

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

October 2018

*(Issued November 16, 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,

The River City Renaissance has continued to progress with meetings with various partner organizations in the project, architect firms, developers, and the Iowa Economic Development Authority. The culmination of this work will be a special City Council meeting the Tuesday after Thanksgiving week where the council will be able to take action on selecting a developer for the Hotel and Conference Center. This meeting is needed to keep the process moving forward. Unfortunately, the item was not ready for consideration on this meeting. The path forward for the project is becoming clear and I look forward to the discussion at the upcoming meeting.

Sump pumps have been a topic of discussion with several citizens with the temperatures dropping below freezing. The combination of high groundwater levels and cold weather has produced large ice masses in several streets near sump pump discharge pipes. The City has implemented a program where it removes this flow from the street in chronic areas by installing a valve to divert the water to sanitary sewers instead of the street during the winter months when the system can easily take the increased flow. This program is expanding out with the increased issues this year and, while it doesn't solve the issue of flow during the warm months, it will keep ice from accumulating in multiple locations.

On the cultural front, the Library recently started offering a new feature with the CreativeBug website on its web page which provides access to thousands of videos covering a multitude of arts and crafts. Additionally, the MacNider Art Museum completed its Artober event that is a great fundraiser and fun event for the community. The cemetery also completed its History Walk that provided great information on the history of the individuals that built the city.

Planning and Zoning held a meeting to discuss the North End Neighborhood Plan that was well attended and this document will help provide a roadmap to success in the area. Input was received from residents and the conversation produced several takeaways that will help guide city action with respect to the plan and area. It is the hope that champions can be identified in the area to provide grassroots support to the efforts and give the effort a face in the community.

Lastly, I would like to acknowledge the dedicated efforts of numerous city employees. Several departments have been short-handed through transitions and the staff has stepped up to cover these demands. The majority of our departments run very lean with staff and any empty positions create problems. Without the dedicated efforts of these employees, the departments' services would suffer. This statement could reference numerous employees, but two that I have personally been able to watch are Brian Pauly and Chief Brinkley. Thanks for your dedication!

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **October 2018**

| <b>Air Choice One<br/>Enplanements/Deplanements</b> | <b>FBO Fuel Flow</b> | <b>Jefferson Bus<br/>Lines</b> |
|---|----------------------|--------------------------------|
| From 10/1/2018 – 10/31/2018                         | unavailable          | 300 Buses                      |
| Enplaned 597    Deplaned 586                        |                      |                                |

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

- Preparation of Board Packet Information, Agenda and Attendance at October 2018 Airport Commission Meeting
- Executed multiple tasks orders for future projects
- Executed the state marketing grant
- Operations – preparations for upcoming snow season
- Appointment of new airport board member David Guetzko

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

- Preparation of Board Packet Information, Agenda and Attendance at the November 2018 Airport Commission Meeting
- Preparation of 2019/2020 budget



# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of October:

- 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 14 Resolutions 4 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 9 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 \$900.00 in animal license fees and \$425.00 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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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: On October 22, the 45-day cure period for G8 Development to cure their default on the Purchase, Sale and Development Agreement came to an end. On October 23, the Council met to approve a resolution terminating the Agreement, ending the City's relationship with G8 in relation to the hotel and conference center development.

Staff is vetting potential developers for this project. We are working with the North Iowa Corridor Economic Development Corporation to find qualified hotel developers/operators. We also intend to distribute a development invitation to known and experienced hotel developers to garner additional interest in the project.

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 in October. Bluehouse Properties, the development arm of Bergland and Cram Architects, completed their project at 113 South Delaware Avenue and received their DoRL loan of \$30,000 in October.

Main Street Mason City: Main Street Mason City held a new fundraiser this year on October 26. The "Haunted History Building Tour" attracted nearly 100 people (at \$50.00 per ticket) to learn about the history of four downtown buildings: the Parker Opera House (Central Park Dentistry), the City National Bank (Moorman's Clothiers), the Midland Block/Lundberg's (Dynamic Designs and Mason City Brewing) and the Central Block (Edward Jones Investments). Due to this event's success, Main Street expects that this will become an annual event.

Developments: 1) Construction continues on the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake. All buildings are framed and interior work is ongoing. 2) The new Mercy Medical Center – North Iowa Behavioral Health Unit is continuing with interior work. 3) The South Federal Laundromat, in the former Pasta Bella building at 1303 South Federal Avenue opened in October. 4) The owners of Wayne's Ski and Cycle are completing a renovation and addition to the building at 15 6<sup>th</sup> Street SW (currently Payday Loans). They intend to move Wayne's to this location sometime next year. 5) Las Palmas Restaurant opened in their new location at 3115 4<sup>th</sup> Street SW, in the building formerly occupied by Ruby Tuesday. 6) The addition to Aldi Foods is nearly complete; the store is expected to reopen November 15. 7) A new fermenter building and a storage building are under construction at Golden Grain Energy, 1822 43rd Street SW. A new Administration Building is also planned and will be added when a drive is extended from the new 27<sup>th</sup> Street extension from South Pierce Avenue.

Development Review Committee: 5 meetings held in October: 10/2, 10/9, 10/16/ 10/23, and 10/30.

| <b>DRC Activity</b>  | <b>October, 2018</b> | <b>YTD</b> |
|--|----------------------|------------|
| <b>Total Development Plans Reviewed</b>                                | 9                    | 41         |
| Concept plans reviewed/approved as a Minor Site Plan                   | 4                    | 12         |
| Concept plans to be resubmitted as a Major Site Plan                   | 2                    | 19         |
| <b>Total Concept Plans</b>   | 6                    | 31         |
| Major Site Plan Reviews Completed                                      | 3                    | 10         |
| Cases to be reviewed by other review bodies (P&Z, ZBA or City Council) | 3                    | 4          |
| Preliminary Plat of Subdivision  | 0                    | 0          |
| Final Plat of Subdivision  | 1                    | 3          |
| Other Reviews (structure moves, etc.)                                  | 1                    | 24         |
| <b>TOTAL ITEMS REVIEWED</b>  | 11                   | 68         |

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

| <b>Activity</b>                          | <b>October, 2018</b> | <b>YTD</b> |
|--|----------------------|------------|
| <b>Zoning Permits Issued:</b>            |                      |            |
| Commercial, Principal Structure          | 3                    | 14         |
| Commercial, Accessory Structure          | 0                    | 0          |
| Residential, Principal Structure         | 4                    | 49         |
| Residential, Accessory Structure         | 5                    | 59         |
| Signs                                    | 1                    | 39         |
| Floodplain                               | 0                    | 10         |
| <b>Encroachment Permits</b>              | 1                    | 6          |
| <b>Zoning Board of Adjustment Cases:</b> |                      |            |
| Appeal                                   | 0                    | 0          |
| Conditional Use Permit                   | 1                    | 1          |
| Special Exception                        | 2                    | 6          |
| Variance                                 | 2                    | 12         |
| <b>Planning and Zoning Cases:</b>        |                      |            |
| Alley or Street Vacation                 | 0                    | 0          |
| Change of Zone                           | 0                    | 1          |
| Miscellaneous                            | 0                    | 2          |
| Preliminary Plat                         | 0                    | 0          |
| Site Plan Approval                       | 0                    | 1          |
| Zoning Ordinance Text Amendment          | 0                    | 1          |



| Activity                              | October, 2018 | YTD |
|---------------------------------------|---------------|-----|
| <b>Land Subdivision Activities:</b>   |               |     |
| Boundary Line Adjustments             | 2             | 5   |
| Lot Splits                            | 0             | 1   |
| Final Plat (not requiring P&Z review) | 1             | 2   |
| <b>Zoning Violations</b>              |               |     |
| Reported                              | 2             | 33  |
| Unfounded                             | 0             | 1   |
| Founded-Resolved without citation     | 0             | 6   |
| Citations                             | 0             | 0   |
| Open Cases (as of date of report)     | 10            | N/A |
| Cases initiated by staff              | 1             | 26  |
| <b>Zoning Inspections</b>             |               |     |
| Zoning – Case Request                 | 2             | 32  |
| Zoning – Violations                   | 0             | 2   |
| Zoning –Setback                       | 1             | 14  |
| Zoning - Final                        | 0             | 9   |
| <b>Permit Reviews</b>                 |               |     |
| Zoning Reviews Completed              | 29            | 342 |
| Floodplain Reviews Completed          | 29            | 325 |

