

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

December 2018

*(Issued January 11, 2019)*



## City Administrator Comments

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Mayor and City Council Members,

With the close of the calendar year, many departments have completed analysis of their operations. The Development Services Department is of particular note as they have witnessed a significant increase in rental inspections. These increases are likely to continue as more demand for rental units exists as homeownership in younger generations continues to decrease. The Recreation and Transit Departments both also recorded increased use. Furthermore, several infrastructure projects are wrapping up while others are preparing for construction in the upcoming year. It is clear that public services continue to be important to the citizens. Whether it is regulation to ensure quality housing options in the city's rental market or recreation programs for the community's children, city staff is working diligently to provide high quality service to all residents of Mason City.

The federal government shutdown has started to impact the city with the Highline Trail, Quiet Zones, and other federal grants and regulations are at a standstill until the Federal Government is funded. This is of particular concern due to the high public interest in many of the projects waiting for federal government action. It is likely that the longer the shutdown continues the more departments and programs within the city will start to be negatively impacted. I will continue to keep the council informed of these issues as they are identified.

On the positive side, Mason City enjoyed some positive press from the Iowa Natural Heritage magazine for its work on the Highline Trail and the eventual completion of this ambitious project. It is likely that the sale will be completed sometime in April or May and the city will be able to start completing the necessary improvements soon after like fixing road crossings and starting the grading of the trail. The community was also mentioned in a piece in Forbes magazine about the abundance of architectural treasures in the community.

Lastly, budget work is taking up a substantial amount of time for all departments as the proposed budget is nearing completion and will soon be submitted to council for consideration. The upcoming budget work sessions will provide more time to elaborate and answer questions, but it has been a pleasure working with all the departments on this process and working to identify the needed resources for them to continue to provide their important services to the community. Budgets are always tight for local governments, especially with the perennial threat to the property tax backfill, but the work of allocating funds is much easier due to the proactive efforts of the department managers to always look for potential efficiencies.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **December 2018**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 12/1/2018 – 12/31/2018	26391.5	300 Buses
Enplaned 676    Deplaned 671		

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

- Preparation of Board Packet Information, Agenda and Attendance at December 2018 Airport Commission Meeting
- Commission approved preliminary fiscal year CIP 2019/2020 budget
- Awarded airport farmland bid
- Maintenance staff continues to conduct operational needs of the airport.

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

- Preparation of Board Packet Information, Agenda and Attendance at the January 2019 Airport Commission Meeting

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of December:

- 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 and Closed Meetings and tracking 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 17 Resolutions 3 Ordinance based on various requirements
- Upload data for 2 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 1 Tobacco License and 4 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 \$220.00 in animal license fees and \$4,745.71 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Collection of payment for 2018 Alley Paving Project
- Distribution of notices for Central Heights Paving Project

## Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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**Please note** that the December monthly report includes a comparison of the 2018 year-end data with the 2017 data. In building permits and valuation of new construction, numbers are down. Rental inspections are up. I believe that this reflects the current housing market, as people reaching adulthood today are less likely to purchase and more likely to rent. This also points toward a need for housing (both owner-occupied and rented) that is attractive and affordable to the 21-35 age group.

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

Iowa Reinvestment District Program: Staff continues to work with the River City Renaissance Working Group on moving forward with the arena and hotel projects. On December 6, City Staff and the Working Group met with ICON Architectural Group to decide on facility needs for the Multi-Purpose Arena. Work is progressing on the design.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met December 3 to consider an application for a new office building for NISS Excavation at 3609 South Federal Avenue. The Committee recommended approval of a \$30,000 forgivable loan for these improvements. The City Council approved this application on December 18. The Committee also considered an application for a DoRL loan for interior work at 219-221 North Federal Avenue. The project only included repairs to a single apartment unit in this building. The City Assessor had reviewed the request and determined that the repairs would not increase the value of the property. The Committee recommended against approving the application. Program policy states that only those applications recommended for approval are forwarded to the City Council.

Developments: 1) Construction continues on the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake. 2) The Mercy Medical Center – North Iowa Behavioral Health Unit is nearing completion. 3) 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. 4) 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. 5) The North Iowa Christian School is completing a capital campaign for a major addition to their new campus at 680 6<sup>th</sup> Street SE (formerly the IDOT Region 2 garage). 6) A very large house is under construction at 607 North Kentucky Avenue, across from the Key Apartments. The building appears to be a commercial structure; however, it will contain a large dwelling unit, a very large 3-vehicle garage (with high ceilings to accommodate a recreational vehicle) and an area for displaying the owner's



collectables. The home meets the requirements of the zoning ordinance, despite its commercial-looking façade.

Development Review Committee: 1 meeting held in December: 12/18.

<b>DRC Activity</b>	<b>December, 2018</b>	<b>2018 Total</b>	<b>2017 Total</b>	<b>Change (+\ -)</b>
<b>Total Development Plans Reviewed</b>	1	49	51	-2
Concept plans reviewed/approved as a Minor Site Plan	0	14	33	-19
Concept plans to be resubmitted as a Major Site Plan	0	23	14	+9
<b>Total Concept Plans</b>	0	37	47	-10
Major Site Plan Reviews Completed	1	12	4	+8
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	4	1	+3
Preliminary Plat of Subdivision	0	0	0	0
Final Plat of Subdivision	0	3	1	+2
Other Reviews (structure moves, etc.)	1	25	13	+12
<b>TOTAL ITEMS REVIEWED</b>	2	77	65	+12

**Note:** while there have been fewer total reviews of projects by the DRC in 2018 compared to 2017, more of the approved projects this past year required a major site plan. This means that those projects that were approved in 2018 were of new buildings or major expansions, rather than minor projects (such as storage buildings or small additions). Major projects result in greater new property tax revenue than do minor projects.

