

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

July 2018

(Issued August 17, 2018)



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

City Administrator Comments

Mayor and City Council Members,

Over the last month, city departments have continued to be busy with several staff transitions. The Fire Department has been the most active in this regard, with several new firefighters being sworn in over the next week and new leadership being installed with Fire Chief Erik Bullinger. A new Deputy Chief will also be appointed once a decision has been made following interviews with the candidates. Additionally, one new police officer has been sworn in and a new HR assistant has been hired. While time consuming, the city has been fortunate to hire very good people into these positions and I am confident that the individuals selected will perform well in their new roles.

The River City Renaissance project has been a large demand on time. I recently provided an update to the Iowa Economic Development Authority on the project and informed the board that we had not yet been able to meet the contingency requiring full documentation of the financing commitment from the developer. We continue to work with the developer to provide the needed documentation and the board has set a deadline for providing the information prior to their next meeting or a determination on the status of the agreement with the developer.

The Science and Technology Advisory Commission met for the first time last week and started to consider several items including updates to the live streaming technology in the Mason City Room and the availability of affordable and reliable high-speed internet throughout the community. This commission will continue to meet and will likely have recommendations in the future on these topics.

The city held a recognition lunch last month for employees and it was my honor to hand out several certificates of recognition for long-time employees of the city. Many employees have worked for the city for over twenty years and this continuity provides a wealth of institutional knowledge when issues arise. It is a testament to the various departments' leadership that the city has enjoyed long tenured employees. While we will continue to face increasing retirements, I believe that the departments are working effectively to ensure a smooth transition when employees do elect to retire.

The Pyrotechnics Guild International event was again widely attended and, while complaints were received about the noise, the presence of the event was an economic boost with increased traffic in restaurants, hotels, and stores throughout the community. Public Safety recorded extra overtime to help provide services to the event and no significant issues were reported.

Regarding flood response, the city has pumped down the pond on the west side of Plymouth Road in hopes of locating a culvert that was reported to connect the east and west ponds. The culvert was at some point blocked according to reports from city staff and neighbors. The hope is to provide a recommendation for some relief to the amount of water that travels into these ponds without an outfall. The flooding in this area poured down toward the south and caused significant damage. The City Engineer is working on providing a hydraulic study proposal for the Council. This study will cover several areas throughout the city and will likely come with items to be completed to reduce the damage the next time a series of large rainfall events occur in the city.

Lastly, the city continues to have new construction being completed throughout the community. Several projects are ongoing in the residential neighborhoods and the city's commercial districts have new construction and renovations occurring. These projects include the Farm Credit Services, Mercy Medical Center, Spring Lake Townhomes, the STEM addition at NIACC, Las Palmas renovation, Kwik Trip, and others. I continue to work with North Iowa Corridor staff to support industrial retention and recruitment efforts and I believe it is likely that we will have announcements of expansions and new construction in the industrial sector forthcoming.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **July 2018**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 7/1/2018 – 7/31/2018	30759.6 Gallons	300 Buses
Enplaned 806 Deplaned 769		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at July 2018 Airport Commission Meeting
- Operations – Paint airfield markings, mowing
- The Redtail exhibit was on display at the airport
- Patriot Wings Bar and Grill opened July 9th

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2018 Airport Commission Meeting
- FAA inspection resulted in compliance with all regulatory requirements
- Airport operations supervisor will attend the 4 state airport conference in Kansas City

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of July:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and one Special Meeting and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 19 Resolutions 1 Ordinance based on various requirements
- Upload data for 3 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 7 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 \$980.00 in animal license fees and \$1,810.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: July, 2018

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: We received the first and last pages of a loan commitment to G8 Development on July 18. On July 20, I provided an update to the Iowa Economic Development Authority Board. The members indicated that they would like to see more of the loan commitment to ensure that G8 will be able to complete the hotel project. We are working with G8 and their lender to provide a document that has personal and proprietary information redacted. The Board will meet next on August 17, at which time we hope that the requested information has been provided and that the hotel financing contingency can be satisfied.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on July 31 to discuss two applications. The first was for “River City Escape” at 339 South Delaware Avenue, just north of the Delaware Bridge over Willow Creek. The applicants seek a DoRL forgivable loan of \$29,240 to improve the building for an “escape room” entertainment. The Forgivable Loan Review Committee recommended approval of this loan, which the City Council will consider at the second meeting in August.

The second application was from Ver Helst Enterprises, owner of the Wendy’s franchise at 1017 South Federal Avenue, for a CoRL forgivable loan of \$30,000. Staff had discouraged the applicant from submitting, because the project was essentially complete at the time they submitted their request. However, the applicant insisted on a Committee review. The majority of the Committee stated that they believed that the project has added both aesthetic and property value to the corridor, and recommended approval. However, Staff maintains that the application wasn’t timely and that the State requirements governing the use of TIF dollars (which fund the CoRL program) cannot be used for anything other than an economic development incentive (if the project can be completed without the CoRL assistance, then it can’t be an incentive). Staff will provide much more information in the memo for the August 21 meeting.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is nearly complete. This building is an exciting addition to the NIACC campus. 2) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced; two of the three buildings are now framed and exteriors are being applied. 3) The new Mercy Medical Center – North Iowa Behavioral Health Unit is continuing with interior work. 4) The Farm Credit/Farm Services building addition, at the northwest corner of 4th Street

SW and South Eisenhower Avenue, is nearly complete. 5) The Las Palmas Restaurant is renovating the former Ruby Tuesday and will relocate to the new address within the next few weeks. 6) The former Pasta Bella building at 1303 South Federal Avenue is being converted to a Laundromat. 7) LaCrosse, WI based Kwik Trip will build a Kwik Star convenience store and gas station on the SW corner of South Federal Avenue and 15th Street SW. This new store will bring groceries and gas to an underserved area on the south side of Mason City.

Development Review Committee: 4 meetings held in July: 7/3, 7/10, 7/17, and 7/24.

DRC Activity	July, 2018	YTD
Total Development Plans Reviewed	4	26
Concept plans reviewed/approved as a Minor Site Plan	1	6
Concept plans to be resubmitted as a Major Site Plan	1	14
Total Concept Plans	2	20
Major Site Plan Reviews Completed	2	6
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	1	20
TOTAL ITEMS REVIEWED	5	47

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	July, 2018	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	2	6
Commercial, Accessory Structure	0	0
Residential, Principal Structure	7	29
Residential, Accessory Structure	6	41
Signs	7	31
Floodplain	1	9
Encroachment Permits	0	4
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	0	4
Variance	1	6
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	1
Miscellaneous	0	2
Preliminary Plat	0	0

Activity	July, 2018	YTD
Site Plan Approval	1	1
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	1	3
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	1
Zoning Violations		
Reported	1	17
Unfounded	0	1
Founded-Resolved without citation	0	4
Citations	0	0
Open Cases (as of date of report)	19	N/A
Cases initiated by staff	0	14
Zoning Inspections		
Zoning – Case Request	1	16
Zoning – Violations	0	2
Zoning –Setback	2	11
Zoning - Final	1	8
Permit Reviews		
Zoning Reviews Completed	57	231
Floodplain Reviews Completed	46	221