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

| <b>BUILDING INSPECTIONS PERMIT REPORT</b> |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|
| Permits                                   | October, 2018    |                  | YTD              |                  |
|   | Number           | Valuation        | Number           | Valuation        |
| Major Building Permits                    | 24               | \$1,176,833.19   | 247              | \$28,551,949.92  |
| Minor Building Permits                    | 24               | \$ 208,885.62    | 249              | \$ 2,388,578.64  |
| Electrical Permits                        | 36               |                  | 206              |                  |
| Plumbing Permits                          | 9                |                  | 83               |                  |
| Mechanical Permits                        | 8                |                  | 172              |                  |
| Sign Permits                              | 1                | \$7,800.00       | 39               | \$ 182,658.30    |
| Demolition Permits                        | 2                | \$3,000.00       | 18               | \$ 40,112.00     |
| Structure Moving Permits                  | 0                | 0                | 2                | \$ 1,000.00      |
| Inspections                               | October, 2018    |                  | YTD              |                  |
| Number of inspections                     | 136              |                  | 1010             |                  |
| Permits by Type                           | New Construction | Addition/Remodel | New Construction | Addition/Remodel |
| Residential: 1 and 2 family               | 0                | 43               | 9                | 415              |
| Multi-residential                         | 0                | 0                | 1                | 0                |
| Commercial                                | 1                | 4                | 2                | 66               |
| Industrial                                | 0                | 0                | 1                | 4                |



| <b>BUILDING INSPECTIONS PERMIT REPORT</b> |                      |   |               |    |
|---|----------------------|---|---------------|----|
| Institutional                             | 0                    | 0 | 0             | 0  |
| Other (signs, demo, etc.)                 | 0                    | 1 | 0             | 39 |
| <b>Fees Collected</b>                     | <b>October, 2018</b> |   | <b>YTD</b>    |    |
|   | \$15,034.70          |   | \$ 190,871.37 |    |

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

| <b>CODE ENFORCEMENT REPORT</b>                                    | <b>October, 2018</b> | <b>YTD</b> |
|---|----------------------|------------|
| <b>Case Request Sources</b>                                       |                      |            |
| Total Requests Initiated (not including snow/weeds <sup>1</sup> ) | 124                  | 1467       |
| Staff Initiated   | 56                   | 787        |
| Non-Staff Initiated (total):                                      | 68                   | 680        |
| Response to Complaint   | 31                   | 226        |
| Anonymous Complaint   | 19                   | 322        |
| SeeClickFix   | 19                   | 133        |
| <b>Case Request Disposition</b>                                   |                      |            |
| Founded Case Requests   | 124                  | 1467       |
| 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                    | 14         |
| Dangerous Building  | 2                    | 20         |
| Abandoned Vehicle   | 1                    | 13         |
| Tree/Shrub Maintenance  | 4                    | 31         |
| Garbage   | 25                   | 232        |
| Inoperable Vehicle  | 24                   | 97         |
| Junk, Rubbish or Refuse   | 43                   | 628        |
| Other   | 24                   | 322        |
| Writ of Removal   | 1                    | 39         |
| Information Request   | 11                   | 80         |
| Snow Removal/Weeds & Tall Grass                                   | 87                   | 957        |

### *Rental Inspections Summary:*

| <b>Rental Inspection Report</b> | <b>October, 2018</b> | <b>YTD</b> |
|---------------------------------|----------------------|------------|
| Initial Inspections             | 151                  | 607        |
| Reinspections                   | 49                   | 637        |
| 5 yr. Inspections               | 178                  | 1,138      |
| Complaint Inspections           | 12                   | 167        |
| Unregistered Unit Complaint     | 0                    | 0          |

<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>October, 2018</b> | <b>YTD</b>   |
|-------------------------------------|----------------------|--------------|
| Inspections cancelled by Landlord   | 13                   | 198          |
| Inspection cancelled by Inspector   | 1                    | 4            |
| Failed inspections                  | 17                   | 238          |
| Passed Inspections                  | 148                  | 727          |
| No Shows                            | 15                   | 252          |
| <b>Total # of Inspections</b>       | <b>200</b>           | <b>1,528</b> |
| Rental Dwelling Certificates Issued | 45                   | 276          |
| Units White Tagged                  | 4                    | 66           |

## TRANSIT AND SAFETY

### *Transit*

During the month of October, Mason City Transit provided 16,721 rides on its Fixed-Route; which averages to be over 727 rides per day. This is an increase of 2,803 rides compared to October 2017.

### *Safety*

During the month of October, the Safety Department met with ICAP, the City's insurance carrier to discuss Police and Fire policies and procedures.

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

## ANIMAL CONTROL

| <b>OCTOBER</b>                  |      | <b>2018</b>  | <b>YTD</b> |
|---------------------------------|------|--------------|------------|
| <b>ANIMAL CALLS FOR SERVICE</b> |      |              |            |
| <b>HOURS</b>                    |      | <b>TOTAL</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             |      | <u>0</u>     | <u>80</u>  |
| 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               |
| 2300                             | 2359 | = |  | 2               |
| 0                                | 700  | = |  | 6               |
| 3rd shift sub total              |      |   |  | 8               |
| <b>TOTAL for</b>                 |      |   |  |                 |
| <b>Month</b>                     |      |   |  | 125             |
|                                  |      |   |  | 1112            |
| <b>ARRESTS</b>                   |      |   |  |                 |
| Animal                           |      |   |  |                 |
| Sanitation                       |      |   |  |                 |
|                                  |      |   |  | 0               |
| Chase/bite nuisance violation    |      |   |  |                 |
|                                  |      |   |  | 9               |
| Cruelty/Welfare of Animal        |      |   |  |                 |
|                                  |      |   |  | 0               |
| Vicious Animal                   |      |   |  |                 |
|                                  |      |   |  | 3               |
| Disturbing the                   |      |   |  |                 |
| Peace                            |      |   |  |                 |
|                                  |      |   |  | 0               |
| No Rabies Vaccination            |      |   |  |                 |
|                                  |      |   |  | 6               |
| No City License                  |      |   |  |                 |
|                                  |      |   |  | 3               |
| Animal At Large                  |      |   |  |                 |
|                                  |      |   |  | 5               |
| <b>Total People Arrested</b>     |      |   |  |                 |
|                                  |      |   |  | <u><u>0</u></u> |
|                                  |      |   |  | 26              |
| Animal Bites                     |      |   |  |                 |
|                                  |      |   |  | <u>1</u>        |
|                                  |      |   |  | 47              |
| Wild animal calls                |      |   |  |                 |
|                                  |      |   |  | <u>7</u>        |
| <b>Pickup slips animal count</b> |      |   |  |                 |
|                                  |      |   |  | 107             |
|                                  |      |   |  | 798             |

Please note: the Police Department is changing reporting systems, and we are still working with them on how to put shift totals into the report. Thus, the "Total" column for each hour is empty; only the monthly total is shown. We expect this to be corrected by the next monthly report.



# **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> |
|----------------|--------------------|----------|------------------|----------|--------------|
| October        | 7                  | 54%      | 6                | 46%      | 13           |
| Year to Date   | 14                 | 39%      | 22               | 61%      | 36           |

Burials in October were higher than projected. Traditional burials were well below projections and cremation burials were as projected for the year. Cremations are significantly higher than expected at 61% of total burials.

## **Sales**

| <u>Sales</u> | <u>Plots</u> | <u>Niches</u> | <u>Total</u> |
|--------------|--------------|---------------|--------------|
| October      | 5            | 3             | 8            |
| Year to Date | 15           | 5             | 20           |

Lot sales were as projected and niche sales were above projections for the month. Lot sales are lower than projected and niche sales are slightly above projections for the year.

**Administration** – The History Walk was attended by 144 people and raised over \$4,000 for historic preservation with 61 volunteers involved. The Christmas flower and wreath sales flyer was mailed to over 600 families throughout the United States with many orders already received.

**Operations** – Staff were busy with burials, mulching leaves, shutting off the water & draining the water lines throughout the grounds and getting equipment & buildings prepared for cold weather.

**Board of Trustees** – The board members reviewed the first quarter statistics of FY 2019. With cremations at a high percentage of total burials, there is a concern about the financial impact this has on the budget. The annual performance review of the Cemetery Manager was conducted.

# 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                                     | 11  |
| ● Storm Water Management Plan review & approval        | 2   |
| ● Sanitary/Storm Sewer Service permit & inspection     |     |
| ▪ Repair/Replace                                       | 3   |
| ▪ New Installation                                     | 1   |
| ▪ Disconnect   | 3   |
| ▪ Septic   | 1   |
| ▪ Sump Pump  | 0   |
| ▪ Water – Industrial/Commercial                        |     |
| ▪ New  | 1   |
| ▪ Repair   | 5   |
| ▪ Disconnect   | 4   |
| ▪ Water – Residential                                  |     |
| ▪ New  | 0   |
| ▪ Repair   | 12  |
| ▪ Disconnect   | 2   |
| ● Sidewalk Permit & Inspection                         |     |
| ▪ Sidewalk Violation Notice                            | 0   |
| ▪ Repair/Replace                                       | 4   |
| ▪ New Sidewalk   | 0   |
| ▪ Approach Repair/Replace                              | 5   |
| ▪ Curb & Gutter  | 0   |
| ▪ Curb Cut   | 0   |
| ● Pedestrian Ramp survey & design                      | 6   |
| ● Driveway Approach permit & inspection                | 4   |
| ● Iowa One-Call locates                                | 600 |
| ● Emergency Call-outs                                  | 3   |
| ● Emergency Call-out after hours                       | 1   |
| ● 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                                | 3   |
| ▪ Review contractor Traffic Control Plan               | 2   |
| ● Permit Review & Approval - City                      |     |
| ▪ Commercial Building                                  | 1   |

|  |         |
|--|---------|
| ▪ Residential Building                           | 1       |
| ▪ Demolition                                     | 3       |
| ▪ Remodel or Addition                            | 3       |
| ▪ Moving   | 0       |
| • Permit Fees collected                          | \$80.00 |
| • Sanitary Sewer records drawn and scanned (GIS) | 2       |
| • Field Book updates (GIS)                       | 0       |

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

Henkel Construction continued setting and tying the reinforcing steel for the construction of the structural concrete. The bridge deck was poured on October 16th. Crews are currently working on abutment backfilling, shoulder embankment placement and subdrain installation in preparation of the approach paving.