## **DIVISIONAL REPORTS**

### **PLANNING AND ZONING DIVISION**

<b>Activity</b>	<b>December, 2018</b>	<b>2018 Total</b>	<b>2017 Total</b>	<b>Change (+\ -)</b>
<b>Zoning Permits Issued:</b>				
Commercial, Principal Structure	0	17	22	-5
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	1	54	55	-1
Residential, Accessory	2	62	60	+2

Activity	December, 2018	2018 Total	2017 Total	Change (+/-)
Structure				
Signs	4	50	55	-5
Floodplain	0	10	9	+1
<b>Encroachment Permits</b>	0	6	5	-1
<b>Zoning Board of Adjustment Cases:</b>				
Appeal	0	0	0	0
Conditional Use Permit	1	2	2	0
Special Exception	0	6	0*	+6
Variance	1	14	7	+7
<b>Planning and Zoning Cases:</b>				
Alley or Street Vacation	0	0	1	-1
Change of Zone	0	1	2	-1
Miscellaneous	0	2	5	-3
Preliminary Plat	0	0	0	0
Site Plan Approval	1	2	0	+2
Zoning Ordinance Text Amendment	0	1	1	0
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	0	5	10	-5
Lot Splits	1	2	2	0
Final Plat (not requiring P&Z review)	1	3	2	+1
<b>Zoning Violations</b>				
Reported	1	37	33	+4
Unfounded	0	4	7	-3
Founded-Resolved without citation	0	6	19	-13
Citations	0	0	0	0
Open Cases (as of date of report)	9	N/A	N/A	N/A
Cases initiated by staff	1	27	28	-1
<b>Zoning Inspections</b>				
Zoning – Case Request	1	36	39	-3
Zoning – Violations	0	2	7	-4
Zoning –Setback	0	15	54	-39
Zoning - Final	0	11	23	-12
<b>Permit Reviews</b>				
Zoning Reviews Completed	17	390	346	+44
Floodplain Reviews Completed	14	373	332	+41

\*Special exceptions for setback reductions were made possible by the City Code Recodification that became effective on January 1, 2018; therefore, there were no such approvals in 2017.

## BUILDING INSPECTIONS DIVISION

### *Building Permit Summary:*

Permits	December 2018		2018 Total		2017	Change
	No.	Valuation	No.	Valuation	Valuation	(+/-)
Major Building Permits	13	\$1,393,860.71	285	\$30,973,920.54	\$35,116,426.03	-\$4,142,505.49
Minor Building Permits	4	\$26,373.00	258	\$2,444,710.14	\$1,386,266.99	\$1,058,443.15
Electrical Permits	13	N/A	244	N/A	N/A	N/A
Plumbing Permits	23	N/A	90	N/A	N/A	N/A
Mechanical Permits	2	N/A	210	N/A	N/A	N/A
Sign Permits	3	\$10,200.00	49	\$205,568.30	\$392,261.44	-\$1,86,693.14
Demolition Permits	1	\$33,800.00	22	\$93,712.00	\$210,405.00	-\$116,693
Structure Moving Permits	0	0	2	\$1,000.00	\$23,000.00	\$-22,000
<b>TOTAL VALUATION</b>				\$33,718,910.98	\$37,128,359.46	-\$3,409,448.48

Inspections	December 2018	Total 2018	Total 2017	Change (+/-)
Number of inspections	102	1,242	1,288	-46

Permits by Type, December 2018	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	14	10	451
Multi-residential	0	0	1	0
Commercial	0	3	3	74
Industrial	0	0	1	5
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	53

Fees Collected	December 2018	Total 2018	Total 2017	Change (+/-)
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Number of inspections	\$ 9,269.54	\$ 210,521.19	\$ 213,921.50	-\$21,400.13
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## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>December, 2018</b>	<b>Total 2018</b>	<b>Total 2017</b>	<b>Change (+/-)</b>
<b>Case Request Sources</b>				
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	75	1624	1833	-209
Staff Initiated	41	870	1159	-289
Non-Staff Initiated (total):	34	754	674	+80
Response to Complaint	10	268	240	+28
Anonymous Complaint	14	342	342	0
SeeClickFix	10	145	92	+53
<b>Case Request Disposition</b>				
Founded Case Requests	75	1624	1824	-200
Citations Issued	0	0	0	0
Cases to Court	1	1	1	0
Unfounded Case Requests	0	0	9	-9
<b>Cases by Type:</b>				
Dead, Diseased or Dying Tree(s)	0	14	29	-15
Dangerous Building	2	30	22	+8
Abandoned Vehicle	2	18	11	+7
Tree/Shrub Maintenance	0	31	28	+3
Garbage	9	252	370	-118
Inoperable Vehicle	4	104	226	-122
Junk, Rubbish or Refuse	27	679	741	-62
Other	16	351	330	+21
Writ of Removal	3	44	46	-2
Information Request	12	109	25	+84
Snow Removal/Weeds & Tall Grass	55	1042	508	+534

**Note:** The number of requests last year decreased by 175 from 2017. The ratio of staff initiated requests vs. non-staff initiated requests is smaller; this indicates a greater willingness of the public to report code violations.

### *Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>December 2018</b>	<b>2018 Total</b>	<b>2017 Total</b>	<b>Change (+/-)</b>
Initial Inspections	83	755	279	+476
Reinspections	43	809	249	+560
5 yr. Inspections	108	1,374	935	+499

<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>December 2018</b>	<b>2018 Total</b>	<b>2017 Total</b>	<b>Change (+/-)</b>
Complaint Inspections	12	228	163	+65
Unregistered Unit Complaint	0	0	3	-3
Inspections cancelled by Landlord	41	272	214	+58
Inspection cancelled by Inspector	0	4	36	-32
Failed inspections	18	279	220	+59
Passed Inspections	54	848	757	+91
No Shows	7	288	192	+96
<b>Total # of Inspections</b>	<b>126</b>	<b>1,848</b>	<b>1502</b>	<b>+346</b>
Rental Dwelling Certificates Issued	48	381	498	-117
New Landlord License Issued	0	0	48	N/A
Units White Tagged	4	101	43	+58

**Note:** The number of initial rental inspections has increased. Again, this appears to reflect a trend towards renting vs. ownership; however, further research would be needed to determine the reasons for an increase of rental units.

## **TRANSIT AND SAFETY**

### *Transit*

During the month of December, Mason City Transit provided 13,188 rides on its Fixed-Route, which averages to be over 659 rides per day. This is an increase of 282 rides compared to December, 2017.

