chief Jeff Brinkley attended the 2018 Iowa Law Enforcement Memorial service at the Capitol on May 11. There, Railroad Police Officer Timothy O’Brien was added to the memorial for his line-of-duty death in 1893.

We assisted with the annual Mason City Bike Rodeo in the lot west of MCPD on May 12. This is a great event that brings many community organizations together to help keep kids safe on their bikes and build skills that help them to be safer riders.

Captain McKelvey continues to be active with the Mason City Youth Task Force in providing Youth Mental Health First Aid training to area school districts.

<b>MCPD Social Media</b>	<b>Apr 2018</b>	<b>May 2018</b>	<b>Difference</b>
Facebook	5,232	5,328	+96
Twitter	1,657	1,668	+11

## Public Library

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Reported by Mary Markwalter, Library Director

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In May, 2018, the Library offered online registration for the Summer Reading Programs. By May 31 more than 600 people had registered for the Youth and Adult programs. Registration is available in person at the library, or online at [www.mcpl.org](http://www.mcpl.org) until July 6, 2018.

Thanks to the many grants and private donations made to the library to support the summer programs, there are fun and interesting events planned, and some really nice prizes will be given to people who register and complete the reading programs.



# Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

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

## Daily Participation Rates:

Monday	474
Tuesday	2,104
Wednesday	636
Thursday	1,539
Friday	388
Saturday	2,444
Sunday	142

Total People Served in 2018 through May: 149,455

Total People Served in 2017 through May: 122,118

Nights stayed at MacNider Campgrounds in 2018 through May: 1,117

Nights stayed at MacNider Campgrounds in 2017 through May: 894

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2017	2018
Family	33	31
Class A	198	177
Class B	32	29
Youth	18	13
Punch Cards	50	57

- 2,200 rounds played at Highland
- Hired and train part time help
- Completed safety inspections
- Mowed greens 44 times included days they were double mowed
- Rolled greens 6 times when not double mowing
- Vertical mowed greens 1 time and brush mow
- Mowed tees and collars 14 times including double mow
- Mowed fairways 21 times double mow
- Mowed rough 5 times some areas twice a week
- Raked traps 12 times
- Mowed back mounds at 3 inches 4 times
- Raked and blew and cleanup debris from wind events 3 times
- Trimmed mow with grounds master 4 times
- Changed cups 16 times
- Changed practice cups 5 times
- Back lapped greens, tee, fairway mowers 4 times
- Weed control of the front of the club house
- Put deck on Kubota

#### Recreation Special Activities/Accomplishments:

- Continued pool preparation
- Hosted a city wide track meet.
- Started Adult Sports
- Attended the NIACC Community Wellness Board meeting
- Attended North Iowa Youth Standing Committee meeting
- Attended Tobacco Free Cerro Gordo County meeting
- Presented at Sunrise Rotary Club
- Hired, safety trained, and gave hands on training to 70 new summer staff
- Worked with the IJAG class
- Worked with the John Adams Junior High School classrooms on Job Readiness
- Continued life guarding hiring campaign
- Gave three KCMR interviews
- Attended City Wide Training
- Assisted Pokeman Go National Park Monthly Park Play
- Assisted in Bandfest planning
- Switched out chlorination method at the Family Aquatic Center
- Met with Council Member Simons on Park and Recreation ideas and possibilities for our programs and parks
- Sent out bids for fencing repairs for Frederick Hanford Softball complex
- Started preparation for bid collection on the West Park Tennis Repainting project

- Met with Junior Rugby Association of America about possible partnering on Youth Rugby programs in Mason City
- Met with Clear Lake Parks and Recreation staff for a regional rendezvous
- Continued planning and partnering with 2018 River City Steak Challenge – July 8, 2018

#### Highland Park Golf Course Special Activities/Accomplishment:

- Hired and trained part time help
- Fixed 6 cart shed doors Set course up for carts during wet periods to route carts to dry areas to keep carts running on all course
- Fixed 4 leaks on course 2, 10, 11, and 15 all due to rock pushed into pipe
- Applied preemergent fertilizer all fairways
- Fertilized all tees with preemergent fertilizer
- Applied growth regulator, fungicide, liquid fertilizer to greens once
- Startup fairway irrigation system and test the lines
- Ordered food and beverages for concession
- Worked on installing new signage for the Golf Course

#### Recreation Work to Be Completed in Coming Month:

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

#### Highland Park Golf Course Work to Done in Coming Month:

- Prepare course for busy month of outings and tournaments
- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity

- Finish score board decking
- Junior Golf League starts June 12
- Co-Run the Ladies City Tournament - June 9
- Host the Final Round of the Men's City Tournament – June 10
- Tall Boy Classic – June 16
- Run the Highland Park Father/Son/Daughter Tournament - June 17



# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

- New recruits for summer programs and one time projects
- Trees for Kids and Branching out Tree Plantings
- Hour Logs
- Channel 4 updates
- Beautification- water meters, invoices, photos, hours
- Weed pulling in City owned Parking Lots
- Routine Cleanups for Band Festival
- Cannonball Day Marketing
- Community Service fulfillments
- Mason City & Newman Service Project Planning
- Park Watch set-up and schedule
- Recreation Department Live Healthy Iowa Track Meet
- Friends of 457 recruiting