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	July, 2018		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	32	\$ 783,559.85	153	\$20,429,493.44
Minor Building Permits	62	\$ 964,485.49	148	\$ 877,388.74
Electrical Permits	20		121	
Plumbing Permits	5		39	
Mechanical Permits	16		78	
Sign Permits	7	\$ 23,925.00	30	\$ 43,020.30
Demolition Permits	0	0	12	\$ 5,912.00
Structure Moving Permits	0	0	1	\$ 500.00

BUILDING INSPECTIONS PERMIT REPORT				
Inspections	July, 2018		YTD	
Number of inspections	98		679	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	81	6	243
Multi-residential	0	0	1	0
Commercial	0	11	0	48
Industrial	0	1	1	3
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	7	0	43
Fees Collected	July, 2018		YTD	
	\$ 19,170.66		\$ 125,277.60	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	July, 2018	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	181	1004
Staff Initiated	117	622
Non-Staff Initiated (total):	64	382
Response to Complaint	18	148
Anonymous Complaint	32	142
SeeClickFix	14	92
Case Request Disposition		
Founded Case Requests	181	1004
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	9
Dangerous Building	2	14
Abandoned Vehicle	2	10
Tree/Shrub Maintenance	3	13
Garbage	37	165
Inoperable Vehicle	3	42
Junk, Rubbish or Refuse	98	452

¹ Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.

CODE ENFORCEMENT REPORT	July, 2018	YTD
Other	8	220
Writ of Removal	5	31
Information Request	22	46
Snow Removal/Weeds & Tall Grass	97	772

Rental Inspections Summary:

Rental Inspection Report	July, 2018	YTD
Initial Inspections	45	272
Reinspections	101	332
5 yr. Inspections	91	660
Complaint Inspections	27	91
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	17	105
Inspection cancelled by Inspector	2	2
Failed inspections	30	151
Passed Inspections	55	427
No Shows	20	157
Total # of Inspections	147	906
Rental Dwelling Certificates Issued	9	165
Units White Tagged	19	26

TRANSIT AND SAFETY

Transit

During the month of July, Mason City Transit provided 13,470 rides on its Fixed-Route; which averages to be over 641 rides per day. This is an increase of 2,514 rides compared to July 2017.

Mason City Transit also participated in a Drug & Alcohol Policy review with the Federal Transit Administration in an effort to improve our policy and to ensure its proper implementation.

Safety

During the month of July, the Safety Department, with the help of Argent, conducted Lockout/Tagout, Electrical Safety, Workzone Safety and Flagger Training for the affected employees.

As always, the Safety Department continues to meet its core function of training new and current employees for various departments within the City.

ANIMAL CONTROL

JULY	2018	YTD
ANIMAL CALLS FOR SERVICE		

JULY		2018	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	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		0	0
2300	2359	=	2
0	700	=	6
3rd shift sub total		0	8
TOTAL for Month		142	676
ARRESTS			
Animal Sanitation			0
Chase/bite nuisance violation			5
Cruelty/Welfare of Animal			0
Vicious Animal		1	2
Disturbing the Peace			0
No Rabies Vaccination			5
No City License			3
Animal At Large		1	4
Total People Arrested		2	19

JULY	2018	YTD
ANIMAL CALLS FOR SERVICE		
Animal Bites	<u>6</u>	35
Wild animal calls	<u> </u>	7
Pickup slips animal count	<u>98</u>	<u>474</u>

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>
July	4	7%	3	93%	7
Year to Date	4	43%	3	57%	7

Burials in June were much lower than projected. Traditional burials were slightly lower than projected and cremation burials were well below projections for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
July	3	0	3
Year to Date	3	0	3

Lot sales were slightly lower than projected and niche sales were lower than projected for the month. Both lot sales and niche sales were lower than projections for the year.

Administration – The Historic Resource Development Program grant request of \$31,089.00 was not funded. Comments from the funding committee related that the project was worthy, more detailed information about the construction and schedule was needed. Balancing the closing financial information for Fiscal Year 2018 with the city's figures was completed.

Operations – The Burgos mausoleum was installed and a committal service for Elliot Burgos was held. With the slowing of grass growth, the crews finally caught up on the mowing and trimming. Repairing turf grass, pouring monument foundations, trimming trees and additional cleanup has been done. The new tractor mower was delivered.

Board of Trustees – The certificate stating the Cemetery is listed on the National Register of Historic Places as a Historic District was received and hanging in the office. The statistics for Fiscal Year 2018 were reviewed with the cremation rate reaching 57% of total burials, the Meredith Willson family lot improvements and the listing of the cemetery on the NRHP being the major highlights.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	5
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	5
▪ New Installation	1
▪ Disconnect	0
▪ Sump Pump	3
▪ Water – Industrial/Commercial	
▪ New	1
▪ Repair	4
▪ Disconnect	0
▪ Water – Residential	
▪ New	0
▪ Repair	7
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	16
▪ New Sidewalk/Approach	1
▪ Curb & Gutter	1
▪ Curb Cut	1
● Pedestrian Ramp survey & design	6
● Driveway Approach permit & inspection	13
● Iowa One-Call locates	510
● Emergency Call-outs	10
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	7
▪ Review contractor Traffic Control Plan	4
● Permit Review & Approval - City	

▪ Commercial Building	1
▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	0
▪ Moving	1
• Permit Fees collected	\$1,895.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

12th Street NW Bridge Over Willow Creek Replacement Project:

The deck and beams of the existing bridge have been removed and Reilly Construction is currently removing the bridge abutments. Pile driving is planned to begin the second week of August. The private fiber lines that were in conflict have been relocated.

The 12th Street NW signed detour is in place and will remain in-place until completion of the project. The signed detour redirects traffic to Taft Avenue, 4th Street SW (Highway 122) and Pierce Avenue.

Highway 122 Reconstruction & City Utility Replacements Project:

Engineering Staff attended weekly progress meetings with the Iowa Department of Transportation, Wicks Construction, private utility providers and their subcontractors.

Constructions Crews with Reilly Construction continued installing new storm sewer intakes, storm sewer pipe and sanitary sewer service lines at multiple locations along 5th Street. New water main was installed from South Connecticut Avenue to South Carolina Avenue and currently being tested for pressure and health requirements. The new water main replaces the existing 4" water main. Once the testing is complete, new water service lines will be installed between the main to the curb stop valve at the right-of-way. East and westbound traffic is currently shifted to the two southernmost lanes to accommodate the water main work. Pits will be dug on the north side of 5th Street SE for directional boring of water service lines to the properties on the south side.

The first full width paving on the project was completed on July 20th. Wicks Construction paved 5th Street SE between South Federal Avenue and South Pennsylvania Avenue. The following week, 5th Street SW between South Federal Avenue and South Jefferson Avenue was paved. The next full width paving is planned for 5th Street SE between South Pennsylvania Avenue and South Massachusetts Avenue; it is expected to be completed the first week of August. South Federal Avenue between 5th and 6th Streets is planned to be closed the second or third week of August. However, prior to the South Federal Avenue closure, South Pennsylvania Avenue and South President Avenue will be re-opened for north and southbound traffic. A Federal Avenue detour will be put in place directing traffic to use 19th Street SW, South Monroe Avenue and 4th Street SW. Temporary traffic signals were installed at the intersection of 15th Street SW and South Monroe Avenue and will be placed in full operation during the detour period.