### *Safety*

During the month of December, the Safety Department conducted a drug & alcohol abuse training for Transit employees, as well as finalized the training forecast for all the various departments within the City for 2019.

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

## **ANIMAL CONTROL**

DECEMBER		2018	YTD	
ANIMAL CALLS FOR SERVICE				
700	800	=	1	13
800	900	=	9	22
900	1000	=	1	16
1000	1100	=	10	35
1100	1200	=	5	29
1200	1300	=	4	29
1300	1400	=	7	22

1400	1500	=	5		27
1st shift sub total				42	193
1500	1600	=	6		18
1600	1700	=	6		21
1700	1800	=	4		14
1800	1900	=	2		17
1900	2000	=	4		16
2000	2100	=	2		10
2100	2200	=	4		8
2200	2300	=	2		11
2nd shift sub total				30	98
2300	2359	=	0		5
0	700	=	3		22
3rd shift sub total				3	27
<b>TOTAL for Month</b>				<b>75</b>	<b>1257</b>
<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					
				1	8
No City License					
				1	4
Animal At Large					
					5
<b>Total People Arrested</b>				<b>2</b>	<b>29</b>
Animal Bites			2		50
Wild animal calls					7
<b>Pickup slips animal count</b>				<b>55</b>	<b>935</b>

## 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>
December	0	0%	1	100%	1
Year to Date	18	38%	29	62%	47

Burials in December were significantly lower than projected. Traditional burials were significantly below projections and cremation burials were slightly below projections for the year. Cremations are significantly higher than expected at 62% of total burials.

### **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	5	0	5
Year to Date	20	7	27

Lot sales were higher than projected and niche sales were below projections for the month. For the year, lot sales are significantly lower than projected and niche sales are slightly above projections.

**Administration** – The cemetery was awarded a Certified Local Government grant to develop plans and specifications for the historic rehabilitation of the Melson mausoleum.

**Operations** – It was a slow month for burials, so staff was catching up on cleaning and maintaining equipment, motor vehicles, streets and grounds.

**Board of Trustees** – Updates on the CLG grant, goals for 2019 and wreath/flower sales were shared. The upcoming operating budget for 2020 and the recruitment of a new board member were discussed.

# 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	2
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	1
▪ Septic	0
● Sump Pump	2
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	2
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	0
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Sidewalk	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	156
● Emergency Call-outs	5
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0



▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$2,745.00
• Sanitary Sewer records drawn and scanned (GIS)	64
• Field Book updates (GIS)	5

### **2018 Flood Study:**

Engineering Department Staff and representatives from WHKS hosted individual public information meetings in the month of December for each of the three areas of study. The first and second meetings were held on December 5th with the Eastbrooke & Asbury Neighborhoods. Options for future management and maintenance of the Asbury tile system and recommendations to alleviate flooding in Eastbrooke in the area surrounding Saratoga Court were discussed. The third meeting was held on December 12th with the neighborhood along Plymouth Road. Options to alleviate flooding caused by the overflowing of the pond east of Plymouth Road were discussed. Neighborhood feedback and comments were taken and will be used during the preparation of the final report.

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

The City continued to await comments on the materials submitted for the new Quiet Zone application.

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

Engineering Department staff and representatives from WHKS hosted an open house public meeting on December 13th to discuss the project, schedule and to answer questions from the attendees. Neighborhood comments were taken and incorporated where possible during the preparation of the final design of the project.

The preliminary assessment plat and schedule, the estimate of cost and proposed plans and specifications were approved at the December 18th meeting of the City Council. Following City Council approval, the preliminary assessment letters were sent to the property owners. A public hearing is scheduled for the January 15th meeting of the City Council.

### **Highway 122 Reconstruct & City Utility Replacements Project:**

K&W Electric completed the installation of the traffic signals at the intersection of 5th Street SE and South Carolina Avenue. Shallow solid rock was cause for a delay in the installation of the signal pole bases. The poles, mast arms and associated wiring have all been installed and the signals are in operation. Engineering staff worked with K&W Electric to energize the new electrical service for the signals. Staff also worked with the IDOT sign crew to reinstall a wayfinding sign near 5th Street SE and South Pennsylvania Avenue.

Crews with Wicks and Reilly Construction finished the paving and underground utility work before the winter shut down of their operation. The remaining work on the retaining wall and stairs to the residential homes on the north side of 5th Street SE between South Massachusetts Avenue and South Carolina Avenue will continue in spring.

Engineering and IDOT Staff are currently reviewing the 5th Street SE corridor for any remaining punch list items. A preliminary estimate for construction work completed during the 2018 season was received into and reviewed by the City Engineer. A complete estimate is expected in January from which the city will make the initial payment.

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

Work on the project was substantially completed. A review of the project corridor is on-going and any remaining work will be compiled to form a punch list. Engineering staff pulled in new cable for the signals at 12th Street, then adjusted and reprogrammed the traffic cameras.

**Downtown Traffic Signal Replacement Project:**

K&W Electric plans to begin work on the project in the spring. The project was 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:**

K&W Electric completed the installation of all but four of the precast concrete light pole bases. The remaining four bases are in conflict with an Alliant Energy gas main. Engineering Department Staff, SEH and Alliant Energy are currently working on a schedule for the gas main relocation.

Alliant Energy has relocated their overhead primary power lines from the utility poles; Mediacom still needs to remove their cable from the utility poles before they can be removed.

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

A professional services agreement with SEH for the design of a new sanitary sewer lift station and force main system was approved at the December 4th meeting of the City Council. The sanitary sewer collection system will meet the needs of future development in this direct area. Reilly Construction completed the installation of the new water main. The required pressure and bacteria testing of the new main was completed and successful.

Reilly Construction shut down work operations for the winter following the completion of the water main and storm sewer pipe installations.

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

The 12th Street Bridge over Willow Creek project was completed and opened to traffic on December 3rd. Any remaining restoration and seeding or reseeded will be completed in the spring.

**Mason City Jordan Wellfield Project:**

City Engineering and Water Supply staff met with the Principal Investigator on December 10th to begin strategizing a plan for test pumping. The plan to systematically pump and collect data was finalized a couple of days later. The testing will begin in January.

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.

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

The City Council acceptance the work and approved a final pay at their December 18th meeting. Final payment will be made to the contractor thirty days following approval.