The signed 12th Street NW detour 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.

#### **2018 Flood Study:**

Engineering Staff met with the City's consultant WHKS on October 2nd for a project kick-off meeting. Engineering assembled and provided WHKS records and photos of the areas included in the hydrological study. A meeting is scheduled for November 16th to review and discuss the progress of the project.

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

Mid-Continent Contracting completed several driveway approach modifications near the Union Pacific Railroad Crossings.

The west driveway approach to the Habitat Restore at the 1st Street NW crossing was shifted approximately 10' to the east to meet the minimum distance requirements of the Federal Railroad Administration.

The driveway approach to Atlas Storage at the 6th Street SW crossing, east of the tracks, was removed and relocated to the easterly limits of the parking lot. Mid-Continent Contracting sawcut the pavement at the west NIACOG driveway approach in preparation for removal. The exit will be modified whereby directing exiting vehicles to right out turns only.

The installation of new curb and gutter was placed near the 15th Street SW crossing on the south side of the street to better define the limits for the future driveway approach to River City Storage. This work was also completed to meet the minimum distance requirements of the Federal Railroad Administration.

#### **Central Heights Street Paving Project:**

A meeting was held on October 3rd to discuss assessable project items and prepare questions for Bond Counsel, Ahlers & Cooney. WHKS worked collecting field survey and preparing the preliminary assessment schedule. The City is in review of the preliminary assessment schedule which was received on October 30.



**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.

The segment of South Federal Avenue between 5th and 6th Streets was reopened to normal traffic on October 5th. One westbound lane of 5th Street between South Carolina Avenue and South Monroe Avenue was opened to traffic on October 30th. The new traffic signals at the intersection of 5th Street and North Federal Avenue were installed and placed into normal operation. Prior to the opening of 5th Street, the eastbound traffic control signs and pavement marking on 6th Street were removed, and new traffic control signs were placed on 5th Street. The traffic signals at the intersection of 6th Street SW and South Jefferson Avenue were taken out of operation on October 31st; stop signs are now in place for northbound and southbound traffic.

Wicks Construction completed the full width paving operation between South Georgia Avenue and South Massachusetts Avenue and the paving of the north half of 5th Street SE between South Massachusetts and South Carolina Avenue. The south half of 5th Street SE between South Massachusetts and South Carolina Avenue was removed and crews with Reilly Construction are working on the installation of underground utilities.

Sidewalk installation throughout the corridor is nearly complete. Wicks Construction currently has two subcontractors constructing sidewalk along 5th Street. The subcontractors are OEL Construction Services and Larry Elwood Construction.

K&W Electric continued the installation of new poles and LED street lighting fixtures throughout the corridor. K&W Electric is currently installing traffic signal bases at the intersection of 5th Street SW and South Carolina Avenue.

The crews with Reilly Construction are currently installing water, sanitary sewer services, storm sewer and sub drain on the south side of 5th Street between South Massachusetts and South Carolina Avenue. Following the utility work, the last segment of 5th Street SE will be paved; paving is planned for the second week in November.

Alliant Energy continued with the installation of their new underground electrical system. Mediacom, CenturyLink and their subcontractors continued with the relocation of underground utilities. City Engineering Staff and Water Supply Staff continued 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:**

Heartland Asphalt was nearly completed with the adjustment of fixture along the North Federal Avenue corridor at the end of the month. Pavement markings were applied and the traffic signals at 12th Street were reconfigured to accommodate the four to three-lane conversion.

**Downtown Traffic Signal Replacement Project:**

K&W Electric will begin working on the project in the spring of 2019. The project is being delayed due to the availability of critical materials. A preconstruction meeting with WHKS and K&W Electric will be scheduled closer to the start date of the project.

**North End Lighting Improvements Project:**

The utility poles on the west side of North Federal Avenue are planned to be removed following the relocation of the Mediacom cable. A few of the existing utility poles will remain in place as they continue providing street lighting along the corridor. K&W Electric plans to begin the directional boring of the new conduit and installation of the light bases soon.

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

Reilly Construction continued with site preparation and the placement of fill material. Saw cutting and grading along 43rd Street SW at the intersection with South Pierce Avenue is nearly complete. The paving along 43<sup>rd</sup> Street SW is planned for mid-November.

Reilly Construction finished setting the box culvert and nearly completed installing the storm sewer. The new water main tie-in on the east side of South Pierce Avenue and the directional bore beneath South Pierce Avenue was completed. The extension of the water main installation along 27th Street SW is currently under way.

City and SEH staff continued efforts to coordinate utility relocates on the south side of 43rd Street SW at the South Pierce Avenue intersection. ICN installed a temporary above ground fiber which will remain in-place until the street widening grading and paving is completed. The location and depth of the HZ Wind Power utility in the south right-of-way of 43rd Street SW has been verified.

Engineering Staff, SEH and Wicks Construction continued meeting bi-weekly to review and discuss the progress of the project.

**Mason City Jordan Wellfield Project:**

The Engineering Department worked with the University of Iowa and the Iowa Geological Survey on the drafting of a contract for the creation and development of a local-scale groundwater model. The model can be used in conjunction with a Regional Model currently being developed for the Cerro Gordo County area. Similar regional modelling has been completed in other areas of the state where large amounts of water are pumped annually from the Jordan Aquifer. Together, the models will provide Mason City with a tool to plan for increased pumping, systematic cycling of well pumping, expansion of new well(s) and permitting with the Iowa Department of Natural Resources.

The local-scale model will be calibrated using actual pumping data from the City's Jordan wells. The objective and goal will be to utilize the calibrated model to maximize future groundwater withdrawal from the Jordan aquifer, while complying with the regulatory rules of the Iowa Department of Natural Resources. The model will allow the City to quantify the additional water available from the Jordan aquifer over the next 20 to 50 years. The resulting information can be

used for numerous purposes including the promotion of economic development, industry growth and expansion, residential usage and the placement of future wells.

**2017 Street Rehabilitation Program:**

The remaining punch list items were completed. Final quantities have been measured and approval of final payment will be on the agenda for the November 6th meeting of the City Council.

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

The remaining contract work was completed, and final quantities are being assembled for a final pay request.

**Monroe Avenue Pedestrian Trail:**

The Engineering Department continues working toward acquiring an easement from the Casey's corporate Real Estate office. When the easement is acquired and the final ruling on the Quiet Zone established, the remaining segment of the trail will be constructed accordingly.

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

The contract work was completed, and final quantities are being assembled for a final pay request.

**2018 Sidewalk Program:**

Final quantities have been measured and approval of final payment is expected to be on the agenda for the November 20th meeting of the City Council.

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

- Engineering Staff continued coordination effects with Clear Lake Telephone and their contractor. The new Clear Lake Telephone utility will be an extension of their existing system and will be placed along South Federal Avenue and South Delaware Avenue extending from 15th Street South to East State Street. Engineering and Water Supply Staff continue providing locating services for city utilities.
- Engineering Staff continued with the collection of field data as part of the 2019 construction year's planning of the street rehabilitation, street panel and curb replacement, sidewalk replacement projects, and other miscellaneous projects.
- The Engineering Department worked with the Mason City Chamber to coordinate the replacement of approximately 150' of curb and gutter along East State Street adjacent to the property on which the Egloff House is located. The curb and gutter replacement work was coordinated with that being performed by contractors working on driveway approach and sidewalk paving as part of the effort to complete the Egloff House relocation project.

**Traffic Division:**

- Traffic Control
  - Sign work orders 140
  - Traffic Sign Orders 0
  - Streetlights
    - New Installation 0



|  |     |
|--|-----|
| ▪ Repair Request                         | 2   |
| ▪ Fixture Replacements                   | 20  |
| • Traffic Signals                        |     |
| ▪ Respond to signal issue reports        | 8   |
| ▪ Perform traffic signal repairs         | 7   |
| • Iowa One-Call locate reviews           | 632 |
| • Locate City-owned electrical utilities | 11  |
| • Emergency Call-outs                    | 1   |
| • 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.
- Responded to a signal head hanging by the wires at 6th Street SE & South Federal Avenue. Followed up with repair.
- Assisted a power contractor to resolve a short power outage at 2nd Street SE and South Washington Avenue.
- Set up the message board trailers for a detour from 19th Street SW during repairs to the Iowa Traction Railway rail.
- Collected GPS data points of new underground street light conduits along 5th Street SW, then downloaded and inserted points into the GIS mapping system.
- Prepared a work plan for sign replacements along Delaware to Pennsylvania.

