

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

March 2019

(Issued April 12, 2019)



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

City Administrator Comments

Mayor and City Council Members,

Construction season has begun and projects are restarting all over town. Many projects are being completed by the city and some work is contracted by the Iowa DOT. These projects will produce delays and frustrations for motorists at times, but the city works to keep the community aware of these issues through social media posts, websites, and press releases. One great tool that is accessible on the homepage of the City's website is a GIS 'road closure' map of the closings and detours in Mason City. This is always updated with the latest information and is a great way to see any construction areas that might impact your travels.

Another great way to stay informed is to like the City of Mason City on Facebook or Twitter because all the latest information is posted to our social media accounts. Many of the departments also have social media pages that have great information shared daily to keep the community informed. I believe the council's focus on citizen communication, identified in the 2018 council priorities, is taken seriously by department managers and social media has been an area where many departments have experienced great success in this proactive outreach.

The winter has inflicted a large toll on our city's equipment and snow removal budget. The unaudited financial statements in the packet reflect this new overrun, but the staff has done an amazing job of trying to control costs. It was a tough year and some equipment broke at extremely inopportune times. It will be important to provide the appropriate resources over the upcoming years to ensure that the staff can respond again during future difficult winter seasons to keep Mason City's streets open. It is possible that some purchases may need to be expedited to replace worn equipment. The importance of this equipment is similar to flood response equipment. These items must be reliable during emergency situations.

One area that has been of particular interest in the community is the River City Renaissance and other economic development projects. In this council meeting, the City Council will be considering the Talon housing development land purchase and the award of contract on bid package #3 for the arena. These developments are moving forward and will provide great benefits to the community. However, the largest portion of the downtown reinvestment district project is the hotel and conference center and this portion of the project has required a large amount of coordination between several entities. After many weeks of close communication between the City and Gatehouse, I feel it is appropriate to state that we have moved into the attorney review of this document and the much anticipated action on the development agreement will occur soon. Due to this progress, I will be providing an update to the Iowa Economic Development Authority on the RCR progress this week and will be asking for the reinvestment district aware contingencies to be updated. The IEDA has not received an official update from the City of Mason City in 2019 and I believe the board will be pleased with the progress made by the community and the plans for the Hotel and Conference Center.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **March 2019**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2019 – 3/31/2019	19201.8	300 Buses
Enplaned 673 Deplaned 603		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Awarded terminal boiler project to Mick Gage Plumbing and Heating Inc.
- Opened bids for snow removal equipment acquisition, action will be taken at the April meeting

Activities planned for next month and other comments:

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

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- 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 Council Worksession 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 33 Resolutions 3 Ordinance based on various requirements
- Upload data for 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 \$920.00 in animal license fees and \$3,420.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Construction of the Multi-Purpose Arena is ongoing, with no significant delays. Staff continues to work with Icon Architects on bid packages and construction of the Arena project. The Council held a worksession on March 4, at which the Gatehouse representative answered questions about the project. This was followed by an Open House at The Music Man Square, which afforded members of the public an opportunity to pose questions to Gatehouse. Negotiations with Gatehouse regarding the hotel are ongoing and are progressing. Staff has also been working with Gatehouse, the Mason City Foundation and project engineers on the skywalk element of 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 March. However, Staff received several applications, which we expect the Committee to review in April.

Boards and Commissions: The City is seeking an additional member for the Planning and Zoning Commission. In addition, the Zoning Board of Adjustment needs new members. Applications from interested citizens are encouraged and are available on the City website (www.masoncity.net).

Developments: Not many changes, several projects are ongoing. 1) All of the Spring Lake Townhomes behind the new Hampton Inn and Suites on Spring Lake are framed and nearing completion. 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 6th 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 27th 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 6th Street SE (formerly the IDOT Region 2 garage). 6) Staff is working with Discount Tire on a new store at the former Carlos O'Kelly's site. Variances and special exceptions necessary to meet the store's site requirements were approved by the Zoning Board of Adjustment.

Development Review Committee: 3 meetings held in March: 3/12/ 3/19, and 3/26.

DRC Activity	March, 2019	YTD
Total Development Plans Reviewed	6	13
Concept plans reviewed/approved as a Minor Site Plan	1	5
Concept plans to be resubmitted as a Major Site Plan	5	7
Total Concept Plans	6	12
Major Site Plan Reviews Completed	0	1
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	1
TOTAL ITEMS REVIEWED	6	15
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	3

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	March, 2019	YTD
Commercial, Principal Structure	1	4
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	2
Residential, Accessory Structure	1	3
Signs	3	6
Floodplain	1	2
Sidewalk Service Area Permits	0	0
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	1	2
Special Exception	1	2
Variance	1	4
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	1	2
Miscellaneous	0	0
Preliminary Plat	0	0

Activity	March, 2019	YTD
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	0	2
Land Subdivision Activities:		
Boundary Line Adjustments	1	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	3
Zoning Violations		
Reported	2	3
Unfounded	0	0
Founded-Resolved without citation	1	1
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	1	2
Zoning Inspections		
Zoning – Case Request	0	1
Zoning – Complaint	0	1
Zoning –Setback	0	1
Zoning - Final	0	2
Permit Reviews		
Zoning Reviews Completed	28	76
Floodplain Reviews Completed	35	80
Historical Reviews Completed	2	7

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	March, 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	20	\$6,956,028.75	53	\$ 8,704,855.75
Minor Building Permits	16	\$212,293.00	16	\$212,293.00
Electrical Permits	13		42	
Plumbing Permits	14		28	
Mechanical Permits	49		76	
Sign Permits	2	\$ 35,000.00	4	\$ 38,575.00
Demolition Permits	2	\$ 11,100.00	3	\$ 19,600.00
Structure Moving Permits	0	0	0	0
Inspections	March, 2019		YTD	
Number of inspections	105		469	

BUILDING INSPECTIONS PERMIT REPORT				
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	24	0	44
Multi-residential	0	0	0	0
Commercial	1	9	2	21
Industrial	1	1	1	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	7
Fees Collected	March, 2019		YTD	
	\$ 29,951.92		\$ 44,590.82	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	March, 2019	YTD
Total Requests Initiated (not including snow/weeds ¹)	117	248
Staff Initiated	54	118
Non-Staff Initiated (total):	63	130
Response to Complaint	19	53
Anonymous Complaint	31	54
SeeClickFix	13	23
Case Requests Disposition		
Founded Case Requests	117	248
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	1
Dangerous Building	1	4
Abandoned Vehicle	13	17
Tree/Shrub Maintenance	0	0
Garbage	34	50
Inoperable Vehicle	11	17
Junk, Rubbish or Refuse	25	72

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

CODE ENFORCEMENT REPORT	March, 2019	YTD
Other	12	37
Writ of Removal	2	11
Information Request	18	39
Snow Removal/Weeds & Tall Grass	183	478

Rental Inspections Summary:

Rental Inspection Report	March, 2019	YTD
Initial Inspections	18	38
Reinspections	81	287
5 yr. Inspections	141	458
Complaint Inspections	6	52
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	18	87
Inspection cancelled by Inspector	0	0
Failed inspections	9	47
Passed Inspections	104	316
No Shows	29	72
Total # of Inspections	165	548
Rental Dwelling Certificates Issued	8	80
Units White Tagged	3	14

TRANSIT AND SAFETY

Transit

During the month of March, Mason City Transit provided 15,005 rides on its Fixed-Route; which averages to be over 714 rides per day.