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

- Engineering Staff worked on multiple preliminary project budget estimates for use in preparing the 2020 CIP.
- Engineering Staff continued to collect field data for design of projects preliminarily planned for 2019. These projects include street rehabilitation, street panel and curb replacement, sidewalk replacement and other miscellaneous projects.
- The Engineering Department continued to work with Alliant Energy on the Commercial Alley steam tunnel removal project. The project limits are between 3rd Street NE and 1st Street SE. Alliant Energy's contractors, McKiness Excavating and Active Thermal, began working on the project between 3rd Street NE and 2nd Street NE. When the top of the steam tunnel was removed and exposed, it was discovered that the tunnel had at some time been filled loose rocks. Caution was used when removing the rock so as not to disturb the asbestos that once surrounded the steam pipes. McKiness Excavating and Active Thermal are currently working on the section between 3rd Street NE and 1st Street NE.
- Engineering Staff gathered water and sewer records and provided them to Alliant Energy for an upcoming electric project. Alliant Energy is planning to install an underground electric utility network in the area north of Roosevelt School. Over 300 records were provided, that will assist Alliant Energy in the design and construction of the project.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 3
  - Traffic Sign Orders 0
    - Streetlights
    - New Installation 0
    - Repair Request 3
    - Fixture Replacements 2
  - Traffic Signals
    - Respond to signal issue reports 15
    - Perform traffic signal repairs 10
  - Iowa One-Call locate reviews 190
  - Locate City-owned electrical utilities 1
  - 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.
- Prepared plans and specifications to acquire quotes for the installation of lights on the 12th Street NW bridge.
- Assisted Salvation Army with signage during their toy give away event.
- Responded to report regarding missing NO PARKING sign on 3rd Street NE.
- Responded to a report of a damaged street light on 1st Street NE, then acquired quote for new materials.
- Worked with a local sign manufacturer to lay out and produce replacement bike route signs.
- Worked with Alliant on adjustments to the list of leased lights following recent street light and traffic signal projects. Approximately one-hundred lights were removed from the list. The GIS map layer was also updated to reflect the changes.
- Made adjustments to traffic signals at 4th Street SW and Taft Avenue because of the increase in traffic during the holidays.

### **Water Supply Division:**

#### ○ Water Production

	<u>December</u>	<u>FY 2019</u>
• Total (gal)	149,042,000	798,850,000
• Daily Average (gal)	4,807,000	4,292,000
• Daily Maximum (gal)	6,154,000	6,733,000*
• Daily Minimum (gal)	3,454,000	2,710,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

#### ○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- Cleaned the vacuum relief valves in blow down line
- Repaired and adjusted the air compressor pressure switch
- Repaired unit heater in Well #14
- Repaired leak in piping on the Hypochlorite Generator
- CIP #1 and #2 EDR
- Replaced cooling fan #4 on the high service pump starter
- Replaced mixing pump on the Hypochlorite Generator
- Replace filters 6-10 day run time
- Service on-line analyzers
- Clean conductivity probes

#### ○ Customer Service

• Iowa One-Call locates	152
• Prepare and send service repair letters	8
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	2

• Correlate water main breaks and investigate for leaks	10
• Hydrant flow testing	0
• Hydrant Flushing	1
• Water Main shut down for repairs	12
• Water shut offs for non-payment	2
• Water shut for other	3
• Water service re-connects	6
• Assist with installation of Water Meters	18
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	120
• Water Service Permit/Inspection	
▪ Repair/Replace	10
▪ New Installation	0
▪ Disconnections	0

o Meter Department

	<u>December</u>	<u>FY 2019</u>
• Meters Installed	149	740
▪ Industrial	0	2
▪ Commercial	1	18
▪ Residential	148	719
• Meters Repaired	0	4
• Contractor and Garden Meters Installed	0	4
• Meters Read	11,772	70,632
• Meters Ordered	300	603

<u>Meters Installed December 2018</u>			<u>Meters Ordered December 2018</u>		
5/8"	143		5/8"	288	
3/4"	5		3/4"	0	
1"	1		1"	12	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	149		Total	300	
<u>Meter Inventory January 1, 2019</u>					
			5/8"	0	
5/8"	240		3/4"	0	
3/4"	4		1"	0	
1"	18		1 1/2"	0	



1 1/2"		1			2"	0
2"		1			3"	0
					4"	0
	Total	139			Total	0

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

- Working with Iowa geological Survey on Jordan Well Study
- Assisted Customer Service Division and Meter Department as needed
- Replaced the Spectrophotometer in the lab
- Reprogrammed flow instrument on Well #A3
- Received new utility truck for the Customer Service Division
- Replaced wiring in Well #8 flow instrument
- Submitted IDNR Reports
- Cleaned ground rods on all EDR 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

**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 December

### Finance

Duties	December	Fiscal Year-to-Date
Prepare payable checks	460	3,434
Prepare receivable invoices	23	377
Prepare payroll checks	635	4,703
Certify invoices to County		115
Send letters to State Offset Collections	63	115
Record State Offset collections		\$ 26,868.00
Sort Mail		31,000
Ambulance accounts sent to collections	15	80
Record ambulance receivables	119	988
Process utility payments	2,720	4,498

- Completed monthly payables
- Complete monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Completed monthly IPERS report
- Completed monthly reconciliation for November
- 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
- Start work on FY 20 Capital Improvements Plan
- Start work on 2020 Budget

## Utility Collections

Duties	December	Fiscal Year-to-Date
Record ACH activities	26	186
Prepare Utility adjustments	150	730
Estimate billings		-
Issue utility bills	10,453	63,190
Answer phone calls	735	4,522
Respond to voicemail	343	1,748
Complete utility service orders	100	940
Complete landlord tasks	294	564
Issue shutoff notices	479	2,634
Process customer paid utility bills	5,908	34,172
Process customer deposits	500	2,847
Replace meters	48	608
Complete monthly sales tax report/hours	-	14.00

## Information Systems Coordinator

- Make changes to user groups for FD.
- Set up new user for FD.
- Check investigator's computer to see if scan fixed it.
- Update software for Dylan S.
- Add email addresses to allowed list for YTF user.
- Look for emails for Museum user.
- Put IT Committee Meeting together.
- Check with PD about getting memory for workstations.
- Start new computer configuration for investigator.
- Finish HR, Engineering, and Housing security upgrade over weekend.
- Run security upgrade over weekend for Rec, O and M, and YTF servers.
- Follow up on orders of new computers.
- Upgrade FD computer to Windows 10.
- Remove user access for Water Rec user.
- Get with Jeannett about Ambulance billing software for FD.
- Check printer connectivity for cemetery printer.
- Order new computer for investigations.
- Fix scanner file access for FD user.
- Changed blocked webpage banner on new web filter.
- Fix AppAssoc file to change Windows 10 PDF reader to Adobe.
- Install Lockview on new FD tablet.
- Look at camera issue for Dylan S.
- Look for missing emails for HR in spam filter.
- Readjust message size in Exchange.
- Replace AppAssoc file on affected computers.