Alliant Energy continued with the installation of their new underground electrical system. CenturyLink and their subcontractor continued with the relocation of underground utilities. City

Engineering Staff and Water Supply Staff continue to be a constant assistant for locating city utilities and providing records as the work zones shift throughout the project area.

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

No work was done during the month of July. Heartland Asphalt temporarily pulled off the project and they plan to resume work on August 6th. Work will resume on construction of pedestrian ramps on the south end of the corridor. The new pedestrian ramps will be ADA compliant including the required detectable warning panels.

Following the construction of the remaining pedestrian ramps, North Federal Avenue will be milled and surfaced with Hot Mix Asphalt, followed by the application of new pavement makings. Finally, the traffic signals at 12th Street will be reconfigured to accommodate the four to three-lane conversion.

Downtown Traffic Signal Replacement Project:

K&W Electric plans to begin the project in the spring of 2019. A preconstruction meeting with WHKS and K&W Electric will be scheduled closer to the start of the project.

North End Lighting Improvements Project:

Alliant Energy is in the process of removing the existing wire and cables from the utility poles along the west side of North Federal Avenue. After the lines are removed, the utility poles will be taken down and the new street light bases and poles will be installed. The utility poles with the existing street lights will temporarily remain in place. Removal of those poles will be coordinated with the City's street lighting project. A preconstruction meeting with SEH and K&W Electric will be held soon, prior to beginning the project.

27th Street SW Street Paving and Utilities RISE Project:

The striping of top soil and site preparation continued with the placement of fill material. Reilly Construction continued hauling fill material to the site with ongoing compaction testing being conducted. Engineering Staff, SEH and Wicks Construction continued meeting bi-weekly on the progress of the project.

2017 Street Rehabilitation Program:

The contractor started working on the remaining punch list items that need to be completed before the project can be accepted and closed out. Pedestrian ramps at the corner of South Maryland Avenue and 6th Street SE were removed and will be rebuilt soon. New curb was placed on South Tennessee Avenue replacing curb that was damaged during the milling process.

2014 Pedestrian Trail Improvements - Phase 2:

The Canadian Pacific Railroad completed the installation of the second panel at the South Taft Avenue crossing. The City's contractor can now proceed with the extension of a storm culver before the paving contractor completes the construction of the trail.

Monroe Avenue Pedestrian Trail:

Heartland Asphalt is coordinating the construction of the railroad crossing with Union Pacific Railroad. The tentative scheduled date for that construction is August 24, 2018. Following the

construction of the railroad's crossing, the contractor will construct the approach section whereby completing the crossing.

2018 Street Panel & Curb Replacement Program:

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the areas where recent work has been completed include the intersection of North Kentucky Avenue and 1st Street NE, 15th Street SW east of South Pierce Avenue and South Virginia Avenue north of 19th Street SE. The contractor is currently working on North Illinois Avenue south of 12th Street NW and on Asbury Drive near the Sumac intersection.

2018 Sidewalk Program:

Mid-Continent Contracting continued work on the project, replacing damaged sidewalk as signed waivers were returned. Mid-Continent Contracting was also assigned to sidewalk repair work for the "no response" properties within the project.

2018 Pavement Marking Program:

Quality Striping finished placing the long line pavement markings. Quality Striping also placed 26 epoxy shared bike lane symbols as part of the project this year. A final pay request is being assembled and is expected to be on one of the next council agendas for approval.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued coordination efforts with Alliant Energy on a gas main project along 19th Street SW. The project consists of new gas main installation along the south side of 19th Street SW between South Eisenhower Avenue and South Pierce Avenue as well as new gas main along South Pierce Avenue from 19th Street SW to 15th Street SW. KS Energy temporally pulled their crews off the project but plan to resume work soon. After all easements are secured from the properties owners along the south side of 19th Street SE near Cheslea Creek, a directional drill capable of drilling rock will be brought in to complete the bores beneath Cheslea Creek at 19th Street SW and on 15th Street SW.
- Engineering Staff continued coordination efforts with Alliant Energy on a second gas main project that began along 2nd Street NE between North Connecticut Avenue and North Delaware Avenue. As part of the project, new gas main will also be placed on North Pennsylvania Avenue between 1st Street NE and 3rd Street NE. Q3 Contracting is acting as Alliant's general contractor, currently installing new gas main at the intersection of North Pennsylvania Avenue and 2nd Street NE. Engineering and Water Supply Staff continued providing locating services for city utilities as well as providing records as the work shifts throughout the project area.
- The Engineering Department responded to a complaint regarding a hole that had developed in 25th Street NW. An inspection resulting in the finding of an old damaged storm sewer culvert that had caused a portion of the roadway to be washed away. Engineering Staff surveyed and collected field data necessary to assemble plans and specifications for the replacement of the culvert. An outside contractor was hired to remove the existing culvert and construct the new.

- Engineering Staff, on several occasions, collected elevation data at the ponds along Plymouth Road for point of reference and record. The data may be used in future storm water management planning of the area.

Traffic Division:

- Traffic Control
 - Sign work orders 9
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 10
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 11
 - Perform traffic signal repairs 16
 - Iowa One-Call locate reviews 552
 - Locate City-owned electrical utilities 20
 - Emergency Call-outs 2
 - Tornado Siren repairs 0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Worked with a contractor to install a new meter pedestal at the 12th Street NE & North Rhode Island Avenue signal due to Alliant Energy's rebuild project along 12th Street NE.
- Worked with an electrical contractor to install a new electrical service for the North Illinois Avenue bridge lights.
- Worked and coordinated with two contractors for the installation of a new signal camera system at 4th Street SW and South Pierce Avenue. The camera system is used for traffic detection which will help improve traffic flow. The cameras were programmed and checked for proper operation. Also finish with the installation of the pedestrian signals and push button activation system.
- Worked with a contractor to replace signs on several signal mast arms.
- Responded to an accident involving a street light pole at 5th Street SW & South Federal Avenue. Set up a lane closure and hired a contractor to remove the damaged pole. Then arranged for the replacement of the concrete base and pole.
- Checked on issues with the Emergency Siren controller in the FEMA safe room at the MacNider Campgrounds.