Safety

During the month of March, the Safety Department facilitated site inspection self-checks for all City departments. These inspections are vital in maintaining employee and citizen safety.

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

ANIMAL CONTROL

MARCH		2019	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	YTD
700	800	= 5	9
800	900	= 7	11
900	1000	= 4	9

1000	1100	=	10		25
1100	1200	=	7		13
1200	1300	=	7		13
1300	1400	=	9		18
1400	1500	=	7		15
1st shift sub total				56	113
1500	1600	=	8		17
1600	1700	=	7		14
1700	1800	=	7		8
1800	1900	=	6		6
1900	2000	=	1		6
2000	2100	=	1		3
2100	2200	=	2		3
2200	2300	=	3		5
2nd shift sub total				35	35
2300	2359	=	2		2
0	700	=	4		6
3rd shift sub total				6	14
TOTAL for Month				97	218
ARRESTS					
Animal Sanitation					0
Chase/bite nuisance violation				3	4
Cruelty/Welfare of Animal					0
Vicious Animal					0
Disturbing the Peace					0
No Rabies Vaccination				2	5
No City License (approximate)					4
Animal At Large				1	3
Total People Arrested				6	16
Animal Bites			5		12
					0
Pickup slips animal count				78	176

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
March	7	88%	1	12%	8
Year to Date	35	49%	36	51%	71

Burials in March were as projected. Traditional burials were significantly higher than projections and cremation burials were much lower than projections for the year. Cremations are the same as projected, at 51% of total burials.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
March	2	0	2
Year to Date	28	11	39

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

Administration – An initial meeting was held with Bergland & Cram architectural firm to discuss the schedule and priorities for developing the plans and specifications for the historic rehabilitation of the Melson Mausoleum. The flower flyer was revised for the 2019 spring season. Quality checking of the Cemetery Information Management System continued.

Operations – With the large amount of snow, it was difficult digging graves during March. The process included: 1) clearing the snow to and around the gravesite; 2) setting up a grave burner with a 100 gallon propane tank and thawing the frost overnight; 3) removing the grave burning equipment and maneuvering the backhoe, tractor and dirt carts into position; 4) as the grave is dug, the dirt carts are stored inside to keep it from freezing; and 5) the open grave is covered with planks and plywood for safety.

Board of Trustees – The meeting with Bergland-Cram was reviewed. The Board recommended that Tyler Schaefer be appointed to the board. The 2020 operating budget and capital improvement projects were accepted as approved by the Mason City City Council. The board denied request for an exception to the limit of three burials on one plot by an owner that asked six urns be allowed to be buried at the same time in one vault. Opheim indicated his intent of retiring within a year or two and encouraged the board to begin some succession planning.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	4
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	3
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	2
▪ Disconnect	3
● Water – Residential	
▪ New	0
▪ Repair	13
▪ 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	157
● Emergency Call-outs	7
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	3

▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	4
▪ Moving	0
• Permit Fees collected	0
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2019 Pavement Marking Program:

The project is currently being bid. It will be let on April 9th and award of contract is expected at the 2nd meeting of the City Council in April.

2019 Street Panel and Curb Replacement Program:

Engineering Department Staff completed final plans and specifications. The plans and specifications were approved at the April 2nd meeting of the City Council. The project is currently in the bidding process and will be let on April 25th. The award of contract is expected at the 1st meeting of the City Council in May.

2019 Sidewalk Replacement Program:

Engineering Department Staff have completed draft plans and specifications for the 2019 Sidewalk Replacement Program. The Notice of Hearing and Letting to Bidders is scheduled to be on the agenda for the April 16th meeting of the City Council.

Union Pacific Railroad Quiet Zone:

The Engineering Department is addressing the items submitted as comments from the Union Pacific Railroad following the second round of project improvements and application for the Quiet Zone. The lane delineators at the 15th Street SW crossing have nearly all been destroyed through what appears to be an intentional act. The Department is cautiously working through the incident(s) while at the same time working with the Federal Railroad Administration (FRA) on an alternate method of lane delineation that will meet the approval of the FRA prior to submitting a third application for a Quiet Zone.

Replacement delineators were ordered and received, however, the installation of them is being delayed until the City receives a definite decision from the FRA.

Highway 122 Reconstruct & City Utility Replacements Project:

A preconstruction meeting for the 2019 construction season was held on April 2nd at the District 2 offices of the Iowa Department of Transportation. Representatives attending the meeting included IDOT and City Engineering Staff, the project contractor and subcontractors and local utility providers. Work was scheduled to begin the week of April 8th with the closure of the inside westbound lane of 5th Street, the closure is necessary for the contractor to install eastbound traffic control signs in preparation for the head-to-head traffic pattern. The closure of 6th Street is scheduled for the beginning of the week of April 15th. At that time, all traffic will be shifted to 5th Street and continue that way through the duration of the reconstruction of 6th Street. All northbound and southbound side streets within the corridor will be closed to cross traffic except South Federal Avenue and South Connecticut Avenue.

Downtown Traffic Signal Replacement Project:

K&W Electric began working on the demolition of the traffic signals on Delaware Avenue at 1st Street SE and 2nd Street SE on March 25th. The traffic signals at both intersections were taken down and replaced with a 4-way stop configuration. K&W Electric is currently working on the removal of the existing signal bases and they also began the installation of new bases. The directional boring subcontractor is expected to mobilize soon to begin the installation of the underground conduit. The work process for traffic signal removals at E State Street and 1st Street NE occur when the signals at the first two intersections are operational.