- Set up public folder for FD use.
- Configure new pc for investigator.
- Configure new tablets for Recreation.
- Order memory for PD workstations.
- Check battery for switch at O and M.
- Order replacement battery for switch at O and M.
- Install new memory in computers at PD.
- Upgrade security software on Highland computers.
- Help PD officer with his password and computer access.
- Check Car 1 issues with mouse and display.
- Contact wcatel.net about block email issue with City Emails.
- Have Rec inventory laptops they are currently using.
- Order parts to hang projector at Museum.
- Fix Caselle on IT computer.
- Install new projector at Museum.
- Replace Time Clock at Museum.
- Start list of computers that need memory in other departments.
- Configure second tablet for Recreation.
- Run updates and firmware updates on Car 1 computer.
- Install and transfer WASP software on new FD tablet.
- Explore issues with duplicate SSIDs showing up on Windows 10 computers.
- Get Car 8 Tablet and run updates.
- Take tablets to Recreation.
- Conduction quarterly IT committee meeting.
- Re-install car 1 tablet back in Squad car.
- Look into email issues.
- Install replacement battery in UPS at O and M.
- Look at connection issues for computer at YTF.
- Set up new user for Rec.
- Configure new Access points.
- Get with Rachel V to get her connected to Water Billing software.
- Clean up reserved addresses on DHCP servers.
- Clean up Access lists on access points.
- Have Aaron B see what laptops are still in use at FD.
- Order USB mini hub for Museum.
- Get server license to RSM for new DMZ GIS server.
- Add allowed email domain to Spam filter for Bob B.
- Add email domain to allowed list for Pam S.
- Update security software on Water Treatment servers.
- Try fixing computer at PD.
- Look at wireless connection issue for tablet at O and M.
- Look into upgrading technology for Conference Rooms A and B.
- Schedule time to install new security software for Museum and FD.
- Hang WAPs for Water Treatment.
- Update AppAssoc file for Paul V.
- Set up new iPad for council member.

- Find wireless card for tower unit at YTF.
- Hang WAP at YTF.
- Install USB mini hub for museum projector.
- Look at county computer at PD.
- Check dual monitor configure for PD admin asst.
- Check computer for Alice C at YTF.
- Order server for Museum.
- Set PD officer's voice mail to send message in email to user's account.
- Update IE on YTF computer.
- Look at email issue for Stacey R and animal shelter.
- Order tablet for Airport.
- Meeting with Aaron B and Pam S about new technology for conference rooms.
- Help Dave S with tablet connection issues.
- Call CDW G about electronic white boards.
- Finish configuring printer for Housing.
- Set up scanning folders for Housing.
- Get with GIS analyst to show her how to connect to mobile version of GIS.
- Disable former Reserve officers at PD.
- Figure out why WiFi for Car 8 is not working properly.
- Wipe Car 8 computer and start from scratch.
- Reboot and check server at Cemetery.

## **GIS Department**

### **Cemetery**

#### **Development Services**

- Run 1<sup>st</sup> and mid-month parcel CSV file
- Assist in finding specific layer in GIS geodatabase
- Look for old road names GIS layer
- Update parcel data in old project

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

- Discuss field data collection
- Update map and download map and database to laptop
- Assist user with using "Find features" tool
- Download GPS data and upload to GIS layers

### **Fire**

- Research parcel / lot line questions
- Discuss needs of hydrant data and flow tests

### **Finance**

- Update and proof map for grant application



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

- Answer questions and work on data for the GIS/database system
- Update laptop map x2
- Create map for laptop, publish and download
- Look into creating shortcut on laptop

### **Police**

#### **General**

- Research format and upload shape file to Code Red system x2
- Update road closure map
- Update City Admin map
- Create new parcel layer for City Admin for potential project, adjust as needed, export pdf,
- Work on GIS/database management software maps and queries
- Work with creating maps and reports in new software system
- Set up users and passwords for GIS/database mgmt. system
- Create user guide for Water Customer Service database
- Set up users, organize training for asset database
- Troubleshoot SQL server updating GIS data
- Add new geodatabases to SQL server updates
- Complete data request for MC resident

### **January initiatives**

#### **Finance Department**

- Work on December 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
- Continue work on FY 2020 CIP
- Start preliminary budget analysis

#### **Information Systems Coordinator**

- Start testing and training of Windows 10 implementation.
- Start upgrading eligible computers to Windows 10.
- Complete expansion of the Wireless Network for City owned devices,
- Replace final two outdated servers.
- Complete conference room technology upgrades.

- Remove final XP machines from networks.

### **GIS Department**

- Providing training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue updating GIS/Database management system
- 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 December 2018

### Monthly Council Report

		DEC 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	39	570
	EMS	387	4,126
Non-Emergency Calls			
	Fire	1	46
	EMS	84	1,051
Total Calls for Service (Fire & EMS)		511	5,793
Personnel Training Hours			
	On-Site	594.98	8,253.89
	Off-Site	191.00	905.75
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	136	1,583
	Existing Building Inspections	1	86
	Plan Reviews	9	156
	Fire Investigations	2	18
	Liquor/State License Inspections	6	132
Community Involvement			
	Public Tours of the Fire Station (Number)	3	24
	Public Fire Safety Appearances/Trainings (Number)	0	51
	EMS/Fire Students - Ride-Along	1	64
	Preceptor Training Hours	7.25	1,087
Overtime Hours			
	Fire	182.5	1,429.54
	EMS	359.25	4,957.00

### **Overtime Analysis**

December overtime numbers are slightly lower than projected last month (-4.91% overall). MCFD offshift was very active during the last few days of December for three separate building fires. These incidents raised our offshift overtime numbers considerably and we also had one staff injury but we are happy to report that the firefighter is back to full –duty and doing well.