Water Supply Division:

- Water Production

	<u>July</u>	<u>FY 2019</u>
• Total (gal)	164,934,000	164,934,000
• Daily Average (gal)	5,320,000	5,320,000

• Daily Maximum (gal)	6,733,000	6,733,000 *
• Daily Minimum (gal)	3,874,000	3,874,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #1 EDR Train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Replaced check valve in EDR #2 acid line
- Repaired faulty coil in bulk water machine at the Water Treatment Plant
- Clean conductivity probes
- Replaced water cooling valve on the Hypochlorite Generator

○ Customer Service

• Iowa One-Call locates	507
• Prepare and send service repair letters	6
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	4
• Correlate water main breaks and investigate for leaks	8
• Hydrant flow testing	0
• Hydrant Flushing	1
• Water Main shut down for repairs	5
• Water shut offs for non-payment	12
• Water shut for other	8
• Water service re-connects	8
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	10
• Deliver Red or Tan Tag	2
• Update shut off data base and maps	8
• Water Service Permit/Inspection	
▪ Repair/Replace	14
▪ New Installation	2
▪ Disconnections	3

○ Meter Department

	<u>July</u>	<u>FY 2019</u>
• Meters Installed	67	67
▪ Industrial	0	0
▪ Commercial	5	5
▪ Residential	62	62
• Meters Repaired	0	0

• Contractor and Garden Meters Installed	0	0
• Meters Read	11,772	11,772
• Meters Ordered	0	0

Meters Installed July 2018			Meters Ordered July 2018		
5/8"	62		5/8"	288	
3/4"	1		3/4"	0	
1"	3		1"	0	
1 1/2"	1		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	67		Total	288	
Meter Inventory August 1, 2018					
5/8"	316		5/8"	0	
3/4"	12		3/4"	0	
1"	13		1"	0	
1 1/2"	0		1 1/2"	0	
2"	1		2"	0	
			3"	0	
			4"	0	
Total	342		Total	0	

Other Tasks Performed through the Water Supply Division:

- Cleaned up trees in the fence at Wells A1 and A3
- Replaced coil and troubleshoot starter on Well #14
- Installed rebuilt Booster Pump #3 at the Federal Booster Station
- Stopped leaking air relief valve on the raw water line from the south well field
- Sent in the new server for SCADA system programming
- Installed a new city network system server at the water treatment plant
- Submitted IDNR Reports
- Clean ground rods on all stacks
- Clean vacuum relief valves on all 4 EDR Trains
- Calibrated Chemical Pumps
- 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
- Monthly Safety reports and inspections

- Continued to work with vendor on SCADA software update
- Mowing at the water plant, well sites, Federal Water Tower and ENGINE 2 building

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 July:

Finance

Duties	July	Fiscal Year-to-Date
Prepare payable checks	522	522
Prepare receivable invoices	43	43
Prepare payroll checks	884	884
Certify invoices to County	38	38
Send letters to State Offset Collections	31	31
Record State Offset collections	\$ -	\$ -
Sort Mail	6,500	6,500
Record ambulance receivables	201	201
Process utility payments	199	199

- Completed monthly payables
- Complete monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Golf direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for June
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue working on FY 18 Comprehensive Annual Financial Report
- Attend Street Finance Report meeting

Utility Collections

Duties	July	Fiscal Year-to-Date
Record ACH activities	31	31
Prepare Utility adjustments	75	75
Estimate billings		-
Issue utility bills	10,573	10,573
Answer phone calls	484	484
Respond to voicemail	241	241
Complete utility service orders	100	100
Complete landlord tasks	50	50
Issue shutoff notices	452	452
Process customer paid utility bills	5,570	5,570
Process customer deposits	466	466
Replace meters	76	76
Complete monthly sales tax report/hours	4.00	4.00

Information Systems Coordinator

- Order new server for Operations and Maintenance.
- Fix permissions for sign in sheets for PD Chief.
- Fix issues for Aaron B.
- Configure two new servers for Water Treatment.
- Look at issues with Library and miView Point.
- Help FD user get email set up on his phone.
- Set up shortcuts for new City Admin to Novatime and miView Point.
- Check scan folder permissions for user at FD.
- Check with Chief about replacement server for PD.
- Order Adobe Pro licenses for GDP.
- Reboot housing server to see if it fixes housing software.
- Remove users from FD.
- Renew Firehouse agreement for FD.
- Try reinstalling OS on Task Force laptop.
- Get quotes for projectors to Edith at Museum.
- Get quotes for SQL licenses for Finance and GIS.
- Get with Server vendor about missing network cards.
- Pickup USB to Cat5 conversion cable.
- Order dual monitors for City Admin.
- Order HDD duplicator.
- Install network cards in YTF and Water Treatment servers.
- Order server for YTF.
- Configure server for YTF.
- Clean up old data on Water Treatment server to make room on the C drive.
- Complete Safety Training.

- Take Water Treatment server to plant and install in rack.
- Complete final stages of new Water Treatment domain controller.
- Troubleshoot mobile time clock for Rec Department.
- Pick up computer from Rec Department for trouble shooting.
- Pick up tablets at PD.
- Set up dual monitors for PD records station.
- Find new hard drive for Rec Department computer.
- Get quotes and order OS server licenses for new servers.
- Get DHCP set up on new server at Water Treatment.
- Take YTF server to department and install.
- Configure final stages of YTF server.
- Fix manual install scripts for Water Treatment and YTF.
- Re-join computer at FD to domain to fix issue.
- Rebuild Rec computer with new hard drive.
- Change out monitors for City Admin.
- Get a quote for replacement printer for HR.
- Contact AIM about scheduling time to update database for PD.
- Disable DHCP on old YTF server and verify connections.
- Look at printer for Water Billing.
- Contact Tech to look at printer for Water Billing.
- Notify PD about switching DHCP servers.
- Get more memory for new O and M server.
- Start working on new O and M server.
- Look at retrieving data off of failed hard drive for Rec Department.
- Take computer back to Rec Department.
- Finish printer install for Rec Department computer.
- Verify DHCP at PD that it is working.
- Update AIM for PD.
- Update PD SGT computer to IE 11.
- Look at network issue with computer at PD.
- Copy desktop items back to rebuilt computer at Rec.
- Set up spare computer for City Admin.
- Help Mike S with his L-3 system.
- Check with Dave H at PD about updates on SGT's computer.
- Conduct open records search on Email system.
- Get DHCP reservations set up on PD server.
- Notify PD about data migration.
- Set up new HR assistant.
- Move data files for PD to new server.
- Order SQL license for Finance.
- Set up new user for PD.
- Order new OS license for Rec and FD servers.
- Order new server for Rec and FD.
- Download and install Adobe Pro for GDP.
- Check on status of Car 8 at PD.
- Order another PDF license for GDP.

- Take server to O and M and install in rack.
- Set up WINS server on new O and M server.
- Reboot housing server again.
- Get DHCP up and running on new O and M server.
- Move user data for Water Treatment, YTF, and PD over the weekend to new servers.
- Look through quarantine email list for Council Member.
- Install and configure new Rec Server.
- Have O and M restart computers to clear up DHCP issues.
- Contact Woodman about email notifications.
- Double check network connection for PD workstation.
- Set up scan function for Pat G at PD.
- Install new computer for City Admin in office.