#### **Water Supply Division:**

- Water Production

|                       | <u>October</u> | <u>FY 2019</u> |
|-----------------------|----------------|----------------|
| • Total (gal)         | 113,028,000    | 532,448,000    |
| • Daily Average (gal) | 3,646,000      | 4,329,000      |
| • Daily Maximum (gal) | 4,003,000      | 6,733,000 *    |
| • Daily Minimum (gal) | 3,272,000      | 3,210,000**    |

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair
  - Wash down EDR stacks and perform voltage checks
  - Changed oil and serviced emergency generators
  - Rebuilt the caustic feed line piping on the Hypochlorite Generator
  - CIP #1 and #3 Trains
  - Replaced the motor bearings and repaired pump #2 EDR train
  - Replaced air relief valve on CIP feed line
  - Replace filters 8-10 day run time
  - Service on-line analyzers
  - Clean conductivity probes

○ Customer Service

|   |     |
|---|-----|
| • Iowa One-Call locates                                 | 566 |
| • Prepare and send service repair letters               | 13  |
| • Monthly bacteria samples                              | 30  |
| • Collect project bacteria samples                      | 2   |
| • Check water quality at residents and businesses       | 6   |
| • Correlate water main breaks and investigate for leaks | 6   |
| • Hydrant flow testing                                  | 0   |
| • Hydrant Flushing                                      | 0   |
| • Water Main shut down for repairs                      | 4   |
| • Water shut offs for non-payment                       | 6   |
| • Water shut for other                                  | 2   |
| • Water service re-connects                             | 2   |
| • Assist with installation of Water Meters              | 3   |
| • Repair Water Meters and collect reading               | 0   |
| • Deliver Red or Tan Tag                                | 0   |
| • Update shut off data base and maps                    | 21  |
| • Water Service Permit/Inspection                       |     |
| ▪ Repair/Replace  | 12  |
| ▪ New Installation                                      | 2   |
| ▪ Disconnections  | 1   |

○ Meter Department

|  | <u>October</u> | <u>FY 2019</u> |
|--|----------------|----------------|
| • Meters Installed                       | 192            | 460            |
| ▪ Industrial                             | 1              | 1              |
| ▪ Commercial                             | 2              | 8              |
| ▪ Residential                            | 189            | 451            |
| • Meters Repaired                        | 0              | 2              |
| • Contractor and Garden Meters Installed | 1              | 4              |
| • Meters Read                            | 11,772         | 47,088         |
| • Meters Ordered                         | 6              | 295            |

| <u>Meters Installed October 2018</u> |       |     | <u>Meters Ordered October 2018</u> |        |   |
|--------------------------------------|-------|-----|------------------------------------|--------|---|
|                                      |       |     |                                    |        |   |
| 5/8"                                 |       | 113 |                                    | 5/8"   | 1 |
| 3/4"                                 |       | 0   |                                    | 3/4"   | 0 |
| 1"                                   |       | 0   |                                    | 1"     | 0 |
| 1 1/2"                               |       | 0   |                                    | 1 1/2" | 5 |
| 2"                                   |       | 0   |                                    | 2"     | 1 |
| 3"                                   |       | 0   |                                    | 3"     | 0 |
| 4"                                   |       | 0   |                                    | 4"     | 0 |
|                                      | Total | 113 |                                    | Total  | 6 |

|   |       |     |  |  |        |   |
|---|-------|-----|--|--|--------|---|
|   |       |     |  |  |        |   |
| <u>Meter Inventory November 1, 2018</u> |       |     |  |  |        |   |
|   |       |     |  |  | 5/8"   | 0 |
| 5/8"                                    |       | 236 |  |  | 3/4"   | 0 |
| 3/4"                                    |       | 12  |  |  | 1"     | 0 |
| 1"                                      |       | 10  |  |  | 1 1/2" | 0 |
| 1 1/2"                                  |       | 4   |  |  | 2"     | 0 |
| 2"                                      |       | 1   |  |  | 3"     | 0 |
|   |       |     |  |  | 4"     | 0 |
|   | Total | 263 |  |  | Total  | 0 |

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

- Installed new computers with updated SCADA software
- Repaired the gate at the Federal Booster Station
- Relocated antenna on Well A-3 to correct communication issues
- Replaced filters in the rooftop air handlers and serviced
- Repaired vent fan on roof
- Replaced the heater at the Eisenhower Water Tower
- Serviced heaters at all well buildings
- Submitted IDNR Reports
- Clean ground rods on all stacks
- 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 working with vendor on PLC upgrades at well buildings
- 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

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Reported by Kevin Jacobson, Finance Director

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Routine activities for October

## Finance

| Duties                                   | October      | Fiscal Year-to-Date |  |  |
|--|--------------|---------------------|--|--|
| Prepare payable checks                   | 601          | 2,364               |  |  |
| Prepare receivable invoices              | 132          | 265                 |  |  |
| Prepare payroll checks                   | 689          | 3,421               |  |  |
| Certify invoices to County               | 77           | 115                 |  |  |
| Send letters to State Offset Collections | 6            | 52                  |  |  |
| Record State Offset collections          | \$ 24,114.25 | \$ 26,659.00        |  |  |
| Sort Mail                                | 5,575        | 25,550              |  |  |
| Ambulance accounts sent to collections   | 17           | 46                  |  |  |
| Record ambulance receivables             | 193          | 728                 |  |  |
| Process utility payments                 | 275          | 1,234               |  |  |

- 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 September
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Update monthly Capital Projects sheet
- Prepare cash reconciliation for department managers
- Prepared City Council memos for meetings
- Attended City Council meetings
- Finalize working on FY 18 Comprehensive Annual Financial Report
- Complete work on Tax Increment Finance report
- Start work on Annual Financial Report for State



## Utility Collections

| Duties                                  | October | Fiscal Year-to-Date |
|---|---------|---------------------|
| Record ACH activities                   | 50      | 134                 |
| Prepare Utility adjustments             | 200     | 430                 |
| Estimate billings                       |         | -                   |
| Issue utility bills                     | 10,513  | 42,263              |
| Answer phone calls                      | 1,025   | 3,052               |
| Respond to voicemail                    | 281     | 1,062               |
| Complete utility service orders         | 125     | 740                 |
| Complete landlord tasks                 | 50      | 195                 |
| Issue shutoff notices                   | 364     | 1,619               |
| Process customer paid utility bills     | 6,023   | 22,356              |
| Process customer deposits               | 492     | 1,847               |
| Replace meters                          | 164     | 442                 |
| Complete monthly sales tax report/hours | 3.00    | 14.00               |

## Information Systems Coordinator

- Reprogram PD Phone for staff change
- Look at printer at Museum
- Order backup hard drive for Task Force
- Order three wireless access points
- Finish cleaning up Pam S's computer
- Order cell card for FD
- Reinstall Zuercher on PD laptop
- Copy Novatime shortcuts to new PD for Rec Department
- Get with PD about resetting Rimage hard drives
- Change permissions on folder for FD
- Order printer for Water Rec
- Help Danya M fix email issues
- Copy backup install files to YTF and Water Treatment Servers
- Configure new tablet for Water Rec
- Restore file for user at PD
- Find missing email for Jim S
- Create new folder at FD for Fire Marshal and set permissions
- Install backup software on new servers at YTF and Water Treatment
- Demote old Water Treatment server
- Help Brent W with email issues
- Set up public calendar for Safety Training Room
- Swap hard drives for Rimage unit at PD
- Look into email problem for Barb W
- Put Novatime shortcuts on new Water Treatment computers

- Clean up old computers for Water Rec
- Demote YTF server and change IP address
- Take backup hard drive to Task Force
- Configure Task Force server to backup to hard drive
- Swap IP addresses for servers at Water Treatment
- Shut down old Water Treatment server
- Install new printer for Grant Writer
- Look at changing security permissions for volunteer at Museum
- Install fonts for Steven V
- Look at IE problem on Toby S's laptop
- Install camera for Aaron B
- Shut down old YTF server
- Meet with Don and Brad at Water Treatment to discuss network changes
- Get a USB keyboard for server at Water Treatment
- Install new printer for Director at Museum
- Test power cable for extra GIS laptop
- Help Wyatt Brown with Email issues at FD
- Update ID and install Chrome on EMS building computers
- Look at Car 3 and Car 6 tablet connections
- Get SIM card from Paul V for new tablet
- Get with Jamie S at PD about Rimage issues again
- Help Barb W with her Outlook issues
- Fix permissions for volunteers at Museum again
- Help YTF with Outlook issues after turning off old server
- Check DHCP issues and restart services at City Hall
- Fix time clock at Parks again. Replace cable
- Update Antivirus server and start updating clients
- Get next Rimage unit set up and running
- Install SEP on Car 8 tablet
- Look at Car 8 connections
- Change permissions on Fire folders for new FD Chief
- Get with Zuercher to fix reports for PD Chief
- Get with Jeremy R about issues with new Toughpads
- Get with Aaron Beemer about new tablets for FD
- Get with user at Task Force to install new software
- Configure new Car 5 computer for PD
- Order more recordable Bluray disks for PD
- Get a quote for a replacement printer for PD Investigations
- Call L-3 again about replacement Rimage unit
- Order hard drives for BMR project
- Make plans to perform BMR on critical servers
- Order printer for PD investigations
- Check backup process for Cemetery
- Fix Car 4 computer connection
- Change permissions on FD folder for Aaron Beemer
- Take new printer to Water Rec