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
<b>Beautification Program</b>	<b>Garden Prep and maintenance</b>	<b>160</b>
Total		160
<b>Adopt-A-Programs</b>	<b>Cleanup Crews</b>	<b>28</b>
Total		28
<b>Recreation</b>	<b>Annual Live Healthy Track Meet</b>	<b>40</b>
Total		40
<b>Miscellaneous Projects</b>		
	<b>Tokens</b>	<b>8</b>
	<b>Housing Authority</b>	<b>24</b>
	<b>Police Department</b>	<b>28.5</b>
Total		60.5
<b>Park Watch Ambassadors</b>	<b>Park Watch Tour</b>	<b>6</b>
Total		6
<b>Parks and Streets Projects</b>		

	<b>Landscaping or Tree Planting</b>	<b>220</b>
	<b>Weed Pulling</b>	<b>6</b>
Total		226
Grand total		<b>520.5</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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*"Youth and adults working together to build a Healthy Community for Healthy Youth."*

## YOUTH DEVELOPMENT

Youth Substance Abuse Prevention (YSAPS), Youth Development, FY 2019 application was approved with contract pending.

### Youth Action Teams (YATs)

- Three Mason City Youth Action Teams finished their projects to raise awareness against substance abuse. Youth Coordinator finished out the school year with pizza parties at each high school. End-of- year youth surveys were collected, entered to Qualtrics database and will be compared to initial surveys last fall to gauge for any positive (or negative) change.  
**GOAL:** To increase or maintain 30-day non-use of alcohol, tobacco, and marijuana among 25 high school age youth participating in Youth Action Teams from a baseline average of 82%.  
**SMART OBJECTIVE:** To increase or maintain perception of social disapproval-wrong or very wrong -for alcohol, tobacco, and marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 41% through the SPF process 9/1/17-6/30/18.  
**SMART OBJECTIVE:** To increase or maintain perception of great risk of alcohol, tobacco, & marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 50%, though engagement in the SPF process between 8/1/17 and 6/30/18.
- De-identified results will be received in late June.

### Positive Action

- Positive Action curriculum wrapped up at John Adams Middle School with YTF providing materials and support in the classroom. The evidence-based lessons are intended to positively impact youth perception of alcohol, tobacco, and marijuana use. Post-surveys were completed and will be entered to Qualtrics system to gauge for any positive (or negative) changes.  
**GOAL:** To increase or maintain 30-day non-use of alcohol, tobacco, and marijuana among 100 7th grade youth from a baseline average of 95%. (2014 Iowa Youth Survey)  
**SMART OBJECTIVE:** To increase or maintain average perception of social disapproval-wrong or very wrong-for alcohol, tobacco, and marijuana use among 100 7th grade youth from a baseline average of 85% through delivery of Positive Action between 9/1/17 & 6/30/18.
- De-identified results will be received in late June.



## **PREVENTION THROUGH MENTORING**

Youth Substance Abuse Prevention (YSAPS) Through Mentoring FY 2019 application was approved with contract pending.

### **One on One Mentoring**

- Mentor matches are winding down for the summer, although some will continue their meetings. An end-of-year mini-golf party is planned for the end of June.
- Mentoring Coordinator conducted surveys with mentees and their mentors during the month. 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**

- Matches ended with year-end pizza party held.
- Surveys were collected to determine changes in students' perception around substance abuse, good character, and perception that someone cares about them.

## **SAMHSA Project AWARE**

- 197 First Aiders were trained during the month from Northwood-Kensett CSD; Osage CSD, and Clear Lake CSD
- Youth referred for mental health treatment this grant year to date = 1427
- Grantee has an additional training workshop scheduled to be conducted on August 17, with 240 area participants expected.
- May was Mental Health Awareness Month. Radio spots performed by teens were aired through the month on area radio stations. Awareness poster "ads" appeared within the Globe Gazette, area Shoppers, and in the online edition.

## **STAFF / OTHER**

The Youth Task Force Spring Recognition Luncheon was held on May 16, highlighting the Mentoring Program's 20<sup>th</sup> Anniversary. Just under 100 people attended including Representative Steckman, Senator Ragan, YTF Executive Committee Members, Superintendent & Principals from MCCSD, County Supervisors, City Representatives and community members. Recognized:

- Youth from all three high schools for their participation and achievements in Youth Action Teams and Peer Mentoring programs. All received certificates and Seniors received a small gift
- Youth Mental Health First Aid Instructors were recognized for their dedication and hard work over the past three years
- Central Rivers AEA was named Community Partner of the Year
- YTF staff-member, Jessica Prazak was recognized for 15 years of service to Youth Task Force



- Principal, Dave Cicetti, was recognized for his 40 years of service and retirement from the Mason City Alternative High School

(A presentation highlighting activities, projects and photos throughout the year played continuously in the background during the event)

Iowa Jobs for America's Graduates (iJAG): Youth Task Force partnered to sponsor the iJAG Recognition Luncheon on May 9, at Music Man Square. Youth from grades 9-12 participate in the iJAG program and seniors were recognized for their achievements.