GIS Department

Cemetery

- Discuss mapping options for history walk and grave stone art walk maps: paper and online app
- Create point layers for updates on the two cemetery walks
- Work on map and online app for History walk and Grave Stone Art walk

Development Services

- Run script and create first and mid-month parcel CSV file
- Complete requested updates to Moonlight bike ride map, check print quality and submit for inclusion into council packet
- Research reported errors in parcel data upload to SmartGov
- Troubleshoot problems with labeling, fixed

Engineering/Water Treatment/Customer Service

- Update map for laptops
- Download software updates and updated map to laptop
- Find adapter for laptop power cord to charge in vehicles
- Update Water Customer Service databases and repair broken links
- Update new user profile to laptop
- Check GPS points not updating per user, verified they are present
- Troubleshoot and fix missing add-in toolbars
- Meeting to look into data requested for project proposal
- Complete and upload GIS data request for proposal
- Research downloading points into GPS survey unit
- Copy GPS data points to shapefiles in ArcMap project as requested
- Update map for laptops
- Download software updates and updated map to laptop
- Download GPS data and update corresponding GIS layers x 15 times

Fire

- Create feature for map to print

- Create and edit route line segments for map project
- Create instructional document on how to create and delete line segments in a map project

Finance

- Create map as requested for Plymouth Rd flooding
- Create map as requested for water meter cycles
- Discuss memo to move forward with GIS and water database merge project
- IT: switch backup tapes x 5days
- IT: assist changing council meeting dvd
- IT: request for desktop shortcut x 2
- IT: create shortcuts on desktop for user x 2
- IT: reset password
- IT: assist user with locating desktop shortcut
- IT: determine data location for GIS map projects used by O&M

Operations / Utilities/ Water Reclamation / Parks

- Update parcel info and create labels for project
- Create GIS Layers and add data from 2018 flash flood event
- Create map from data added for flood event and export as pdf
- Calculate elevation change for specific area

Police

General

- Meeting with City Administrator for overview on access to map data, new maps to create
- Discuss GIS and Water database merge project with City Administrator
- Conference call with software vendor regarding GIS and Water Database merge
- Update June Flash Flood map
- Attend Iowa Geographic Information Council meeting online
- Update map for City Administrator, create login and provide info for street level view imagery
- Work on online maps and update existing layers
- Update memo for water database and GIS merge project
- Discuss annual reoccurring maintenance contract with vendor, negotiate pricing
- Volunteer Program: Create web app for Earth Day program

August initiatives

Finance Department

- Work on July 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 FY 18 CAFR
- Complete street finance report
- Start work on Annual Finance Report for State
- Start work on Annual TIF report for state

Information Systems Coordinator

- Finalize programming database for Water Billing Department and begin testing.
- Complete expansion of the Wireless Network for City owned devices.
- Work with Water Treatment on updating servers and computers with new SCADA system.
- Continue to replace outdated servers.
- Start the next phase of the firewall upgrades.
- Look at getting the cemetery back on the wireless network.

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

		July 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	55	328
	EMS	308	2,370
Non-Emergency Calls			
	Fire	6	19
	EMS	71	609
Total Calls for Service (Fire & EMS)			
		440	3,326
Personnel Training Hours			
	On-Site	770.50	5,517.55
	Off-Site	42.75	522.75
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	107	911
	Existing Building Inspections	0	49
	Plan Reviews	8	82
	Fire Investigations	0	9
	Liquor/State License Inspections	14	95
Community Involvement			
	Public Tours of the Fire Station (Number)	0	8
	Public Fire Safety Appearances/Trainings (Number)	3	20
	EMS/Fire Students - Ride-Along	6	51
	Preceptor Training Hours	149	918
Overtime Hours			
	Fire	192.75	549.00
	EMS	513.00	2,790.00

Overtime Analysis

Overtime for the month of July was slightly higher than anticipated. Three MCFD staff lost family members, two firefighters also requested FMLA and maintaining overtime

numbers continue to rise due to being short staffed and having several firefighters on sick leave. We are optimistic and hope to report lower numbers in August after we hire three firefighters to fill vacancies that left each battalion short by one member. On the other hand, we are very excited for Fire Chief Bullinger to start in August and bring about many positive changes to the department and the City of Mason City!

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	1	6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	17	28
Engineering	17		17
Finance	10		10
Fire	42		42
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	1	52
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	240	26	266

Plus 134 Summer Seasonal employees

Staffing

Activity

Hiring Activity:

- Fire Chief (1 opening): Final interview of finalist, candidate selected
- Crossing Guard (Police): Interviews conducted
- Street Maintenance Worker (Street): Internal job bid approval by Council
- Swing Worker (Utility): Job bid internally, waiting for approval by Council
- Transit Driver - 1 opening (Dev Services): Interview conducted, offer accepted by candidate, additional recruitment underway

	<ul style="list-style-type: none"> - Human Resources Assistant (HR): Recruitment conducted, interviews conducted, offer accepted by candidate, approved by Council - Police Officer-2 openings (Police): 1 new hire starting in August. Creating a new Civil Service list late summer - Deputy Fire Chief-Ops (Fire): Creating internal promotional Civil Service list - Firefighter/EMT-2 openings (Fire): Conducted recruitment, civil service testing, Civil Service list certified
Positions Filled:	- Hired 1 Reg employee: HR Assistant & 4 seasonal hires during the month
Turnover:	- 1 Firefighter, 1 Police Reserve, 1 seasonal employee
Seasonal Hiring:	- Hired 4 additional seasonal staff
Employee Orientations/exit interviews:	- Orientations for 2 full-time & 4 seasonal staff
Civil Service Commission:	- 1 meeting held during the month

Labor Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - 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

Employee Involvement

Activity

Wellness Activities:	- Assisted with Annual Employee Recognition lunch
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Benefits

Activity

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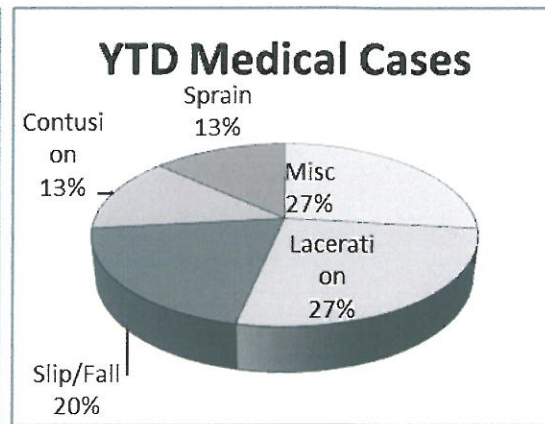
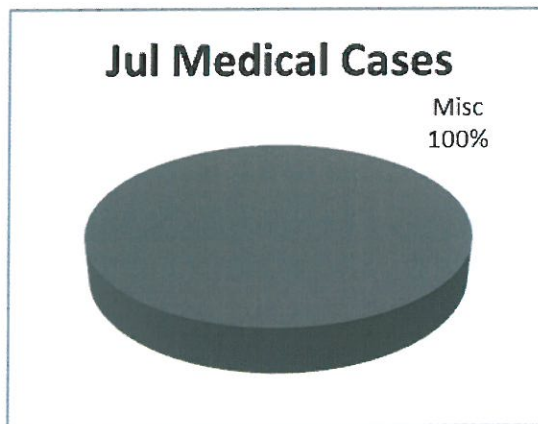
Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
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Open Record Requests	- Worked on open record request
Drug Testing Compliance Activities:	- Conducted required monthly drug testing - Participated in Federal Transit Administration audit of our drug testing program
Professional/Community Support:	- Attended annual IAPLRA Board Planning meeting

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	1	15	15
# of OSHA Injuries	1	15	13
# of Days Missed	0	53	24
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: July 2018

Routine Activities:

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

July was an exciting month for the Museum's collections and exhibits. "Snowstorm in Midtown Manhattan" by Guy Carleton Wiggins was officially approved for accession. This artwork was purchased from Debra Force Fine Art out of Museum Trust funds thanks to the donation from the estate of Bonnie McCoy. The piece can already be admired by museum visitors in the MacNider Gallery. Another piece is being considered for acquisition in Memory of Betty Chang to be placed in the Chang Gallery. This piece will be purchased from Museum Endowment Interest funds through the already established Chang acquisitions fund as well as memorial gifts. More updates will follow next month. In addition to the current *Area Show: 46* exhibit, Hank Hall's ceramics were unveiled in the Center Space this month. Hank Hall won the Iowa Crafts Show previously and therefore received the opportunity to have an exhibit of his own. The exhibition called *Off Center: Ceramic Works of Hank Hall* features a variety of tea pots that visitors have really come to admire.