- Get new quote for full Adobe Pro for 3<sup>rd</sup> Floor City Hall
- Get SIM card switch for new Car 5 computer
- Install hard drive on Cemetery server for nightly backups
- Look at file opening issues for Rick O at PD
- Go through list of issues for Angela D
- Help Tiffany C get logged onto new car 8 at PD
- Look at monitor for Tricia S
- Download Windows Server 2012 R2 and key
- Download SQL software for Finance
- Order tablets for GIS and FD
- Update laptop for Cemetery
- Order two new tablets for PD
- Order Adobe full for 3<sup>rd</sup> Floor City Hall
- Order extra batteries for Styluses
- Take Car 5 computer to PD and install in squad
- Close out accounts for FD
- Troubleshoot front door lock
- Call Central Lock about front door lock issues
- Help Jess G with quarantine messages in SPAM filter
- Get government channel specs to vender for new quote
- Install screen protector for Safety tablet
- Call for replacement shield for Safety tablet
- Get with PSN to update software
- Run BMR on Finance servers
- Set up Gmail account for City
- Set up Google account for mapping feature
- Adjust permissions on Safety folder for Aaron Beemer
- Take spare computer to BNS for new payment system
- Get with Penny B about her SPAM filter access
- Create folder for Fire Administration
- Install next new Rimage system for PD
- Pick up hand scanner from PD for new tablet
- Make new cables and hook up credit card machine for 3<sup>rd</sup> floor City Hall
- Install Acrobat Pro on 3<sup>rd</sup> floor computer
- Take new printer to PD and install
- Get with Woodman about email connections for City Hall HVAC system
- Configure new tablet for Aaron Beemer at FD
- Configure new tablet for GIS department
- Order replacement hard drive and spare drive for virtual machine at City Hall
- Configure first of two new tablets for PD
- Clean folders from desktop computer for Jamie S at PD
- Set up new group for GDP
- Replace failed hard drive in virtual machine
- Remove former Rec users from system
- Request software quotes for new and renewal of security software
- Install protective shield for new FD tablet and get to GIS for data install



- Add DNS record for GIS application
- Get with Angela D about her email issues
- Get with Kevin regarding quotes for security software
- Look at blocked outbound email for Pam S
- Renew subscription for SPAM filter
- Order new security software
- Look at monitors for engineering user
- Order new monitors for engineering
- Reboot engineering server to correct network connections.
- Take first of new tablets to PD

## **GIS Department**

### **Cemetery**

- Update ArcReader map, download to laptop, create desktop shortcut
- Download updated mapping software to laptop

### **Development Services**

- Run script and create first and mid-month parcel CSV file
- Research and download NWI data and shapefiles
- Create map of select zoning districts for council meeting
- Discuss parcel data
- Edit 3 parcels: zoning changes

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

- Create missing map project shortcut on desktop
- Download GPS Data, export to shapefile and update GIS layers x 14
- Link photos to GPS points in attribute tables
- Work on user names and permissions for new asset mgmt. system
- Assist user in finding and linking to location of County Monuments shapefile
- Discuss permissions in new software program
- Discuss transition with GIS-water database merge
- Create data collection web map
- Assist with creating desktop shortcuts
- Look into road name discrepancy
- Review with user on how to add coded values to a domain
- Export data and calculate # of miles of Water Main
- Create new user for ArcGIS online
- Edit and update web app for field data collection
- Discuss Address points and water database discrepancies
- Discuss questions from County dispatch with address validation issues
- Download data from ArcPad, update GIS layer and link photos

### **Fire**

- Explain how to print different size maps

- Download ArcReader maps to new tablet
- Review Pictometry location and login

#### **Finance**

- IT: help troubleshoot network connection problems
- IT: troubleshoot computer not booting up properly
- Grants: assist with creating desktop shortcuts
- Grants: create map for tree grant project

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

- Research small Cerro Gordo county parcel in MC city limits residential area
- Update map, publish to ArcReader and download to tablet computer
- Create map with easements of new subdivision

#### **Police**

- Verify 10 mile radius map

#### **General**

- GIS/Water database: work on standardizing dates in Access database
- Troubleshoot links to old county data
- Continue to update old county links to data
- Compile list of Reports needed for GIS Water database merge
- Export county parcel data and save for use in offline maps
- County dispatch: look into road name prefix/suffix
- Update road closure map
- Update 10 mile buffer map
- Update City Admin map
- County Dispatch: discuss intersection addressing

### **November initiatives**

#### **Finance Department**

- Work on October financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Continue work to update financial transparency platform
- Finalize work on FY 18 CAFR
- Continue work on Annual Finance Report for State
- Finalize work on Annual TIF report for state
- Start work on FY 2020 CIP
- Attend FY 2020 budget meeting in Waverly

**Information Systems Coordinator**

- Start testing and training of Windows 10 implementation
- 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
- Replace final two outdated servers
- Finish demoting old AD servers on network

**GIS Department**

- P 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 Erik Bullinger, Fire Chief



## Mason City Fire Department October 2018

### Monthly Council Report

|                                      |   | OCT 2018 | YTD      |
|--------------------------------------|---|----------|----------|
| 9-1-1 Calls/Emergency Calls          |   |          |          |
|                                      | Fire  | 38       | 466      |
|                                      | EMS   | 320      | 3,380    |
| Non-Emergency Calls                  |   |          |          |
|                                      | Fire  | 20       | 42       |
|                                      | EMS   | 100      | 874      |
| Total Calls for Service (Fire & EMS) |   |          |          |
|                                      |   | 458      | 4,736    |
| Personnel Training Hours             |   |          |          |
|                                      | On-Site   | 637.72   | 7,015.73 |
|                                      | Off-Site  | 30.00    | 662.75   |
| Fire Bureau Inspections/Site Visits  |   |          |          |
|                                      | New Construction/Remodel                          | 129      | 1341     |
|                                      | Existing Building Inspections                     | 10       | 76       |
|                                      | Plan Reviews                                      | 27       | 139      |
|                                      | Fire Investigations                               | 1        | 13       |
|                                      | Liquor/State License Inspections                  | 8        | 123      |
| Community Involvement                |   |          |          |
|                                      | Public Tours of the Fire Station (Number)         | 7        | 23       |
|                                      | Public Fire Safety Appearances/Trainings (Number) | 25       | 48       |
|                                      | EMS/Fire Students - Ride-Along                    | 3        | 60       |
|                                      | Preceptor Training Hours                          | 23       | 1,049.75 |
| Overtime Hours                       |   |          |          |
|                                      | Fire  | 60.25    | 1,149.29 |
|                                      | EMS   | 271      | 4,125.75 |

### Overtime Analysis

October overtime numbers are significantly lower than previous months. Fire overtime went down by 78% from last month and Ambulance overtime is down by almost 50%. Ambulance transfers make up the majority of our overtime for our ambulance department and offshift overtime makes up most of our fire overtime numbers. Our fire overtime was due to activating our offshift for two separate fires for which we are happy to report there were no injuries.

### Overtime Analysis

We are confident our overtime numbers will continue this trend and as stated last month, we look forward to maintaining numbers that are reasonable for the department.

### 2018 Fire Prevention Week

MCFD was not able to host the Annual Open House due to construction, but we were very busy delivering NFPA's message for the 2018 Fire Prevention Week. "Look. Listen. Learn. Be aware. Fire can happen anywhere" This year's theme aims at educating people about three basic but essential steps to take to reduce the likelihood of having a fire—and how to escape safely in the event of one.

During the month of October, MCFD spoke to over 1,800 kids and adults about this campaign and our firefighters went out to visit schools and talk to the kids about fire safety. We also enjoyed having multiple station tours and we look forward to hopefully having our Open House in 2019.

Enjoy some pictures from our visits and station tours.





# Human Resources Department

Reported by Perry Buffington, Human Resources Director

| Department               | Full-time | Part-time | Grand Total |
|--------------------------|-----------|-----------|-------------|
| Airport                  | 5         | 2         | 7           |
| Cemetery                 | 3         | 1         | 4           |
| City Administration      | 3         |           | 3           |
| Development Services     | 11        | 16        | 27          |
| Engineering              | 17        |           | 17          |
| Finance                  | 10        |           | 10          |
| Fire                     | 44        |           | 44          |
| Human Resources          | 2         |           | 2           |
| Library                  | 14        | 2         | 16          |
| Museum                   | 6         | 2         | 8           |
| Operations & Maintenance | 60        |           | 60          |
| Parks                    | 6         |           | 6           |
| Police                   | 50        | 2         | 52          |
| Recreation               | 6         |           | 6           |
| Youth Task Force         | 4         | 1         | 5           |
| Grand Total              | 241       | 26        | 267         |