Most of our overtime for December, is due to maintaining staffing at the station. Our last hire started in December but was not able to join his battalion due to training; this caused some staffing issues for the department for the first two weeks of December and promotions and realignment of battalions also affected our required staffing numbers. With all battalions fully staffed and promotions in place we expect maintaining overtime numbers to be significantly lower in 2019.

## 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	17	28
Engineering	17		17
Finance	10		10
Fire	45		45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	2	53
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	242	27	269

### Staffing

### Activity

Hiring Activity:	- Police Officer-1 opening (Police): Conducting background check.
	- Administrative Assistant-1 opening (Police): Interviewed and began background checks.
	- Transit Driver - 1 opening (Dev Services): Ongoing recruitment underway.
	- Volunteer Coordinator-1 opening (Admin): Recruitment underway.
	- Pretreatment Coordinator-1 opening (Wastewater): Conducted recruitment and to establish



	internal Civil Service List.
	- Golf Clubhouse Manager/Recreation Special Events (Recreation): Continued recruitment.
Positions Filled:	- Hired 1 Regular employee: Firefighter during the month.
Turnover:	- No resignations or terminations.
Employee Orientations/exit interviews:	- Orientations for 1 full-time staff
Civil Service Commission:	- 1 meeting held during the month.

#### **Labor Relations/Legal**

#### **Activity**

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

Swearing In Ceremony	- Coordinated swearing in ceremonies at the Fire Department and at the Police Department for new employees and promoted employees.
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#### **Benefits**

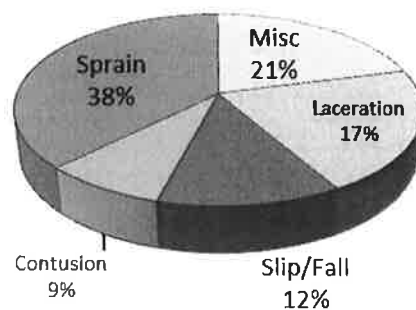
#### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
2019 Benefit Enrollments	- Coordinated meetings with HSA account representatives and employees selected a HDHP plan.

**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.
Professional/Community Support:	- Attended IAPELRA Winter Conference.

<b>Safety Statistics</b>	<b>Month</b>	<b>2018 YTD</b>	<b>2017 YTD</b>
# of Work Comp Cases	1	24	21
# of OSHA Injuries	1	24	19
# of Days Missed	0	89	37
# of Employees Off	0		

**Dec Medical Cases****YTD Medical Cases**

# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: December 2018**

## **Routine Activities:**

In the month of December, 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, and 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.

December was full of festive holiday classes and events at the MacNider Art Museum. During the second weekend of the month, the museum hosted their annual Holiday Open House and Holiday Off the Clock events. On Friday, MacNider: Holiday Off the Clock was a jolly affair filled with appetizers, wine, prize drawings, and live music performed by local pianist, Sam Crosser. Over 100 adults joined in the fun. Holiday Open House was held on Saturday for families. This event is marked with free Holiday crafts, cookies and punch, story time with the Mayor, and pictures with Santa Claus. The Museum has hosted Holiday Open House for the community for over 40 years. This year, the Museum had over 500 attendees. Lots of great volunteers helped to make both events run flawlessly. The Museum Staff simply could not have prepared crafts, decorated rooms, baked cookies, served refreshments, and greeted all the visitors without them.

The Board met twice in December. A special meeting was organized at the beginning of the month which approved the bid of Northwestern Electric for the LED Lighting Replacement project. At the regularly scheduled meeting, the Board discussed the process to fill a vacant board position and the possibility of doing a sidewalk art project for the YIELD program. More information on both items will follow in the coming months. In November, the Board approved the accession of a new piece "Untitled (Six Hearts)" by Jim Dine. The frame was replaced to a Museum quality frame. Under the direction of the Board and Staff supervision, the piece was hung in the Weston gallery.

As Christmas drew near, shop sales drove some of the attendance at the Museum during the month of December. Double discount days enticed members to shop locally in the gift shop as they received double on their usual member discount in the store. Several shop artists provided

ornaments, glass decorations, holiday jewelry, and new artwork for holiday shoppers. Classes also brought visitors to the Museum for holiday themed sessions such as Winter Canvas Painting, Santa's Little Helper, and Winter Break Fun. One couple chose to celebrate their Wedding and Rehearsal Dinner at the Museum this month. With the Holiday decorations, many attendants of the events remarked on the beauty of the facility. This calendar year may be coming to a close, but the museum continues to provide classes and entertainment to the public throughout the winter. Staff distributed Winter Spring 2019 flyers to schools, city water bill customers, and museum visitors. Several participants already registered for classes next year.

### **Membership:**

Members: 313

### **Attendance:**

Gallery / Open Studio / Shop: 390

Programs: Special Board Meeting (5), Holiday Off the Clock (122), Holiday Open House (268 adults, 286 kids), Board Meeting (5)

Outreach: 99

Tours: 0

Rentals: NIACC (14), Rehearsal (27 adults, 3 kids), Wedding (105 adults, 7 kids)

Classroom: 29 adults, 61 kids

Playground: 68 adults, 110 kids

### **2018 December Attendance**

Gallery attendance	390
tour attendance	0
event attendance	842
Classes	90
Playground	179
Outreach	99
TOTAL	1599

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

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Reported by Bill Stangler, Operations & Maintenance Manager

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### **Utility Division:**

Repair Type	Repair ID
Bacteria Samples	(4 BACTERIA SAMPLES)
General Maintenance	(1 General Maintenance)
Hydrant Repair	(5 Hydrant Repair)
Meter Reading	(6 METER READING)
Sanitation	(1 SANITATION)
Sewer Main Repair	(1 Sewer Main Repair)
Sewer Service Repair	(1 Sewer Service Repair)
Sign Installation	(1 SIGN INSTALLATION)
Snow Plowing	(3 SNOW PLOWING)
Valve Repair	(1 Valve Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(1 Water Service Repair)

This past month the Utility Crew repaired a collapsed 12" sewer main on 4th NE and we also had a 12" water main break on Highway 122 and Birch Drive. This main was over 15' deep so we could not dig it with our equipment. A contractor with an excavator was hired to make the needed repairs. After the repairs and talking with the DNR, it was determined that precautionary chlorine residual and bacteria samples should be taken on this stretch of water main. The Utility Crew ran the chlorine residual test and took two sets of bacteria samples upstream and downstream of the leak. Our lab at the Wastewater Treatment Plant performed the required bacteria testing which all came back negative. It is a great asset to have a certified lab in house to perform these tests, saving time and money from sending them out to a third party.