North End Lighting Improvements Project:

Alliant Energy was able to relocate their gas main that was in conflict with the last five remaining street light bases. The bases have been set and the new street light poles were installed. K&W Electric is currently pulling wire to energize the new street lights. A new meter cabinet will be installed near the city parking lot at 14th Street NW at a later date, which is expected to be soon. Sidewalk replacement and site restoration is expected to be completed within the month of April. An existing Mediacom overhead cable remains an issue; it is in close proximity to the new light poles. A protective covering was attached to the Mediacom cable at the new street light pole locations to protect the new poles from being damaged. After Mediacom's cable is relocated, the utility poles will be removed from the right-of-way.

27th Street SW Street Paving and Utilities RISE Project:

SEH completed the design for a new sanitary sewer lift station and force main system. The project is being bid in two separate Contracts. The first Contract is for the lift station construction as well as the pumping system, controls and electrical. The second Contract is for the force main piping.

The plans and specifications were approved at the March 13th meeting of the City Council. The project is currently in the bidding process and will be let on April 25th. The award of contract is expected at the 1st meeting of the City Council in May.

The public hearing is scheduled for May 7th. The sanitary sewer collection system will meet the needs of future development in this district area.

6th Street SW Water Main Repair – UPRR Crossing:

Engineering Department Staff completed plans and specifications for the replacement of a 12" water main lying beneath the Union Pacific Railroad crossing on 6th Street SW. Plans and specifications were approved at the April 2nd meeting of the City Council. The project will be let on April 30th and award of contract is expected at the 1st meeting of the City Council in May.

The new water main will replace a segment of the existing main that began leaking and subsequently isolated several months ago. The project will be accomplished by means of boring, and jacking a steel casing beneath the railroad line, within which a water main (carrier pipe) will be installed. Staff is also working on the utility crossing permit which will be submitted to the Union Pacific Railroad for their approval.

South Monroe Avenue Water Main Improvements Project:

Engineering Department Staff completed final plans and specifications. The plans and specifications were approved at the April 2nd meeting of the City Council. The project is currently in the bidding process and will be let on April 30th. The award of contract is expected at the 1st meeting of the City Council in May.

The project includes the installation of approximately 400' of 6" water main pipe along South Monroe Avenue from 7th Street SW to the south driveway access of the Schukei Chevrolet facility. The existing 4" water main in this area has a history of breaks and is undersize by current standards of the Iowa Department of Natural Resources. The new water main will terminate with a fire hydrant that will provide an improved level of fire protection for the surrounding businesses.

Plymouth Road Storm Water Mitigation:

A Professional Services Agreement was approved for WHKS at the March 19th meeting of the City Council. The consultant began work earlier through preapproval to continue under the flood study project. The project was initiated with communication to the affected parties to the project, the most urgent being the Canadian Pacific Railroad. The proposed improvements include reconnecting the ponds divided by Plymouth Road, constructing an outlet through the CPRR embankment, construct an overflow with controlled outlet at the northwest end of the west pond and construct a dry hydrant for urgent pumping.

Mar Oak Drainage Improvements:

Engineering Department Staff completed final plans and specifications. The plans and specifications were approved at the April 2nd meeting of the City Council. The project is currently in the bidding process and will be let on April 25th. The award of contract is expected at the 1st meeting of the City Council in May.

The project includes the reshaping of the drainage ditches adjacent to Oak Run Drive and the replacement and upgrading of residential driveway approach culverts.

12th Street NW Bridge Over Willow Creek Replacement Project:

Pavement joint sealing, final restoration and seeding or reseeded will be completed in the spring.

Highway 122 & South Eisenhower Avenue Right Turn Lanes Project:

The Engineering Department completed draft plans for the Highway 122 & South Eisenhower Avenue Right Turn Lane Project. The project involves the construction of right turn lanes on westbound Highway 122 at South Eisenhower Avenue and southbound South Eisenhower Avenue at Highway 122. The existing left turn lane on westbound Highway 122 at South Eisenhower Avenue will also be extended as part of the project. The Engineering Department is currently working with the IDOT on U-STEP funding agreement.

Other Tasks Performed through the Engineering Department:

- The Engineering Department continued working with Alliant Energy on the Commercial Alley steam tunnel removal project. McKiness Excavating and Active Thermal continued working in the alley between East State Street and 1st Street SE. East State Street
- Alliant Energy continued installing underground electric in the area north of Roosevelt School. Engineering and Water Supply Staff continued assisting with city utilities locating and providing records as the work zone shifts throughout the project zone.

Traffic Division:

- Traffic Control
 - Sign work orders 4
 - Traffic Sign Orders 0
 - Streetlights 0
 - New Installation 2
 - Repair Request 11
 - Fixture Replacements 11
 - Traffic Signals 11
 - Respond to signal issue reports 8
 - Perform traffic signal repairs 199
 - Iowa One-Call locate reviews 12
 - Locate City-owned electrical utilities 0
 - Emergency Call-outs 0
 - 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.
- Compiled information for invoicing of damaged street lights and signs.
- Collected information regarding a damaged masonry column and cap in the Frank Lloyd Wright Alley
- Assisted contractor with traffic control for the collection of soil borings in the Southbridge Mall parking lot.

Water Supply Division:

- Water Production

	<u>March</u>	<u>FY 2019</u>
● Total (gal)	127,358,000	1,210,462,000
● Daily Average (gal)	4,108,000	4,418,000
● Daily Maximum (gal)	4,838,000	6,733,000 *
● Daily Minimum (gal)	3,341,000	2,710,000**
		*Indicates Yearly High
		**Indicates Yearly Low
- Water Plant Maintenance and Repair
 - Wash down EDR stacks and perform voltage checks
 - Repaired water leak on #2 EDR Train

•	Programmed flow meter on Well #8		
•	Replaced Solenoid Valve on #1 High Service Pump		
•	Calibrated flow meter on Well #7		
•	Rebuilt chemical pump		
•	Cleaned screen on the Hypochlorite Generator		
•	Repaired air relief valve on EDR Product Line		
•	CIP #1 EDR		
•	Replace filters 6-10 day run time		
•	Service on-line analyzers		
•	Clean conductivity probes		
○	Customer Service		
•	Iowa One-Call locates		158
•	Prepare and send service repair letters		12
•	Monthly bacteria samples		30
•	Collect project bacteria samples		0
•	Check water quality at residents and businesses		0
•	Correlate water main breaks and investigate for leaks		7
•	Hydrant flow testing		0
•	Hydrant Flushing		0
•	Water Main shut down for repairs		3
•	Water shut offs for non-payment		12
•	Water shut for other		2
•	Water service re-connects		11
•	Assist with installation of Water Meters		4
•	Repair Water Meters and collect reading		1
•	Deliver Red or Tan Tag		41
•	Update shut off data base and maps		6
•	Water Service Permit/Inspection		
▪	Repair/Replace		6
▪	New Installation		0
▪	Disconnections		0
○	Meter Department		
	<u>March FY 2019</u>		
•	Meters Installed	115	1,108
▪	Industrial	1	3
▪	Commercial	5	43
▪	Residential	109	1,062
•	Meters Repaired	2	17
•	Contractor and Garden Meters Installed	0	4
•	Meters Read	11,772	105,948
•	Meters Ordered	20	966