Plus 134 Summer Seasonal employees

## Staffing

## Activity

|                   |   |
|-------------------|---|
| Hiring Activity:  | <ul style="list-style-type: none"> <li>- Fire Lieutenant (Fire): 2 promotions made pending approval by Council</li> <li>- Police Officer-2 openings (Police): Conducted interviews &amp; start backgrounds</li> <li>- Firefighter/EMT-1 opening (Fire): Civil Service testing conducted &amp; certified</li> <li>- Volunteer Coordinator-1 opening (Admin): Recruitment on hold until end of the year</li> <li>- Recreation Programmer-Golf Course (Recreation): Recruitment on hold until end of the year</li> </ul> |
| Positions Filled: | <ul style="list-style-type: none"> <li>- Hired 5 Reg employees: 1 Refuse Collector, 1 PT Transit Driver &amp; 4 seasonal hires during the month</li> </ul>  |

|  |   |
|--|---|
| Turnover:                              | - Vol Quit: Transit Driver & 15 seasonal employees; 1 involuntary separation Asst to Police Chief; 1 death Transit Driver |
| Employee Orientations/exit interviews: | - Orientations for 2 regular & 4 seasonal staff   |
| Civil Service Commission:              | - 2 meetings held during the month  |

### **Labor Relations/Legal**

### **Activity**

|                               |   |
|-------------------------------|---|
| Grievance Activity:           | - Fire: Resolved all 3 open grievances<br>- Teamsters: Resolved all 4 open grievances<br>- 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: | - Coordinated annual blood draw/flu shot clinics for all employees |
|----------------------|--|

### **Benefits**

### **Activity**

|                           |   |
|---------------------------|---|
| Employee benefit support: | - Ongoing support resolving employees benefit issues                                    |
| 2019 Benefit Meetings     | - Held employee benefit enrollment meetings & began processing 2019 Benefit enrollments |

### **Miscellaneous**

### **Activity**

|  |  |
|--|--|
| Workers Comp. & 411 Police/Fire Admin: | - Directed care and processed medical invoices and managed ongoing 411 cases |
| Drug Testing Compliance Activities:    | - Conducted required monthly drug testing                                    |
| ICAP Liability Ins Review              | - Participated in review of our programs by ICAP                             |

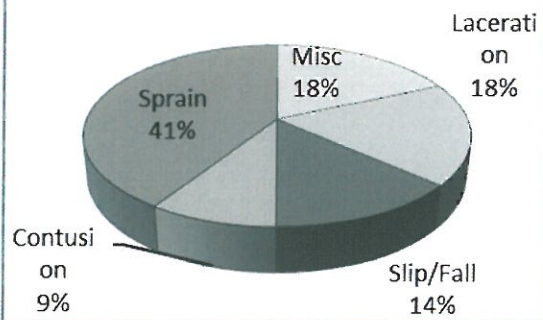
| <b>Safety Statistics</b> | <b>Month</b> | <b>2018 YTD</b> | <b>2017 YTD</b> |
|--------------------------|--------------|-----------------|-----------------|
| # of Work Comp Cases     | 1            | 22              | 19              |
| # of OSHA Injuries       | 1            | 22              | 17              |
| # of Days Missed         | 0            | 76              | 37              |
| # of Employees Off       | 0            |                 |                 |



### Oct Medical Cases



### YTD Medical Cases



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: October 2018**

**Routine Activities:**

In the month of October the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing 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 rentals 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.

Artoberfest was a major focus of the museum staff in the month of October. This annual fundraiser took hours of planning, organizing, decorating, cooking, serving, and running from both staff and volunteers alike. Both a silent and live auction raised funds from over 170 donated items or packages. Fall-themed unique appetizers, desserts, and beverages enticed a diverse audience. Also, live music entertainment was performed by The Mockingbirds. The Museum hosted the yearly fundraiser as one of the many ways in which it raises the over \$200,000 to fulfill its budget.

During October, the museum moved the blue blocks and accessories that make up the Imagination Playground from the front lawn to the warmth of the indoor Salisbury Room. To do so, each piece was hand washed to remove outdoor debris and dirt. This year, several staff dedicated a morning to washing the blocks for their transition indoors. Mason City High School students, who usually help with the process on their day of service, were unfortunately unable to help this year as it was too cold. Instead 21 students and 1 teacher came to help the museum with upcoming class and Holiday Open House preparation.

Events, classes, rentals, and tours continued to keep the staff busy when they were not doing something for Artoberfest. October was full of Halloween themed classes for kids, adults, and families. From Spooky Houses to a custom Halloween themed Birthday party there was something scary for everyone. This month's Lunch n' Learn topic was Mysterious Art led by Program Associate, Pam Jost. The presentation explored a variety of art from secrecy of some artists to potentially haunted paintings with frightening coincidences. The Museum Director also did a talk at the local Morning Kiwanis group. As for rentals, an Iowa Citizens for Community Improvement group rented our space to hold their monthly meeting. Additionally, KSMQ showed their "Mayo Clinic" documentary at the museum. This station bought the rights and

showed the PBS aired movie exploring the history, care, and innovation of the local internationally recognized medical center throughout the North Iowa and Rochester areas. Finally, two tour groups participated in driving architectural tours led by a docent on their bus. These step-on tours were a variation of the Architectural walking tours being transitioned to Wright on the Park. This month the Museum Director led an instructional walking tour for their docents who will be leading these tours for this acquiring organization.

As far as exhibits, one new exhibit was arranged and opened to the public this month. *Exploring Fiber* by Sharon Kagan is a collection of two and three dimensional works that are related to knitting. The exhibit is a range of pieces from enlarged colorful photographs of knitted stitches to large fibrous sections hung from the ceiling. Lastly, prints were rehung in the Weston Gallery as Cle Edgar's *Watercolors* moved on to a new location and the Central Space Gallery is in transition as it is being prepared to open a new exhibit at the beginning of November.

**Membership:**

Members: 313

**Attendance:**

Gallery / Open Studio / Shop: 528

Programs: Artoberfest (173 adults, 23 volunteers), Foundation Meeting (6), Board Meeting (6), Wright on the Park Docent Training (6)

Outreach: 140

Tours: 47 adults

Rentals: NIACC (34), IA Citizens for Community Improvement Meeting (16), Birthday (11 adults, 22 kids), KSMQ "Mayo Clinic" Documentary (10 adults)

Classroom: 100 adults, 83 kids

Playground: 4 adults, 7 kids

2018 October Attendance

|                    |      |
|--------------------|------|
| Gallery attendance | 528  |
| tour attendance    | 47   |
| event attendance   | 284  |
| Classes            | 183  |
| Playground         | 11   |
| Outreach           | 163  |
| TOTAL              | 1216 |

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

Reported by Bill Stangler, Operations & Maintenance Manager

### **Utility Division:**

| Repair Type          | Repair ID                |
|----------------------|--------------------------|
| Cement Work          | (8 Cement Work)          |
| General Maintenance  | (1 General Maintenance)  |
| Hydrant Installation | (2 Hydrant Installation) |
| LOCATES              | (12 LOCATES)             |
| METER READING        | (6 METER READING)        |
| Road Box Repair      | (5 Road Box Repair)      |
| SANITATION           | (4 SANITATION)           |
| VAC ROAD BOX         | (9 VAC ROAD BOX)         |
| Valve Installation   | (7 Valve Installation)   |
| Valve Repair         | (2 Valve Repair)         |
| VALVE TURNING        | (2 VALVE TURNING)        |
| Water Service Repair | (1 Water Service Repair) |

The Utility Crew received the delivery of a new trailer mounted-vac and it has been put to use already. This will be a great tool in finding buried utilities and cleaning out valve boxes, storm sewers, and will be used by the sign crew and City Electrician. We called in 12 locates for upcoming jobs for the Utility Crew. We had someone fill in at Sanitation for 4 days the past month. We installed 7 water valves and two fire hydrants.

### **Internal Service Division:**

#### Mechanical

Service and repair 3 fire trucks and ambulances  
Service and repair 2 park vehicles  
Service and repair 4 police cars  
Repair and service 4 Sanitation trucks, brakes, etc.  
Repair and service 8 Street Department vehicles  
Service and repair 2 Water Reclamation vehicles  
Service and repair 3 Water Utilities vehicles  
Service and repair 3 Water Supply vehicles  
Service and repair 1 Recreation Department vehicle  
Service and repair 0 Engineering vehicles  
Service and repair 3 Inspection vehicles



- Repair lighting at golf course maintenance building
- Repair street light at 19<sup>th</sup> Street and S. Pierce Avenue
- Repair traffic lights at Highway 122 and Monroe Avenue
- Repaired the disconnect switch at the adult ball diamonds due to vandalism
- Repair street lights at 3<sup>rd</sup> Street and N. Delaware Avenue
- Repair lighting at Georgia Hanford Park
- Repair street lights on 4<sup>th</sup> Street North
- Repair circulation pump at Water Reclamation
- Repair parking lot lights on East State Street

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

- Wastewater treated:
 

|                  |         |                         |
|------------------|---------|-------------------------|
| Monthly Total:   | 304.528 | million gallons         |
| Daily Average:   | 10.985  | million gallons per day |
| Daily Maximum:   | 19.348  | million gallons per day |
| Sludge processed | 1.5     | million gallons         |

- Lift station inspection/maintenance M/W/F and as needed
- Assisted WHKS in finding manholes in the Central Heights neighborhood
- Replaced one sewer manhole box out
- Heavy rains again this month causing SSO's, pumped sewers throughout the city

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Running E.Coli testing 5 x/month for DNR reporting
- Passed effluent toxicity testing

- Notify Industries of delinquencies
- Calculate totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles

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

- Added New industry to City Sewer - Landfill of North Iowa
- Hauled 3,179,530 gallons of biosolids
- Replaced 6" valve in thickener basement
- Cleaned UV lights
- Check oil in all clarifiers
- Installed new walkway in sludge loadout bay to make loading semi's safer
- Back flushed tricking filter's
- Had heat exchangers calibrated
- Rebuilt #4 diaphragm pump
- Hosed off primary clarifier weirs
- Completed Annual Sampling of Industries
- Precon with WHKS for next sewer project

**Sanitation Division:**

|                            | <u>Current Month</u> | <u>Year-To-Date</u> |
|----------------------------|----------------------|---------------------|
| Refuse collected           | 511.33 tons          | 4,795.00 tons       |
| Recycling collected        | 133,000 pounds       | 1,295,600 pounds    |
| Yard waste collected       | 463.20 tons          | 1,416.50 tons       |
| Large item number of stops | 74                   | 410                 |
| Materials collected:       |                      |                     |
| Large furniture            | 49                   | 363                 |
| Small furniture            | 49                   | 381                 |
| Tubs & toilets             | 0                    | 12                  |
| Appliances & TVs           | 29                   | 110                 |
| Electronics                | 0                    | 1                   |
| Request for service calls  | 386                  | 2,985               |

**Street Division:**

Clean and maintain shops and equipment as necessary  
Fill potholes with cold patch and hot patch  
Remove flower baskets in the plaza  
Drill post holes for the Police Department  
Clean up accident debris at various locations  
Trim trails  
Clean debris off storm intakes  
Repair signs as requested by Engineer's office  
Trim trees 49 calls, remove trees, 29  
Set up work zone for Progressive Railroad to do crossing repair  
Pick up dead deer  
Grade the streets and alleys  
Sweep streets as needed

Haul fire wood to campground  
Pick up tent in park from homeless person  
Clean up flood buyout property  
Hot patch and cold patch holes as needed  
Haul tables, cans and bleachers for all events  
Dirt and grass seed old stump holes and other landscaping areas in city right-of-way  
Plant 140 trees through the Branching Out and Trees For Kids Programs  
Distribute 300 trees through the Operation ReLeaf Program  
Haul and mix sand and salt for snow and ice removal  
Prep snow removal equipment

**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  
Paint playground equipment at shelter 2  
Haul bleachers, tables and cans for events  
Trim trees in parks, trails and buyout lots as needed  
Clean up East Park flooding debris, 5<sup>th</sup> time under water this summer  
Clean and maintain Muse Norris Youth Complex for soccer and flag football  
Reinstall the dock that floated away at the duck pond in East Park from flooding  
Mow side hills as time allows  
Close and winterize shelters and all park system facilities for winter  
Repair chains and other broken items on playgrounds  
Repair grill at shelter #4 in East Park  
Remove the banners at the Youth Complex  
Mow fairways on the disc golf course  
Clean up all the cig butts at the Comfort Station in Central Park  
Replace pea gravel at shelter 3 playground  
Replace mulch at deer pen exercise area  
Remove all drinking fountains  
Remove and replace steps at East Park duck pond  
Repair bad concrete on top of wall along Willow Creek

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: Month – 1,725

|    | Call Type     | # CFS |
|----|---------------|-------|
| 1  | Suspicion     | 190   |
| 2  | Animal        | 124   |
| 3  | Disorderly    | 111   |
| 4  | Collision     | 111   |
| 5  | Medical       | 94    |
| 6  | Theft         | 89    |
| 7  | Welfare Check | 84    |
| 8  | Parking       | 62    |
| 9  | Civil Call    | 56    |
| 10 | Domestic      | 54    |

|                             |     |
|-----------------------------|-----|
| Parking Tickets             | 252 |
| Traffic Citations           | 153 |
| Written Warnings            | 192 |
| Motor Vehicle Crash Reports | 92  |
| Traffic Stops               | 324 |
| Extra Patrol Checks         | 584 |

1<sup>st</sup> Detail assisted with traffic control for the Mason City High School Homecoming Parade on October 5.

We participate in several community projects this month. The first was a blood drive in cooperation with Post 8 on October 5. We had several personnel also assisted Crisis Intervention Service's annual Remember My Name event on November 5. The Fall SALT Forum was held at Grace Church on October 23.

A local man went missing in early-October and we had several agencies that assisted us as part of that investigation. He was located in Los Angeles after he contacted a family member in efforts to return home.

The Mason City Deer Management Zone (DMZ) hunt is underway and we have had several bow hunters who have brought deer in to MCPD for inspection. We will be opening up city-owned property for hunters on November 4.



### **Criminal Investigations**

The investigation in a late-September fatal crash and charges were filed in October. The defendant was charged with homicide by vehicle.

We are working on a missing person case where a juvenile from Mason City was located in Nebraska. We are working with state and federal officials on this case and a California man was taken into custody on our warrant in this case.

CID personnel have been assigned background investigations on police officer candidates. Four candidates moved on from oral interviews to continue in our recruitment process.

Other case work for October included a robbery investigation, a death investigation, some sexual assault cases, and a growing fraud case. Two child protection center interviews were also completed.

### **Administration**

We have been working to cover the work typically done by our administrative assistant while we work through the process of getting the position evaluated, posted, and hired. Payroll, payables, receivables, and the Deer Management Zone hunt are all being managed by several employees on top of their regular duties.

We completed oral board interviews with police officer applicants in October. We have moved four of those candidates in to background investigations. Our goal is to have conditional offers of employment made in order to get successful candidates to City Council for approval at the first meeting in December.

MCPD sworn personnel completed firearms qualification in October on handgun, shotgun, and rifle.

Captain McKelvey's time continues to be filled working with referring information to our community mental health providers. We are working toward an automated solution that will make this process more efficient.

| <b>MCPD Social Media</b> | <b>Sept 2018</b> | <b>Oct 2018</b> | <b>Difference</b> |
|--------------------------|------------------|-----------------|-------------------|
| Facebook                 | 6,061            | 6,221           | +160              |
| Twitter                  | 1,745            | 1,747           | +2                |

## Public Library

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Reported by Mary Markwalter, Library Director

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Thanks to the Friends of the Library for sponsoring an additional database at the library. The database is called Creativebug and is a brand new product offered by JoAnn Fabrics. Creativebug offers free access to over 1000 classes, in addition to ideas, instructions, patterns and recipes that will appeal to people of all ages. The content of the Creativebug database is FIRST RATE and includes patterns, classes and directions for a large number of arts and crafts.

Creativebug access is free for Mason City Public Library Card holders. Go to [www.mcpl.org](http://www.mcpl.org), click on the Creativebug icon, use your library bar code number in order to sign in, and start having fun.

# Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

## Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the City's website and Channel 4
- Audited 9 first aid kits
- 200 nights stayed at MacNider Campgrounds

## Daily Participation Rates:

|           |       |
|-----------|-------|
| Monday    | 768   |
| Tuesday   | 1,474 |
| Wednesday | 265   |
| Thursday  | 1,156 |
| Friday    | 151   |
| Saturday  | 1,206 |
| Sunday    | 30    |

|  |         |
|--|---------|
| Total People Served in 2018 through October: | 310,578 |
| Total People Served in 2017 through October: | 305,983 |

Nights stayed at MacNider Campgrounds in 2018 through October: 6,661

Nights stayed at MacNider Campgrounds in 2017 through October: 5,881

\*13.26% increase in nights stayed, but revenues are up 13.89% from the last year!

#### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

|               | 2018 | 2017 |
|---------------|------|------|
| ○ Family      | 31   | 33   |
| ○ Class A     | 183  | 200  |
| ○ Class B     | 30   | 32   |
| ○ Youth       | 16   | 20   |
| ○ Punch Cards | 82   | 74   |
- Season Concession Sales:

|  | 2018        | 2017        |
|--|-------------|-------------|
|  | \$60,009.38 | \$65,878.95 |
- Motor Cart Fees:

|  | 2018        | 2017        |
|--|-------------|-------------|
|  | \$87,160.11 | \$91,710.81 |
- 1542 rounds played at Highland
- Ordered food and beverages for concession
- Mowed the greens 36 times
- Mowed the tees and collars 10 times
- Mowed the fairways 20 times
- Mowed the rough 2 times
- Mowed the back mounds
- Blew and raked up leaves and debris around clubhouse 4 times
- Trimmed the mows with grounds master 2 times
- Changed the cups 10 times
- Changed the practice cups 2 times
- Back lapped the greens, tees, fairway mowers 1 time

#### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new winter staff
- Certified 13 youth coaches with NYSCA
- Addressing Fall & Winter Staff needs (email/letter)
- Hosted our 6<sup>th</sup> Annual Camper Appreciation Potluck at MacNider Campgrounds
- Attended the NIACC Wellness Advisory Board
- Finished up safety corrections from the annual inspections
- Starting preparing for CIP proposal for the Park and Recreation Board

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

- Starting preparing for CIP proposal for the Park and Recreation Board
- Preformed staff evaluations
- Raked traps and push up sides after rain events and deer 3 times
- Changed the oil in leaf blower and vacuum
- Marked course to enable carts to run after heavy rain
- Applied growth regulator, fungicide, liquid fertilizer to greens
- Put on blower and hook up the large vacuum