An employee was temporary transferred to help read water meters for 6 days this past month. This was to ensure the meters were read on time.

### **Internal Service Division:**

#### Mechanical

Plow snow as needed

Service and repair 5 fire trucks and ambulances

Service and repair 0 park vehicle

Service and repair 5 police cars  
 Service and repair 1 Recreation Department vehicle  
 Repair and service 8 Sanitation trucks, brakes, etc.  
 Repair and service 15 Street Department vehicles  
 Service and repair 3 Water Reclamation vehicle  
 Service and repair 1 Water Utilities vehicle  
 Service and repair 1 Water Supply vehicle

#### Electrical

Repair broken lighting at the skate park from vandalism  
 Repair lights at Street Department  
 Repair street lights on N. Washington Avenue  
 Replace drip filter fan motor at Water Reclamation  
 Repair traffic signal at 15th and S. Federal Avenue  
 Replace parking lot lights at the Water Supply Plant  
 Repair traffic signal at 12th and N. Federal Avenue  
 Repair parking lot lights at 1st and N. Washington Avenue  
 Repair contactor in thickener at Water Reclamation  
 Repair shop lighting at Park Department  
 Repair traffic signal pole knocked down  
 Install new garage lighting at the Police Department  
 Replace lighting in storage building for Street Department  
 Repair street lighting at Northbridge  
 Repair traffic signal at 19th and S. Taft Avenue  
 Plow snow as needed

#### **Wastewater Division:**

As reported by William Stangler, Operation and Maintenance Manager  
 Routine Activities for the month: **December 2018**

#### **Division: Wastewater**

- Wastewater treatment:
 

Monthly Total:	195	million gallons
		million gallons per
Daily Average:	6.3	day
		million gallons per
Daily Maximum:	10.9	day
Sludge processed:	2.33	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 1
- Assisted water department with sewer line collapse repair

**Laboratory/Pretreatment Activities:**

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

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

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

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

- Repaired north final clarifier
- Finished hauling biosolids
- Cleaned all hauling equipment and stored for the winter
- Monthly inspections
- Changed oil in large aeration blower
- Got snow removal equipment ready for the upcoming winter
- Cleaned final clarifiers
- Changed oil in all small air compressors
- Worked on FEMA paper work

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	455.93 tons	5,774.00 tons
Recycling collected	128,600 pounds	1,562,640 pounds
Yard waste collected	0 tons	1,672.66 tons
Large item number of stops	29	485
Materials collected:		
Large furniture	18	413
Small furniture	12	435
Tubs & toilets	1	16
Appliances & TVs	2	126
Electronics	0	1
Request for service calls	211	3,576

**Street Division:**

Clean and maintain shops and equipment as necessary  
Fill potholes with cold patch and hot patch  
Remove trees and brush from ditches  
Split wood for campground  
Clean up accident debris at various locations



Haul snow from downtown  
Sand and remove snow and ice from streets, parking lots, etc. as needed  
Trim trees 21 calls, remove trees, 30  
Repair barricades and work zone supplies as needed  
Pick up dead deer  
Sweep streets as needed  
Haul spoil pile to fill site  
Remove ice from streets created by sump pumps for approximately one week  
Haul mulch pile to fill site  
Haul and mix sand and salt for snow and ice removal

**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  
Split wood for the campground  
Move snow and sand sidewalks, bridges, etc. as needed  
Trim trees in parks, trails and buyout lots as needed  
Place the Urban Deer Hunting signs at locations where hunters will be  
Maintain ice at the Ray Rorick skate rink, lost ice due to warm weather

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: Month – 1,377

	Call Type	# CFS
1	Suspicion	169
2	Medical	109
3	Disorderly	105
4	Welfare Check	94
5	Collision	79
6	Animal	73
7	Theft	63
8	Alarm	57
9	Harassment	52
10	Domestic	50

Parking Tickets	295
Traffic Citations	108
Written Warnings	195
Motor Vehicle Crash Reports	69
Traffic Stops	312
Extra Patrol Checks	774

1<sup>st</sup> Detail spent a portion of the month of December updating our local business contact information. This helps first responders when we go to a business after hours for an alarm or other event and need to reach a keyholder. This information will get loaded into CAD so dispatch has it when we need it.

2<sup>nd</sup> Detail had a steady month, as usual. This included 55 arrests and 397 extra patrol requests logged. Officer Tyson Anderson completed field training and Officer Quentin Hutchinson graduated from the Iowa Law Enforcement Academy and began field training.

The Safe Neighborhoods Team completed 15 probation visits with the Iowa Department of Corrections in December. They also assisted patrol on a variety of calls for service and made several warrant arrests.

## Criminal Investigations

For December CID cleared 7 cases, added 15 new cases, and made arrests or issued warrants in two others. Notable investigations for the month included one suicide, a shooting incident at a

bar, and three death investigations. Our drug task force officers are also working an overdose case that may be heroin-related.

### **Administration**

December allowed us to get some work done in the building. We were able to repaint, carpet, and install new base in a vacant office. Utility Worker Jeff Watermillier was also able to get some work done on the floor of the lobby during the week between Christmas and New Year's Day. That process will allow for easier maintenance of the floors, once it is complete.

Meeting schedules slowed for a bit during December. We have continued to work on CIP budget proposals and plan for operating budget work that comes at the start of the new calendar year.