Every Saturday in the summer from June through August, the Museum leads Architectural Walking Tours. These docent-led tours take visitors through Mason City's treasured Prairie School architectural heritage from the Museum to the Stockman House. A proposal has been made from Wright on the Park to take over these Walking Tours. This month the Board of Trustees reviewed a draft proposal and will be continuing discussions with WOTP. The final proposal is expected to be presented at the next board meeting.

This month the Mason City Police Department installed trail cameras to monitor the growing deer population in the area. The Board approved this action last month and the cameras were installed to collect data about the herd.

This summer the blocks have been taken to the Friday Night Live Programs each time. While this requires considerable effort hauling the blocks with a truck and trailer as well as staff hours to man the Imagination Playground, the Museum feels that the community outreach is important.

Once again the Museum partnered with the North Iowa Fair in the Open Class Art Exhibits to encourage local everyday art hobbyists to compete and show their stuff. The Museum helps with the setup of the open class exhibits and loans the fair several easels to display the work. A Museum staff member judges the exhibits. During the fair, the Museum also taught 2 Kids Club classes for fairgoers.

Finally, the Lunch n' Learn program helped to close out the month of July. This month Director Edith Blanchard led participants on a Sculpture walk to learn more about the artistic pieces decorating the city's sidewalks and street corners. The walk was well attended, as this tends to be a crowd favorite.

Membership:

Members: 304

Attendance:

Gallery / Open Studio / Shop: 980

Programs: Hank Hall Opening Reception (14), Foundation Meeting (5), Board Meeting (6), City Safety Training (78)

Outreach: 114 adults; 98 kids

Tours: 15 adults

Rentals: Birthdays (10 adults, 19 kids), Graduation (66 adults, 23 kids), Wedding (85 adults, 7 kids), Shower (25 adults, 4 kids)

Classroom: 55 adults, 170 kids

Playground: 125 adults, 256 kids

2018 July Attendance

Gallery attendance	980
Tour attendance	15
Event attendance	342
Classes	225
Playground	381
Outreach	212
TOTAL	2155

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(10 Cement Work)
CONFINE SPACE ENTRY	(1 CONFINE SPACE ENTRY)
Dirt Work	(1 Dirt Work)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
REMOVE HYDRANT	(1 REMOVE HYDRANT)
Road Box Repair	(1 Road Box Repair)
SANITATION	(2 SANITATION)
Sewer M/H REPAIR	(4 Sewer M/H REPAIR)
Valve Installation	(4 Valve Installation)
Water Main Repair	(3 Water Main Repair)
Water Service Repair	(1 Water Service Repair)

The Utility Crew repaired 3 broken water mains this past month. The first one was on a 12" main installed in the 1970s on South Eisenhower, the other two were on 6" water mains, one at 4th & South Rhode Island installed in 1939 and the last one was on Lakeview Drive installed in the 1950s. We poured back over 60 yards of concrete on the above projects.

Internal Service Division:

Mechanical

Service and repair 5 fire trucks and ambulances
Service and repair 5 park vehicles
Service and repair 3 police cars
Repair and service 4 Sanitation trucks, brakes, etc.
Repair and service 17 Street Department vehicles
Service and repair 0 Water Reclamation vehicle
Service and repair 4 Water Utilities vehicles
Service and repair 1 Water Supply vehicle
Service and repair 0 Rec Department vehicle
Service and repair 1 Engineering vehicle
Service and repair 0 Inspection vehicle

Electrical

Repair traffic signal at 19th and S. Eisenhower
Replace 2 receptacles and circuit breakers at the campground
Repair street light in the 100 block of N. Pennsylvania
Repair street light on N. Delaware Avenue
Repair traffic signal at 6th and S. Federal
Repaired lights in Mark Rahm's office
Repaired pump disconnect at Water Reclamation
Repair lights at Recreation Department office
Repair street light on N. Federal
Repair pump at Water Reclamation
Repair parking lot lights at 1st and S. Delaware
Run generator test at the campground
Disconnect power from pump at Water Reclamation
Repaired street light on N. 4th Street
Work on installing power at Monroe Park
Repair door openers at Street Department
Event support at Campground for steak cookoff
Repaired light at Comfort Station
Repair lights in men's room at youth complex
Repair traffic signal at 6th and S. Federal
Replace light at Sanitation Department
Repair parking lot lights at 1st and N. Washington
Repair traffic light at 19th and S. Taft
Repair pump at pool
Repair underwater pool lights
Repair outlets in shelters
Repair electrical outlets for Friday Night Live
Repair traffic signal at Illinois and 122

Wastewater Division:

Routine Activities for the month:

July

Division: Wastewater

● **Wastewater treatment:**

Monthly Total:	323.867	million gallons
Daily Average:	10.447	million gallons per day
Daily Maximum:	18.659	million gallons per day
Sludge processed	1.49	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5

- Cleaned line west of town, heavy grit and paper products
- Replaced manhole ring and cover on bike trail

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Passed 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:

- Mowed plant grounds
- Power washed all clarifier weirs
- Cleaned UV system
- Checked oil in all lift pumps
- Removed #4 raw pump and had repaired
- Removed #3 pump and repaired
- Assisted with S Rhode Island sewer repair
- Repaired gas regulator valve
- Lock out tag out training
- Assisted WHKS with sewer inspections
- Checked/changed oil in all clarifiers
- Ran thickener
- Cleaned intermediate clarifiers
- Had water tanks on Vactor replaced (warranty)
- Repaired field driveway after rain storm
- Hauled sludge
- Completed Industrial inspections

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	618.78 tons	3,197.00 tons
Recycling collected	135,340 pounds	910,100 pounds
Yard waste collected	151.63 tons	779.98 tons
Large item number of stops	51	287

Materials collected:		
Large furniture	38	243
Small furniture	51	239
Tubs & toilets	1	6
Appliances & TVs	12	63
Electronics	0	1
Request for service calls	303	2,083

Street Division:

Clean and maintain shops and equipment as necessary
Fill potholes with cold patch and hot patch
Install playground at Kiwanis Park
Change the banners downtown
Clean up accident debris, various locations
Trim trails
Clean debris off storm intakes
Repair signs as requested by Engineer's office
Trim trees 60 calls, remove trees, 37
Assemble and move soccer goals for the Recreation Department
Pick up dead deer
Grade the shoulders
Sweep streets as needed
Grade gravels and alleys as needed
Jet plugged storm sewer lines
Pick up downed limbs/trees around town from the wind storms on May 25 & June 2
Hot patch and cold patch holes as needed
Haul tables, cans and bleachers for all events

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
Replace the grill at shelter 2
Haul bleachers, tables and cans for events
Trim trees in parks , trails and buyout lots as needed
Install donated benches for Faust and Clark
Pour pads around the rental bikes
Mow all parks as needed
Mow side hills as time allows
Repair the stairs at the Bandshell
Install playground at Kiwanis Park
Repair broken campground site signs