- Blew leaves on front and back vacuum up over 60 loads of leaves
- Fixed 1 cart shed door replacing springs and adjusting
- Changed the mowing deck on grounds master
- Fixed drive belt on grounds master
- Mowed gully on hole #11
- Blew the tees and greens of acorns every morning
- Cleaned gutters to clubhouse 4 times refasten gutters
- Dug up and replaced the valve on hole #4 greens
- Start blowing the water from irrigation lines
- Sprayed all the greens and collar with winter protectant for snow mold
- Power washed the deck
- Replaced rotting boards on deck
- Removed all of the outside water fountains
- Clean up limbs and debris

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

- Run Before and After School Programs
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Prepare for Lunch with Santa
- Prepare for Santa Calls

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

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps, remove debris and fill with soil and seed
- Finish spraying for broadleaf weeds on front
- Continue to blow and pick up leaves
- Spray greens and tees for winter molds
- Top dress greens for winter protection
- Identify trees for removal
- Continue to maintain course until closing

# Volunteer Program

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Reported by Pamela Stecker, Interim Volunteer Program Coordinator

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## Activities for the Month:

- Branching Out and Trees For Kids tree planting events held on Wednesday and Thursday, October 3 & 4
  - IDNR Urban Forestry Program Coordinator Gabbi Edwards, Alliant Energy staff, Senator Amanda Ragan, Representative Sharon Steckman, City Administrator Aaron Burnett and City staff assisting Newman Elementary and Mason City Alternative High School students
  - Planted 140 trees between the two programs
- Mason City High School Day of Service clean-up event on October 5 in conjunction with Homecoming activities
  - Assist with providing volunteer opportunities for cleanup of downtown, preparation for Operation ReLeaf event and many other city areas
- Operation ReLeaf Tree Distribution event Saturday, October 6
  - Volunteers assisted staff with the distribution of 300 trees and mulch
- Program Education Government Channel 4
  - Program two videos of Council meetings for rebroadcast at 1 and 7 am and pm daily
  - Program PowerPoint updates from City Departments and other governmental/educational entities
- Coordinate clean-up kits and pick-up locations for Adopt-A-Street and Adopt-A-Lot cleanup groups
- Trinity Lutheran Project planning (cancelled until Spring due to inclement weather)
- Restock volunteer supplies for events
- Beautification program season wrap up/clean up
- Prepare and submit beautification grant final report
- Recruit volunteers for Santa Calls and other programs
- Routine Activities:
  - Park Watch
  - Beautification program – season wrap up/clean up
  - Adopt A Street and Adopt A Lot cleanup groups
  - Track volunteer hours
  - Update database with volunteer hours

Projects/Programs Completed or Ongoing:

| Site                                 | Assignment                         | Hours           |
|--------------------------------------|------------------------------------|-----------------|
| 'Adopt A' Programs                   | Cleanup teams                      | 62.25           |
| Beautification Project               | Garden Maintenance/Cleanup         | 59              |
| Branching Out & Trees for Kids       | Tree Plantings                     | 180             |
| Miscellaneous Projects               | Elmwood-St. Joseph History Walk    | 990             |
|                                      | Police Department                  | 43              |
|                                      | MCHS Day of Service Cleanup        | 1486            |
|                                      | Operation ReLeaf Tree Distribution | 24              |
|                                      | Transit Tokens                     | 16              |
| <b>October Volunteer Hours Total</b> |                                    | <b>2,860.25</b> |

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH DEVELOPMENT

**\*\*Quarter 1, Youth Development report was submitted to IDPH.**

### Positive Action

- Active parental consent was obtained early in the school year
- Director visited John Adams Middle School on October 1 & 2 to administer Positive Action pre-surveys to six sections of 7<sup>th</sup>-grade students to establish a baseline (129 de-identified surveys entered to IDPH system)

### **SMART Objectives\***

1.A: To increase or maintain a perception of great risk 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 9/1/18 and 6/30/19.

1.B: 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 9/1/18 & 6/30/19.

**\*Substance use survey questions: Students may skip any questions they prefer not to answer.**

### My Beliefs and Attitudes

**How wrong do you think it is for someone your age to:**

16. Drink beer, wine or hard liquor (for example, vodka, whiskey or gin) regularly?
17. Smoke cigarettes?
18. Smoke marijuana?
19. Use any illegal drug other than alcohol, cigarettes, or marijuana?
20. Use prescription drugs that were not prescribed for you, or in a way other than the directions?
21. Use over the counter medications different from the directions?

**Answer options:** \_\_\_\_ Very wrong \_\_\_\_ Wrong \_\_\_\_ A little wrong \_\_\_\_ Not wrong at all

**How much do you think you risk harming yourself (physically or otherwise) if you:**

**\*\* Six additional questions correlate to above topics with response choices of:**

\_\_\_\_ No risk \_\_\_\_ Slight risk \_\_\_\_ Moderate risk \_\_\_\_ Great risk

### My Experiences

**In the past 30 days, have you:**

28. Had at least one drink of alcohol (glass, bottle or can of beer; glass of wine, liquor or mixed drink)?



29. Had 5 or more drinks of alcohol (glasses, bottles or cans of beer; glasses of wine, liquor, mixed drinks) in a row, that is within a couple of hours?
30. Smoked cigarettes?
31. Smoked cigars?
32. Used smokeless tobacco (chewing tobacco, snuff, plug, dipping tobacco)?
33. Used marijuana (pot, grass, hash, bud, weed)?
34. Taken any other illegal drug (like cocaine, methamphetamines, barbiturates, heroin, hallucinogens) without a doctor's prescription?
35. Used prescription medications that were not prescribed for you by your doctor?
36. Used over the counter medications different from the directions?

**Above questions provide a YES or NO choice**

**During the past 12 months, have you:**

37. Talked with at least one of your parents about the dangers of tobacco, alcohol, or drug use? By parents, we mean your biological parents, adoptive parents, stepparents, or adult guardians, whether or not they live with you. **YES or NO**

Youth Task Force collaborates with community organizations working together on the Cerro Gordo County Department of Public Health initiative, Tobacco Free North Iowa. An additional short survey (6 questions) was presented to students around “Vaping” in an attempt to assess knowledge level and possible use. The de-identified forms were turned in to Public Health. Notably, many students needed questions/terms explained. Hopefully, that indicates a lack of familiarity for many. As Prairie Ridge prevention specialists present prevention topics within schools they are also administering the survey to area youth.

**Youth Action Teams (YATs)**

Newman Catholic YAT will meet the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays. First regular meeting held 10/10/18  
 Mason City High School YAT will meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month  
 Mason City Alternative High School YAT will meet the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays. First meeting held 10/4/18

Parental permission forms were distributed for completion. Once signed forms are received, pre-surveys will be administered (questions similar to those referenced previously). Youth Coordinator is taking individual photos of students to help with attendance verification in the event another staff-member facilitates a meeting. Youth Task Force water bottles were given out to team members, courtesy of a private donation.

Students began discussing projects for the year. SAMHSA’s Strategic Prevention Framework (SPF) process steps will be considered during planning/implementation.

The steps of the SPF include:

- Step 1: Assess Needs: What is the problem, and how can I learn more?
- Step 2: Build Capacity: What do I have to work with?
- Step 3: Plan: What should I do and how should I do it?
- Step 4: Implement: How can I put my plan into action?
- Step 5: Evaluate: Is my plan succeeding?

The SPF also includes two guiding principles:

- Cultural competence: The ability to interact effectively with members of diverse population
- Sustainability: The process of achieving and maintaining long-term results

## **PREVENTION THROUGH MENTORING**

### **Prevention Through Mentoring Quarterly report was submitted to IDPH**

#### **One on One Mentoring AND Peer Mentoring**

- Coordinator has been conducting pre-surveys with mentees/mentors at many local schools.
- Peer Mentoring Program is scheduled to begin at the start of 2<sup>nd</sup> quarter. Coordinator is researching new activities for Peer Mentoring groups to encourage good attendance.
- Currently there are 13 youth waiting to be matched with a mentor.
- Coordinator is investigating possible financial assistance to help cover 47 activity expenses for group activities.

## **SAMHSA Project AWARE**

### **Youth Mental Health First Aid (YMHFA)**

- The project finished out the final year successfully. We submitted our final claim for reimbursement with all grant funds expended over the year. Over the next two months, we will compile the final 3-year progress report, evaluation report, and narrative budget reconciliation.

## **SAMHSA MHAT Project**

- Official Notice of Award received. Director submitted additional Human Participant Protection documents as a “Special Condition” of all grantees. She is working on Disparity Impact Statement, also another requirement after grant award notification.
- Additional administrative documents are being generated as an update to current Memorandums of Understanding between various local organizations.
- Special efforts will be made to reach parents/caregivers of youth to offer the no-cost training and provide resource information, including insurance/ financial resource referrals, if necessary.
- We will reach out to the local VA Clinic in an effort to reach families of veterans with children, who may be experiencing special circumstances within the family unit.
- Project Coordinator applied and was accepted by the National Council for Behavioral Health to attend training to become an instructor of Youth Mental Health First Aid. She is also a veteran. We hope she will prove a good liaison to reach the families.

## **STAFF / OTHER**

We still have one staff-member out on FMLA and have been covering her duties accordingly.