Meters Installed March 2019			Meters Ordered March 2019		
5/8"	109		5/8"	0	
3/4"	1		3/4"	0	
1"	3		1"	10	
1 1/2"	1		1 1/2"	10	
2"	0		2"	0	
3"	0		3"	0	
4"	1		4"	0	
Total	115		Total	20	
<u>Meter Inventory April 1, 2019</u>					
5/8"	205		5/8"	0	
3/4"	10		3/4"	0	
1"	9		1"	0	
1 1/2"	9		1 1/2"	0	
2"	1		2"	0	
			3"	0	
			4"	0	
Total	234		Total	0	

Other Tasks Performed through the Water Supply Division:

- Replaced PLCs at Wells A-1, A-2, Federal, Hoover Booster Station and the Kentucky Tower
- Assisted Customer Service Division and Meter Department as needed
- Submitted IDNR Reports
- Relocated airline in the CIP Room
- Pumped water from the Altitude Valve manhole at the Kentucky Tower
- 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

Abbreviations:

CIP Clean-in-Place
WTP Water Treatment Plant
DRC Development Review Committee
EDR Electrodialysis Reversal

GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for March

Finance

Duties	March	Fiscal Year-to-Date
Prepare payable checks	495	5,061
Prepare receivable invoices	97	564
Prepare payroll checks	948	6,933
Certify invoices to County	46	161
Send letters to State Offset Collections	75	368
Record State Offset collections	\$ 861.17	\$ 28,552.34
Sort Mail	6,200	49,800
Ambulance accounts sent to collections	24	156
Record ambulance receivables	165	1,455
Process utility payments	1,705	10,113

- Completed monthly payables
- Complete monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Recorded Golf direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for February
- 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 work on 2020 Budget
- Work on RCR and refunding bonds

- Update Opengov
- Work on securing licensing software

Utility Collections

Duties	March	Fiscal Year-to-Date
Record ACH activities	14	245
Prepare Utility adjustments	48	908
Estimate billings		-
Issue utility bills	10,281	94,148
Answer phone calls	813	6,936
Respond to voicemail	98	2,096
Complete utility service orders	95	1,352
Complete landlord tasks	45	647
Issue shutoff notices	463	3,872
Process customer paid utility bills	6,143	51,300
Process customer deposits	536	4,255
Replace meters	106	975
Complete monthly sales tax report/hours		14.00

Information Systems Coordinator

- Coordinate backup Admins while for when out of office
- Get VPN installed on GIS laptop
- Order memory for missed computers at City Hall and PD
- Restore file for Bill S
- Change IP addresses on FD servers
- Look for missing emails for Deputy Fire Chief
- Finish adding memory to FD computers
- Sort out memory for missed computers
- Look into issues with suspicious emails
- Get with Paul V about miViewPoint issues
- Get with Aaron Beemer about webcam cameras
- Recreate the task for the police reports automated schedule
- Answer questions for Finance regarding Novatime issues
- Get with Yeni about WiFi issues for tablet
- Look at update issue for Jamey M at FD
- Look for missing emails for Yeni K
- Get new keycard made for Jamie E
- Clean out temp files for Jamie S
- Clear out Zuercher automated reports for test run
- Check on Zuercher automated test run the next morning
- Get with Mary L about her department drive

- Get MAC address from FD Chief regarding his new phone
- Help FD Chief setup email on new phone
- Get with Jamie S about printer connection questions
- Get with Lou about PD reports not transferring
- Have Danielle reprogram WiFi on FD Chief's new phone
- Reprogram FD Chief's wireless on his tablet
- Shutdown old FD server
- Put power point short cut on PD Sergeant's desktop
- Turn on FD server and clear nightly backup jobs
- Inquire about Car 4 computer's repair status
- Finish laptop for Finance
- Get Car 8 computer to put new sim card in
- Get memory installed in computers at City Hall and PD
- Get quote for software for Rec Department
- Order memory and Hard drive for City Hall
- Order tablet for Highland
- Locate blocked emails for Edith B
- Put Novatime shortcut on Bob B's computer
- Restart tape backup for Highland
- Get with Brian P about his Outlook issues again
- Continue with antivirus and security software installs
- Clean out temp files for Brent W at O and M
- See what Pam S's question about default email program is
- Send instructions to PD 2nd detail command about adding media contacts to list
- Clean out temp files for Rick S
- Follow up on tablet order
- Follow up on remote order for projectors
- Get Car 8 computer and check cell connection again
- Check firewall settings on Steve M's computer
- Finish antivirus updates and security software install on Steve M's computer
- Fix issues with duplicated and moved public folders
- Add name to full permissions on all public folders
- Test hard wired Internet connection in 2nd floor conference room
- Create shortcut for Zuerher monitor software for Jason H at PD
- Look for missing emails for Jim S
- Close out Vicki S's account for housing
- Re-schedule IT Committee meeting
- Test Car 8 computer
- Look for hunting information in former users folder for Danielle C
- Set PD Admin Assistant with L-3 profile
- Follow up on failed time clock replacement
- Change permissions on FD Training folder for Yeni
- Change SIM card in Car 4 computer
- Have Jamie S reboot NCIC server
- Look at suspicious email in mail system
- Configure new tablet for Highland

- Change password for PD network admin
- Send time clock in for inspection
- Clean up County DNS records
- Make DNS changes for County in City system
- Program all access points for Highland tablet
- Get with James S at museum about swapping out time clock mounting plate
- Take tablet to Highland
- Check with Brian P about accessories for Highland tablet
- Install printer for Sybil S
- Check with Central Lock on security changes
- Get with Paula B at cemetery about financial report access

GIS Department

Cemetery

- Look into updates and creating online map

Development Services

- Assist user with GIS processing tools
- Create updated parcel data CSV file 1st and mid-month
- Assist user with geoprocessing tool, create buffer and export