Help with ball tournaments
Remove and replace the Kiwanis Park sign
Clean up all the cig butts at the Comfort Station in Central Park
Repair toilet at Frederick Hanford shelter
Remove all the rotten railroad ties along the border of Gooch Park
Trim the overgrown lilac bushes at Gooch Park
Spread gravel at the campground sites
Install broken fire rings at the campground
Repair the fence at West Interstate Park
Repair the urinal at the Youth complex
Clean the debris off the boat ramp at the Black Pit
Remove the tree against the pedestrian bridge near dam 1 in East Park
Repair the damaged bridge rail
Repair drinking fountain at Prairie Playground
Repair damaged board at concession stand at Prairie Playground
Repair toilet seat at Lester Milligan Park shelter
Remove tree from trail north of Calmus Creek
Clean up flood debris in East Park
Paint the stage wall at Bandshell from graffiti
Repair the dock and repaint the no jumping signs at Big Blue
Paint over the vulgarities under the Washington Avenue Bridge
Power wash all shelter houses
Install the new tree identification signs in the Arboretum
Water and mulch new trees as needed
Clean and power wash tennis courts at West Park
Receive new mower tractor

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Calls For Service: July – 1,925

	Call Type	# CFS
1	Suspicion	225
2	Fireworks	145
3	Animal	136
4	Disorderly	120
5	Welfare	114
6	Medical	98
7	Theft	86
8	Collision	80
9	Found Property	69
T10	Harassment	62
T10	Domestic	62

Parking Tickets	247
Traffic Citations	131
Written Warnings	188
Motor Vehicle Crash Reports	66
Traffic Stops	326
Extra Patrol Checks	469

Officers responded to 145 fireworks calls for service in July. That follows the 113 calls for service we had in June. In most of these incidents, officers were unable to locate the parties involved. In cases where people were found, officers issued verbal warnings and tried to educate local residents on the city ordinance.

We are starting to make good use of the tracking capability of our Zuercher software that went live on March 13. We are now able to accurately track self-initiated activity by officers in the field. Officers logged 940 self-initiated events in July. We also used the information from the software to help us with statistical analysis completed by our consultant working on our mental health grant.

July was a steady month for patrol. On July 2, officers investigated a theft that occurred overnight. Two local men were later charged with Theft 1st Degree. On July 4, officers responded to multiple people who had been stabbed at a local bar. The suspect was taken into custody at the scene and is awaiting trial in jail. A swatting/spoofing call was made to MCPD on July 16 that mobilized public safety resources in the search for an injured female at East Park.

Several hours later, officers were able to determine this was a prank. The incident remains under investigation at this time. Officers seized a loaded gun from a local resident following a call for a domestic on July 30. Officers were able to resolve the incident quickly and kept it from escalating. He was charged with carrying weapons.

Officers participated in a variety of community policing events this month, including: Mason City fireworks, the River City Steak Challenge, and the Moonlight Bike Ride. 1st Detail also participated in a security drill at the Mason City Airport.

Criminal Investigations

CID personnel were involved in several cases that started in patrol – including the theft case and stabbings. Detectives closed out a June sexual assault case by arrest. We presented robbery training to a staff at a local financial institution.

In addition, CID completed the following: served two search warrants; one child protection center interview; one death investigation; two ATF firearm traces; and two law enforcement information bulletins.

Administration

In July, we placed the speed trailer on Plymouth Road and South Taft Avenue. Both of these locations were citizen requests for additional enforcement.

We continue to represent MCPD at a variety of community meetings. We also met in July with our mental health grant stakeholders as we work on finishing the planning guide.

MCPD Social Media	June 2018	July 2018	Difference
Facebook	5,662	5,791	+129
Twitter	1,694	1,716	+22

Public Library

Reported by Mary Markwalter, Library Director

Total Circulation in all formats: 13329

The library hosted 9 programs with 916 people in attendance

Total public services offered at the library were approximately: 70000

Total Internet Users: 1175

Total times the Meeting Rooms were used: 226

Total number of Meeting Room Users: 1067

Total Photocopies made by the public in July: 2199

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Softball
- Adult Tennis
- Archery Camp
- Cheerleading Camp
- Fun N Sun
- Youth Softball
- Youth T-ball
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	1,559
Tuesday	829
Wednesday	965
Thursday	1,451
Friday	1,699
Saturday	1,167
Sunday	607

Total People Served in 2018 through July: 241,510

Total People Served in 2017 through July: 213,089

Nights stayed at MacNider Campgrounds in 2018 through July: 3,774

Nights stayed at MacNider Campgrounds in 2017 through July: 3,435

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2018	2017
Family	31	33
Class A	183	199
Class B	30	32
Youth	16	20
Punch Cards	74	72

- 2,304 rounds played at Highland this month
- Mowed the greens 46 times (included days they were double mowed)
- Rolled the greens 21 times (when not double mowing)
- Top dressed all the greens
- Vertical mowed greens 1 time while brush mowed
- Mowed the tees and collars 12 times
- Mowed the fairways 17 times double mow
- Mowed the rough 6 times
- Trim mowed with grounds master 4 times
- Changed the cups 17 times
- Changed the practice cups 5 times
- Back lapped the greens, tee, and fairway mowers 3 times
- Applied growth regulator, fungicide, liquid fertilizer to greens twice
- Weed-eated the course
- Painted out of bound white lines 2 times

Recreation Special Activities/Accomplishments:

- Assisted with the Second Annual River City Steak Cook-Off Challenge
- Hired, safety trained, and gave hands on training to 4 new summer staff
- Held 12 pool parties at the Family Aquatic Center
- Finished the Fall & Winter Brochure
- Addressing Fall & Winter Staff needs (email/letter)
- Presented to Sun Rise Rotary about the Parks and Recreation Department
- Reviewed our marketing plan
- Assisted in providing information for the CAFR
- Assisted with the Water Feature Sub Committee from ALTC
- Transferred responsibility to the Safety Department being the point of contact for the City
- Ordered Pool Floaties
- Worked with a local Boy Scout on an Eagle Scout Project at MacNider Campgrounds
- Assisted in the Employee Appreciation Luncheon
- Finished up the Ray Rorick Soccer Complex irrigation plan
- Wrote West Park Tennis Paint Bid Specs
- Wrote 15 Person Van Bid Specs
- Assisted with the Moon Light Movies

Highland Park Golf Course Special Activities/Accomplishment:

- Currently we are partnering with the Mason City Chamber of Commerce and the new professionals to North Iowa Group to start a “Golf and Greet” at Highland
- Raked and repaired the traps 12 times from deer damage
- Raked the traps and push up sides after rain events
- Raked and blow and cleanup debris from wind events 2 times
- Sprayed for clover 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, and 18
- Fixed 3 cart shed doors
- Sprayed for white grubs