Captain McKelvey was in Des Moines this month for planned meetings with the Iowa CBD Board and the Iowa Peace Officer Association.

A number of MCPD officers were involved in our annual Cops for Kids at Christmas event that is coordinated by Unit 18. This program wouldn't be possible without the support of our community.

<b>MCPD Social Media</b>	<b>Nov 2018</b>	<b>Dec 2018</b>	<b>Difference</b>
Facebook	6,316	6,381	+65
Twitter	1,748	1,771	+23

## **Public Library**

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**Reported by Mary Markwalter, Library Director**

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In December the library was closed for many days in order to clean all ductwork and clean the rooms damaged by the water leaks in 2018.

The library is now operating out of the west end of the building due to construction. At this time the library is offering regular programming and services including access to materials, meeting rooms and the coffee shop.

## **Recreation Department/Highland Park Golf Course**

Reported by Brian Pauly, Recreation Superintendent

### Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Little Chefs Camp
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- NIACC and Recreation Basketball Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

### Daily Participation Rates:

Monday	304
Tuesday	168
Wednesday	128
Thursday	387
Friday	97
Saturday	447

Total People Served in 2018: 327,521

Total People Served in 2017: 325,950

- 0.48% increase in Daily Participation Rates in 2018

### Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options
- Studied and recertified by test for commercial pesticide license
- Sorted tee markers and have volunteer pick up for refinishing

### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Explored social media and email marketing options
- Addressed Winter Staff needs (email/letter)

- Sat in a conference call on topics dealing with our state government parks and recreation policies along with proposes in changes in our laws
- Assisted in Earth Day Committee
- Called 124 children for our Santa Calls Program
- Hosted 23 participants with Lunch with Santa
- Held 7 different staff meetings for upcoming programs
- Attended the North Iowa Sports Authority Meeting
- Worked on CIP Proposal for FY 2020
- Finished up end of the year grant paper work for three different grants
- Attended the Statewide Aquatic meeting
- Attended the North Iowa Sports Authority meeting
- Assisted with the 5-2-1-0 initiative for Mason City

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

- Started working on creating an in-house score card
- Started working on selling marketing on our score cards
- Became a Steak Cookoff Association Judge Training Site for 2019
- Assisted Park Department with snow removal and park activities

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

- Run Before and After School Programs
- Run Adult Volleyball
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Host the Annual Ice Fishing Derby January 12<sup>th</sup>
- Run the Kids Karnival January 26<sup>st</sup>
- Youth Sports Tee Shirt Bid

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

- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings and seals in 04 4-bolt greens reels
- Assess for worn, damaged parts, bearings, frames, etc.
- Grind reels and bed knives on all reel mowers

# Volunteer Program

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Reported by Pamela Stecker, Interim Volunteer Program Coordinator

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Activities for the Month (December):

- Coordinate clean-up kits and pick-up locations for Adopt-A-Street and Adopt-A-Lot cleanup groups
- Restock volunteer supplies for events
- Beautification program season wrap up/clean up
- Prepare for Martin Luther King Jr. Day event
- Prepare and submit grant application for next year's beautification program
- Recruit volunteers for Santa Calls and other programs
  - Santa Calls Event held
- Update and Program Education Government Channel
  - Program three videos and of regular and special Council meetings for rebroadcast at 1 and 7 am and pm daily
  - Program PowerPoint updates from City Departments and other governmental/educational entities
  - Update Education Government Channel slides
  - Program 'Cemetery Walk 2018' video for broadcast
- Routine Activities:
  - Park Watch
  - Beautification program – season wrap up/clean up
  - Track volunteer hours
  - Update database with volunteer hours

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Recreation	Santa Calls	17.5
	Lunch with Santa	9
Miscellaneous Projects	Various Departments	4
	Housing Authority	22.5
	Police Department	40.25
	Transit Tokens	7
<b>December Volunteer Hours Total</b>		<b>100.25</b>



# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH DEVELOPMENT

### Youth Action Teams (YATs)

- All Youth Action Teams sent their officer delegates (6) to the YTF Executive Meeting held December 19. Officers relayed details about their projects to committee members and discussed some “lessons learned” through the initial project phase. Teams continued their meetings during December and each held a special Christmas party meeting with pizza and the opportunity to decorate cookies.

### Positive Action

- Positive Action curriculum is winding down the first semester at John Adams Middle School. Post-surveys will be administered January 9 & 10, to measure changes in substance abuse attitude or usage during the semester. Survey data will be entered to electronic Qualtrics System used by the state to tabulate Iowa Department of Public Health-sponsored program surveys. Semester 2 students will begin the curriculum in mid-January.

## PREVENTION THROUGH MENTORING

### One on One Mentoring

- Coordinator submitted application for possible additional funding through OJJDP “2019 Mentoring for Youth Impacted by Opioids in Rural Iowa”. Funding targeted to youth or families who might be impacted by drug use, in general. Funding announcement was expected by December 31; then January 4; but again delayed due to Federal Government shut-downs. We now have the announcement date as January 18.

### Peer Mentoring

- Peer Mentoring is up and running at Johns Adams Middle School. Mentors from the MC Alternative High School are meeting with John Adams Middle School students Wednesday afternoons. The Mentoring Coordinator has been facilitating the program this fall.

## SAMHSA PROJECTS

### **North Iowa Project Aware (Youth Mental Health First Aid)**

Comprehensive Final Progress Report and Evaluation Report (September 30, 2015 – September 29, 2018) submitted to SAMHSA December 27.

### **NIPA Mental Health Awareness Training (MHAT) Project**

Start-up details for the new grant continue. Youth Mental Health First Aid (YMHFA) Instructor Training registration completed and hotel accommodations secured for March session to be held

in Nashville, TN. Current YMHFA coordinator will attend to obtain additional skills/certification necessary to lead training workshops within the community.

Workshop participant forms/folders were updated and are being assembled for future needs. We are preparing Final Goals and Budget information for electronic reporting purposes. We will submit a reimbursement request for our first grant quarter (Oct.-Dec.) mid-January.

#### **STAFF / OTHER**

Heavy vacation usage during December. Staff is cross-trained in several areas and covering effectively.