Engineering/Water Treatment/Customer Service

- Discuss incorrect parcel address and process to update it with CG County
- Assist user with password into GIS/ Asset management system
- Requested verification of placement of water cutoff
- Look into AutoCAD program problems
- Download GPS points and add to GIS layers x4
- Look up water cutoff locations
- Assist user with finding data in GIS system
- Discuss process to add roads to the GIS layer
- Meet with staff, troubleshoot problems with shapefile and printing
- Discuss creating new map project for user
- Create new map project for user

Fire

Finance

- IT: switch out backup tapes and check server room x 15 days
- IT: update security permissions on requested folder
- Grants: work on categorizing downtown buildings layer
- Grants: make changes to ArcReader map and publish changes
- IT: assist with unlocking account / password
- IT: download software to computer to link to projector
- IT: troubleshoot WiFi not working, one device needs password

- IT: look into problems with updates crashing computer
- IT: assist setting up WiFi on phone and tablet
- IT: user is looking for an email that keeps getting blocked
- IT: download software to training computer
- IT: look into computers with cameras for use, check into software needed for online meeting
- IT: Fix AutoCAD files not opening
- IT: Look into computer update conflicts with AutoCAD
- IT: look into resetting WiFi password on tablet
- IT: reset password
- IT: create shortcut on desktop PC
- IT: WiFi not working on tablet
- IT: Troubleshoot Zuercher reports not updating on the website
- IT: fix broken links on the Police department website,
- IT: assist user, teach how to update arrest and cfs log to website
- IT: look for HDMI cables for staff
- IT: look into permissions in folder for requested access
- IT: assist with uploading docs to website and creating hyperlinks
- IT: look into full C: drive and deleting files
- IT: create folder on the S: drive with specific permissions
- IT: find location of folder to be shared, set permissions and create shortcut
- IT: software not working, restart server
- IT: reset server, troubleshoot software problems
- IT: check scan settings for user
- Work on Grant maps x 8

Operations / Utilities/ Water Reclamation / Parks

- Assist user with looking up parcel data in web based GIS/asset mgmt software
- Troubleshoot project not saving changes
- Create maps of parking lots, detailed and city wide, export as pdf
- Update parcel data in map project
- Review using online GIS/Asset mgmt system for updated parcel info

Police

- Look into complaint of out dated roads in software program, discuss with Engineering

General

- Work on SQL procedures for GIS/Asset database
- Complete data request and overview map for survey company
- Update reports on GIS/Asset mgmt system
- Work on maps in GIS/Asset mgmt system
- Update downtown landmark polygon layer
- Update Earth Day sign up mobile app
- Work on historic roads layer
- Edit Earth Day app, create print feature and discuss how to use the app

- Create boundary on map and export to print

April initiatives

Finance Department

- Work on March 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
- Attend IMFOA meeting in Des Moines

Information Systems Coordinator

- Start upgrading eligible computers to Windows 10
- Start working on Guest WiFi Network and security
- Remove final XP machines from networks
- Finish all memory upgrades City wide
- Replace Wireless Ring Backup Radios
- Replace Wireless Radio for Recreation

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

February 2019

Monthly Council Report

MAR 2019

YTD

9-1-1 Calls/Emergency Calls

Fire	78	168
EMS	416	1173

Non-Emergency Calls

Fire	10	20
EMS	72	180

Total Calls for Service (Fire & EMS)

576 1541

Total Calls for Service by County (EMS)

Cerro Gordo County
420

Worth County
50

Floyd County
14

Personnel Training Hours

Goal (Hrs.)

Actual (Hrs.)

EMS	132	229.25
Fire	1056	831.17
Total Training Hours for March		1,060.42
YTD Training Hours		3,551.14

Fire Bureau Inspections/Site Visits

New Construction/Remodel	158	343
Existing Building Inspections	109	150
Plan Reviews	24	50
Fire Investigations	2	6
Liquor/State License Inspections	9	25

Community Involvement

Public Tours of the Fire Station (Number)	2	2
Public Fire Safety Appearances/Trainings (Number)	3	5
EMS/Fire Students - Ride-Along	9	17
Preceptor Training Hours	109	187.25

National Fire Statistics

Line of Duty Deaths - YTD
10

Civilian Fire Deaths - YTD
704

**Fire Property Loss Report – Mason
City**

Estimated Property Value	\$159,773,111	\$181,632,361
Estimated Property Loss	\$71,250	\$403,790
Total Saved	\$159,701,861	\$181,228,571

Overtime Hours

Fire	267.5	553.75
EMS	592.5	1,629.25

Significant Events

Structure Fires: 1524 N Jefferson Ave and 4172 19th St SW

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	1	4
Development Services	11	18	29
Engineering	17		17
Finance	10		10
Fire	45		45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	60		60
Parks	6		6
Police	51	2	53
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	244	29	273

Staffing

Activity

Hiring Activity:	- Police Officer-2 openings (Police): New Civil Service being created in March/April
	- Laboratory Technician-1 opening (Wastewater): Interviews conducted, background checks, External candidate offer made, approved by Council
Positions Filled:	- Hired 2 Regular employees: Volunteer Coordinator, Golf Clubhouse Manager and one seasonal employee during the month.
Turnover:	- None
Seasonal Hiring:	- Began summer hiring and recruitment
Employee Orientations/exit interviews:	- Orientations for summer seasonal staff
Career Fair:	- Participated in Iowa Central career fair for Police & Fire recruitments

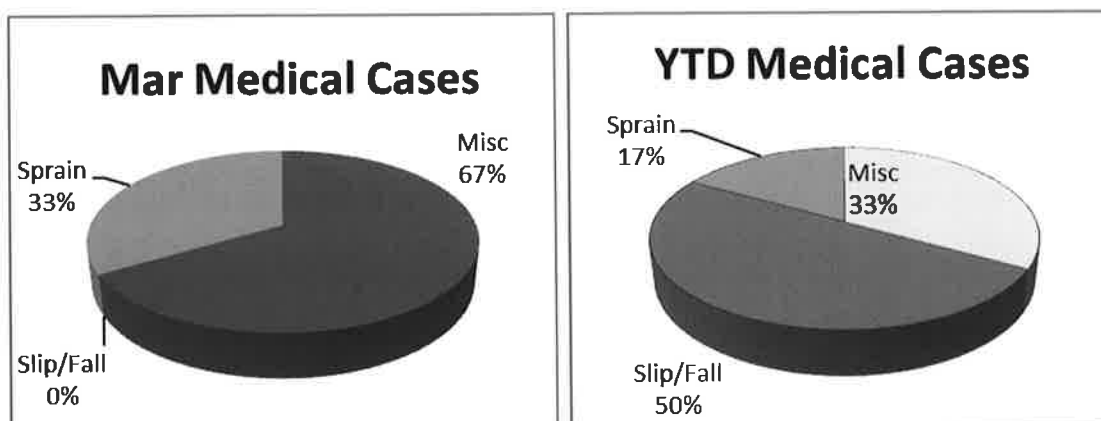
Civil Service Commission:	- No meetings held during the month
---------------------------	-------------------------------------