- Cut and cleaned up trees (wind damage) on 2 and 3 along with the iron practice range
- Dug up leaking valve replace diaphragm on valve
- Dug up and replace sprinkler head 10 green
- Dug up and replace sprinkler house are 10
- Spiked greens due to dry spots and use wetting agent on 12, 14, 15, 16, 17, and 18
- Built temporary road and culvert to west side of cart path to enable pumping of pond to east (staff assisted with the Plymouth Road drainage project)
- Hauled gravel and level paths on 7 through 11 path
- Received new greens mowing tractor and 12 foot dump trailer
- Trimmed limbs over Out of Bound areas on 8 and 9
- Hosted 24 Junior golfers participated in our Jr Golf Lessons
- Ran the Highland Park Amateur Tournament - July 8th
- Ran the Highland Park Men's Season Pass Championship – July 15th
- Hosted 4 private outing totaling 195 golfers
- Host site for the River City Steak Cook-off Judges Class - appetizer and drinks for 40

Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Host Fourth Annual City Wide Tennis Rally with National Day of Play by Nickelodeon
- Prepare for Youth Soccer
- Prepare for Flag Football
- Prepare for Before and After School Care
- Continue to address Fall & Winter Staff needs (email/letter)
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Men's Tailgaters Bar and Grill Outing – August 11th
- Run the Highland Park Ladies Club 4 Gal Best Shot – August 16th
- Run the Highland Park 4 Person 8 Inch Cub (Big Cup) Tournament – August 19th
- Co-Host the River City Cup – August 25^h
- Run the Highland Park 2 Person Best Shot – August 26th
- Host private outings
- Mow greens, tees, fairways, rough and maintenance as needed
- Continue with the preventive spray program on greens and tees
- Monitor white grub damage if any
- Finish the score board railing
- Trim the fence lines and OB areas of overhanging limbs

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Hour Logs
- Weeding projects
- Channel 4 updates
- Park Watch
- Beautification
- Adopt-A-Programs
- NIACC teams project meetings
- Newman Service Day Meetings
- Earth Day meetings
- Trail Count Reviews
- Winnebago River clean up planning
- Operation ReLeaf meetings and prep
- Community Service Projects

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Lot	12
Total		12
Beautification Project	Maintenance of Garden	104
Total		104
Earth Day	River Cleanup meetings	16
Total		16
Miscellaneous Projects	Housing Authority	24
	Community Service	20
	Police Department	20
	Transit Tokens	8
Total		72
Park Watch Ambassadors	Park Watch Tours	18
Total		18
Parks and Streets	Weed Whipping or Pulling	42
	Mulching	10
Total		52
Grand total		274

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

YOUTH TASK FORCE STAFF CONTINUES PLANNING FOR THE NEXT SCHOOL YEAR

** Both Iowa Department of Public Health FY 18 Final Reports were submitted in July.

Qualtrics Survey Results Received

Youth Action Teams (YATs)

32 Matched surveys were evaluated by the Iowa Department of Public Health using the Qualtrics report.

Goal* 2. 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%. (2014 Iowa Youth Survey)
SURVEY OUTCOME: Total desirable response for 30-day non-use use of alcohol, tobacco, and marijuana was 92.38%, 10.38% above project baseline average.

SMART Objective(s) 2.A: 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 Strategic Prevention Framework (SPF) process between 8/1/17 and 6/30/18.
SURVEY OUTCOME: 16.7% demonstrated INCREASED perception of great risk of alcohol, tobacco, marijuana use from pre-surveys. 63.57% maintained desirable response perceiving great risk. Total average desirable response is 80.2%, 30.2% higher than baseline average.
2.B: 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.
SURVEY OUTCOME: 12.77% demonstrated INCREASED perception of social disapproval-wrong or very wrong from pre-surveys. 60.57% maintained desirable response perceiving social disapproval. Total average desirable response is 73.33%, 32.33% improved over baseline average.

Positive Action

260 students were exposed to the Positive Action Program over the school year, 28 with partial exposure. 216 matched surveys were evaluated by the Iowa Department of Public Health using the Qualtrics report.

Goal* 1. 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(s)	<p>SURVEY OUTCOME: Improved to 98.22%</p> <p>1.A.: To <u>increase or maintain a perception of great risk</u> of alcohol, tobacco, and marijuana use among 100 7th grade youth from a baseline average of 58% through delivery of the Positive Action evidence-based program between 9/1/17 and 6/30/18.</p>
YOUTH DEVELOPMENT continued	<p>SURVEY OUTCOME: 14.7% of students surveyed demonstrated INCREASED perception of great risk for alcohol, tobacco, and marijuana use from PRE-SURVEYS. 61.63% maintained a desirable response perceiving great risk if used. Total desirable response is 76.33%, 18.33% above objective baseline.</p> <p>1.B: <u>To increase or maintain average perception of social disapproval-wrong or very wrong</u>-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.</p> <p>SURVEY OUTCOME: Social disapproval (wrong or very wrong) for someone your age to use alcohol, tobacco, or marijuana: BASELINE FOR THIS SCHOOL-YEAR GROUP WAS LOWER, at 79.4%. After Positive Action this year, responses improved to 84.03%.</p>

PREVENTION THROUGH MENTORING

Prevention Through Mentoring FY 2018 Survey Goals/Outcomes

Goal*	<p>1.To increase the perception of risk of substance use and rate of substance use and promote relationship building/skill development among 60 youth, ages 5-18, in Cerro Gordo County through mentor matches in the certified One on One Mentoring Program.</p>
SMART Objective(s)	<p>1.A. To <u>provide 60 Cerro Gordo County youth, ages 5-18, with a mentor</u> through adult/youth and peer mentor matches in the certified One on One Mentoring program between 7/1/17 and 6/30/18. We met our goal of serving 60 matches this FY.</p> <p>1.B. To <u>increase or maintain perception of risk of harm</u> of tobacco, alcohol and marijuana use at 60% among 61 Cerro Gordo County youth, ages 5-18, with mentors between 7/1/17 and 6/30/18. Goal for FY18 met: increase or maintain mentees' <u>perceptions of risk of harm</u> of tobacco, alcohol and marijuana. Results: 92.1% tobacco, 94.7% alcohol; & 78.6% marijuana.</p> <p>1.C. <u>To reduce 30 day use or maintain 30 day non-use</u> of tobacco, alcohol, and marijuana at 92% among 61 Cerro Gordo County youth, ages 5-18, with mentors between 7/1/17 and 6/30/18. Goal met: 95.2% of mentees reported that they did not use alcohol, marijuana, or tobacco in the past 30 days</p> <p>1.D. To <u>increase relationship building/skill development</u> 60% among 61 Cerro Gordo County youth, ages 5-18, with mentors between 7/1/17 and 6/30/18. FY18 goal met -maintained/increased response to: Adults in my community care about people my age: 89.5%; I can get help and support when I need it from someone in my home:94.7% & I am good at making friends 82.9%</p>
Goal*	<p>2. To <u>increase factual knowledge of substance abuse</u> among staff, mentors,</p>

mentees, and parents through quarterly information dissemination and training.

SMART Objective(s) 2.A. To increase knowledge of substance abuse 50% among staff, mentors, mentees, parents, and Advisory Board members between 7/1/17 and 6/30/18. **FY18 goal met:** 90% of adult participants reported they know more about specific substances as a result of training/informational materials. 86.5% of mentees reported that their parent/mentor talked to them about the dangers of Alcohol, Tobacco, and Other Drugs (ATOD) in the past 12 months. 80% of mentors reported they read the Mentoring Memo and found it helpful.

SAMHSA Project AWARE

****Federal quarterly report submitted in July**