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances, held meeting - AFSCME: 1 open grievance
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required monthly drug testing
Comp Study:	- Coordinated formation of Comp Study review committee to review bids
Performance Evaluations:	- Ongoing education and assistance with kickoff of revised Performance Review process to Departments
Professional/Community Support:	Attended local HR Association meeting

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	3	12	6
# of OSHA Injuries	3	12	6
# of Days Missed	0	44	53
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: March 2019

Routine Activities:

In the month of March, 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.

March finally warmed up compared to the previous winter months. The warmer weather kept museum staff busy cleaning up from the cold season. Some tasks that had to be accomplished were clearing melting ice, raking the yard of debris, sweeping sand from indoor floors and rugs, and even spreading grass seed in hopes of growing a tidy green front lawn this spring.

The Museum Board of Trustees held their monthly meeting. This month the board approved a new weather policy and the payment for a state consultative inspection of the museum's elevator. After the state consultation, they agreed to grandfather in the museum's current elevator system. This along with the finishing work of Northwestern Electric on LED replacement fixtures wraps up the museum's capital improvement projects for this year.

Also this month, the Museum again celebrated Youth Art Month with its annual exhibition of the School Art Show. This year, talented high school artists were featured from over 10 different schools in the area. This year's theme "Classy Creations" celebrated the creativity and inventive energy of students in ninth through twelfth grade. A reception was held with over 95 people attending and certificates given to honor the participants.

The Museum concluded its Films in February, Movies in March series by hosting three movies this month. These were the final two remaining in the series of six for the winter program. Attendance was good for the films this year with over 160 people attending the different shows. The Museum happily hosted this series with the intent to offer North Iowa residents a place to socialize and explore in the dreary winter season.

Spring Break Art Camp was held and had 11 attendees ranging in age from Kindergarten to 5th grade. The theme this year was explorers and the kids enjoyed a week of hands on activities revolving around different cultures all over the world. Parents attended an art display at the end of the week hosted by their children to show off their artistic skills. Additionally, youth and adult classes were held throughout the month of March including a canvas painting class for NIACC Trio students. The end of the month was marked by a Lunch 'n' Learn presentation about Women in 19th Century Art with the Museum Director.

Membership:

Members: 296

Attendance:

Gallery / Open Studio / Shop: 562

Programs: Films (99), School Art Reception (97), Art Camp Program (24), Board Meeting (6)

Outreach: Outreach Classes (96), Volunteers (19), Docent Class (8)

Tours: 0

Rentals: NIACC (29), NIACC Trio (9), Life Long Learners Meeting (7) , Birthdays (49 adults, 30 kids)

Classroom: 81 adults, 117 kids

Playground: 76 adults, 109 kids

2019 March Attendance

Gallery attendance	562
Tour attendance	0
Event attendance	350
Classes	198
Playground	185
Outreach	123
TOTAL	1418

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
HAUL	(1 HAUL)
Hydrant Installation	(2 Hydrant Installations)
Hydrant Repair	(2 Hydrant Repairs)
Hydrant Repair (Snow Hauling)	(2 Hydrant Repair (Snow Hauling))
Meter Reading	(10 Meter Reading)
Snow Hauling	(2 Snow Hauling)
Snow Plowing	(2 Snow Plowing)
Vac	(2 Vac)
Valve Installation	(2 Valve Installations)
Water Main Repair	(5 Water Main Repairs)
Water Service Disconnect	(2 Water Service Disconnects)
Locates	(20 locates)

We had a Utility Crew member assist the meter department for 10 days this past month in reading water meters. This was to ensure they were read on time.

5 water mains developed leaks and were repaired in March and we also disconnected 2 leaking service lines that went into the Library property.

We have started pouring concrete back in all the patches we had from leaks over the winter. If the weather continues to cooperate they should all be done within this next month.

2 days were spent cleaning out fire hydrants after the snow falls.

Reminder to all, the Utility Crew has left over fill that we may be willing to haul to people for free. This fill may contain concrete, street sweepings, dirt, clay and/or rock. If anyone is interested, they can call (641) 421-3677 and we would be happy to talk to them about it.

Since February 1st we have had 10 water main breaks so our budget is definitely feeling the impact.

Internal Service Division:

Mechanical

Plow snow as needed
Service and repair 1 inspection vehicle
Service and repair 0 Engineering vehicle
Service and repair 7 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 9 Sanitation trucks, brakes, etc.
Repair and service 30 Street Department vehicles
Service and repair 2 Water Reclamation vehicle
Service and repair 1 Water Utilities vehicle
Service and repair 2 Water Supply vehicles

Electrical

Repair traffic signal at State and Pennsylvania, 12th and N. Federal
Repair street light at 1st and N. Loop
Repair street light at 4th Street
Repair street lights around Northbridge
Install LED lights at Police garage
Repair street light at 4th and N. Washington
Repair traffic signals at Highway 122 and Taft and Illinois
Repair light and heater in the UV building at Water Reclamation
Rebuild street light heads
Repair parking lot lights at 1st and N. Delaware
Rebuild traffic signal heads at shop
Repair lights at Southbridge Mall parking lot
Repair traffic signal lights at State and Pennsylvania, 2nd and S. Delaware
Install electrical conduit, etc. for projector at City Hall
Change programming for Southbridge lighting
Change ballast and lamps at Water Reclamation
Plow snow

Wastewater Division:

- Wastewater treatment:

Monthly Total:	286.99	million gallons
Daily Average:	9.258	million gallons per day
Daily Maximum:	17.609	million gallons per day
Sludge processed	1.69	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3

- Assisted Street Department with snow removal
- Set 6" pump on Plymouth Road

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Completed DNR/SHL Recertification Inspections
- Issued 3 violations to Industries
- Interviewed and extended offer to new Laboratory Technician

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

Treatment Plant Activities:

- Installed new pressure gauges on expansion tanks
- Changed oil in all small blowers
- Installed new flame trap on gas system in digester building
- Monthly inspections
- Installed UV system for season
- Checked impeller on number one pump
- Changed oil in all small blowers
- Changed oil in electric blower in aeration
- Cleaned digester check valves
- Removed cat walk and drive assembly on number 4 primary clarifier

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	408.52 tons	1,178.70 tons
Recycling collected	113,280 pounds	367,880 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	28	68
Materials collected:		
Large furniture	25	50
Small furniture	8	34
Tubs & toilets	0	0
Appliances & TVs	4	12
Electronics	1	1
Request for service calls	290	798

Street Division:

- Clean and maintain shops and equipment as necessary
- Fill potholes with cold patch and hot patch
- Split wood for campground
- Clean up accident debris, various locations
- Haul snow from downtown
- Sand and remove snow and ice from streets, parking lots, etc. as needed
- Pick up dead deer
- Remove hanging baskets from the plaza
- Haul and mix sand and salt for snow and ice removal
- Install signs as directed by City Engineer Office
- Repair flashers and barricades

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
- Sweep the trails
- Conduct playground safety checks and repair as needed
- Build new gates for East Park
- Clean debris off the tennis courts

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 YTD
Total Calls for Service	1475	1562	1516	0	0	0	0	0	0	0	0	0	4553
Alarm - Business	81	50	56	0	0	0	0	0	0	0	0	0	187
Animal	42	29	41	0	0	0	0	0	0	0	0	0	112
Collision - Prop Damage	85	121	82	0	0	0	0	0	0	0	0	0	288
Collision - Pers Injury	10	8	4	0	0	0	0	0	0	0	0	0	22
Collision - Hit and Run	17	18	21	0	0	0	0	0	0	0	0	0	56
Domestic - Physical	8	8	11	0	0	0	0	0	0	0	0	0	27
Domestic - Verbal	28	26	31	0	0	0	0	0	0	0	0	0	85
Fireworks	3	1	0	0	0	0	0	0	0	0	0	0	4
Harassment	40	34	43	0	0	0	0	0	0	0	0	0	117
Medical	128	111	137	0	0	0	0	0	0	0	0	0	376
Motorist Assist	59	180	51	0	0	0	0	0	0	0	0	0	290
Parking	70	115	76	0	0	0	0	0	0	0	0	0	261
Stray Animal	23	20	51	0	0	0	0	0	0	0	0	0	94
Suspicion	140	115	142	0	0	0	0	0	0	0	0	0	397
Theft	49	56	43	0	0	0	0	0	0	0	0	0	148
Welfare Check	96	95	89	0	0	0	0	0	0	0	0	0	280

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 YTD
Arrests	124	83	142	0	0	0	0	0	0	0	0	0	349
New Investigations	425	411	400	0	0	0	0	0	0	0	0	0	1236
Traffic Citations	118	121	140	0	0	0	0	0	0	0	0	0	379
Written Warnings	174	86	155	0	0	0	0	0	0	0	0	0	415

Crash Reports	93	128	85	0	0	0	0	0	0	0	0	0	306
Parking Tickets	991	1140	957	0	0	0	0	0	0	0	0	0	3088
Traffic Stops	290	144	272	0	0	0	0	0	0	0	0	0	706
Extra Patrol Checks	1013	614	768	0	0	0	0	0	0	0	0	0	2395
Business Checks	85	80	79	0	0	0	0	0	0	0	0	0	244
Offender Checks	28	27	37	0	0	0	0	0	0	0	0	0	92

It was nice to get a break from the weather as March wore on. We certainly hope the moderate weather pattern continues. The end of March also brings the end of Alternate Side Parking. Our streets may not have remained passable this winter without alternate side enforcement. We worked with Operations and Maintenance to try to keep things moving in all parts of town.

1st Detail personnel spent the month at the Jefferson Elementary School crossing to cover for a crossing guard who was out on medical leave. Shift personnel also spent the lunch hour at Hoover Elementary on March 21 as community leaders came to school to eat lunch with the kids.

2nd Detail continues to complete warrant checks, traffic stops, and extra patrol requests in between calls for service from 3-11 p.m. Two shift officers represented MCPD at the Iowa Central Community College career fair on March 29. Officers responded to a standoff that resulted in the deployment of less lethal weapons after encountering an armed male. The male was taken to MercyOne North Iowa after the incident.

3rd Detail had a fairly quiet month, but did respond to two mental health-related issues at the Emergency Room. Officers and ER staff continue to encounter people with mental health issues who are in crisis.

Criminal Investigations

CID personnel were heavily involved in investigating a stabbing that occurred on March 22. Following the investigation, charges were filed on two suspects for Willful Injury. We had a handful of new sexual abuse cases come in this month and those remain under investigation.

Thirteen new cases were assigned in March and six cases were cleared, two by arrest. In addition, staff completed two CPC interviews, drug task force personnel assisted with serving search warrants outside of our task force area, and we assisted with some drone flights over flooded areas.

Administration

We completed an eight-week Leadership Academy program that we co-hosted with the Clear Lake Police Department. The program was designed to give our future leaders some exposure to topics they will need to be familiar with: leadership, media/social media, open records, liability,

Public Library

Reported by Mary Markwalter, Library Director

60 people attended the library hosted children's author talk by Jason Gangwish.

The library circulated 10716 print and electronic items.

The library provided 37415 public service units. Such as programs, website visits, photocopies, faxing, archive services, etc.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Preschool Sports Class
- Youth Basketball
- Tiny Tot Basketball
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2019 thru March:	82,548
Total People Served in 2018 thru March:	74,074

Highland Park Golf Course Monthly Activities:

- Highland Park Town Hall Meeting
- Clean up the course and rake and blow off sticks and debris and pick up
- Open the club house on March 18th for Season Pass sales
- Reassess the fertilizer program
- Order fertilizer and plant protectants for early season

Recreation Special Activities/Accomplishments:

- Continue planning the Easter Egg Hunt and Snack with the Easter Bunny
- Held a joint soccer camp with NIACC athletics
- Continued preparation for a city wide track meet
- Continued preparation for Earth Day
- Recruited Youth Sports Sponsors
- Start Preparations for Youth Soccer
- Marketing for Spring and Summer Programs
- Youth Sports Shirt Bid
- Fire Extinguisher equipment checked
- Held first aid training for seasonal employees
- Assisted the Mason City High School in career development
- Assisted in Bandfest planning
- Signed up for Pokeman Go National Park Monthly Park Play

- Attended the Iowa Parks and Recreation Conference for CEU for our CPO staff certification
- Self-inspected sites for the Safety Department
- Assisted the Tobacco Free Partnership of Cerro Gordo County
- Met with the officials from the National Fitness Campaign
- Met with Public Health Department on concession regulation dealing with the MPC
- Met with Youth for Christ for potential community partnership on leagues and events
- Worked on the Zip Line Project for East Park
- Assisted the school district on a playground project
- Assisted a neighborhood on a playground project

Highland Park Golf Course Special Activities/Accomplishment:

- Met with Engineering Department on a storm sewer project to be implemented this Spring
- Washed the 1993 Cushman
- Changed oil and filter and clean and inspect air filter on the 1993 Cushman
- Removed carburetor and inspected automatic choke on the 1993 Cushman
- Disassembled carb and inspect and cleaned fix automatic choke on the 1993 Cushman
- Reassembled carb and put back on motor and tested on the 1993 Cushman
- Checked brake system on the 1993 Cushman
- Serviced S-10 pickup and replaced weak battery
- Cut sanded and routed 7 new path signs assemble
- Changed oil, replaced air filter and fuel filters on the 1984 grounds master
- Put new seat on the 1997 grounds master
- Fabricated interlocking safety switch on the 1997 grounds master
- Rebuilt large front carrier rollers on a greens mower tractors
- Removed the blades on 12 foot progressive mower
- Replaced middle drive shaft on progressive
- Checked fluids and sharpened blades, reassembled, and greased
- Put hour meters on all rental carts
- Blew and picked up debris on practice greens and around clubhouse parking lot, around tee boxes 1 and 6
- Self-inspected all locations for the Safety Department
- Hosted Chamber Live with Colleen Frein
- Hosted Annual Spring Town hall Meeting

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Find sponsors for Youth Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Spring Sports
- Run Spring Break Camp
- Run Archery Program
- Host First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Continue to clean up course and maintain conditions for play
- Contact and get summer crew together
- Calibrate fertilizer spreader
- Pre-emergent fertilizer on all fairways and tees
- Fertilize greens and banks
- Removal of dead trees
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Get sprayers ready
- Open the full kitchen around April 20th

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator

Activities for March:

1. Worked on getting organized in the office.
 2. Attended Park Board, Earth Day, Chamber, Gardeners, Youth Task Force, and Aging Coalition Meetings
 3. Did presentation at Mason City Senior Center
 4. Restocked volunteer supplies for Earth Day
 5. Working on updating volunteer Volgistics program
 6. Created and updated forms and letters to volunteers.
 7. Purchased and set up tri-fold display for Volunteer Week
 8. Recruited volunteers and coordinated with recreation department staff for upcoming activities
 9. Directed and emailed persons to Earth Day (city) site to sign up teams.
 10. Sent out emails and letters for upcoming Earth Day activities.
 11. Prepared for Beatification meeting in April sent emails to volunteers
- At this time I don't have a total of volunteer hours for the month will be reporting next month.

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Youth Action Teams (YATs)

Spring break and bad weather impacted scheduled meetings. For the month - displayed posters included the following questions/responses with student/staff feedback:

- Who is the most common marijuana user? Responses: 37.5 % felt Males were most common users; followed by “YOUTH” in general- 34.4%; Females – 18.8%; Adults – 9%

Students followed with question to find out opinions about why youth males smoke marijuana. **Answer tabulations:** 41.4% - *Having fun*; 34.5%-*Calms you down*;

13.8%-*Peer pressure*. 10.3%-*See family/friend do it*; 0%-*For the experience*

Projects are intended to promote thought/discussion around various topics and provide correct facts about the substance abuse-related topic.

PREVENTION THROUGH MENTORING

One on One Mentoring

Mentoring Coordinator distributed quarterly newsletter to Mentors/Advisory Board which included:

- Information on upcoming events - Spring Recognition Luncheon and invitation to join the Youth Task Force Team in the Band Festival Parade. Comedy Café event details were shared. Mentoring Program received a donation of Globetrotter tickets for show April 1. She provided details on how to obtain the free tickets to take their mentees to the event.
- *Conversations on the Go: Clever Questions to Keep Youth & Grown-ups Talking:* What are your plans for the Spring? What would be your ideal vacation (location, who would you bring, what would you do?) What has been your favorite subject/topic you have learned about in school this year, what was the hardest subject/least favorite topics, and why? Is there a teacher or other school staff that you look forward to visiting with? Who, and why?
- Information about local, free/low cost activity ideas found by visiting website, *Visit Mason City* (address provided). The site provides a monthly calendar featuring events and activities in our area.

Mentors received educational handouts:

- An excerpt from *Mentoring for Meaningful Results: Asset-Building Tips, Tools, and Activities for Youth and Adults*. “Relationships”- how to work with keeping a mentoring relationship fresh and how to navigate a relationship with a mentee’s family. Coordinator works to promote knowledge about Developmental Assets (positive factors within young

people, families, communities, schools, and other settings that research has found to be important in promoting young people's development).

- Activity sheet about marijuana for optional use with mentees. (IDPH program funding requires that staff share resource information with mentors about various substance issues)

Peer Mentoring

Mentors from the MC Alternative High School meet weekly (schedule/weather permitting) with John Adams Middle School students for group gatherings/activities facilitated by our Peer Mentoring Coordinator.

Recent activities:

- Prevention Specialist from Prairie Ridge spoke to students about substance use/abuse issues.
- Tour of the High School

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

Four Mental Health Awareness Training (MHAT) workshops scheduled to date.

Youth Mental Health First Aid (YMHFA): Four Oaks (12/13 & 4/22); Chamber-sponsored – 4/25

Adult Mental Health First Aid (MHFA): Chamber-sponsored 4/30 (two instructors need 1 per year to maintain dual-certification, stats reportable to SAMHSA)

- Goal for First Aiders trained this first year is 200.
- Through March, trained First Aiders referred 970 youth to behavioral health services, resources, or support.
- YTF staff-member in Nashville attending Youth Mental MHFA Instructor Training

STAFF / OTHER

Community Collaboration: Tobacco Free North Iowa; Partners 4 Children; Child Abuse/Domestic Violence

Cerro Gordo County Department of Public Health (CGCDPH), Health Improvement Plan quarterly meeting held. For the first time, organizations will partner to conduct ONE Community Health Needs Assessment for our area. Once needs are determined group will rank priority and begin working collaboratively to create an improvement plan. (To date: Youth Task Force, Cerro Gordo County Dept. of Public Health, Mercy One, North Iowa Community Action Organization, and Turning Leaf)

*Several staff vacations over Spring Break