

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

June 2020

(Issued July 17, 2020)



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

City Administrator Comments

Mayor and City Council Members,

The city has finished the fiscal year on several positive notes. The city continued to lower its workers compensation insurance modification rate which produces savings on the premium paid by taxpayers. This deserves a thank you to the city employees for continuing to create a safe workplace through their efforts. The city also was able to keep overtime in check in both the Fire and Police Departments in spite of numerous challenges this year including being short staffed and responding to COVID-19. These reductions, along with several other reductions in expenditures, led to the general fund reserves increasing this year. The sound fiscal management by city departments has ensured that the city has been able to maintain services through the pandemic and will continue to stay on a solid financial footing. Additionally, the reserves of the Employee Health Care Trust Fund increased this year due to lower expenses and the Ambulance Enterprise Fund rebounded due to the department's efforts to collect revenues through the GEMT program. In the most recent rating call for the upcoming bond issue, Kevin Jacobson and I were able to share the current financial position of the city and this history of smart budgeting and fiscal responsibility was well received. While no one could have predicted what 2020 would bring, the city remains in a position to emerge from the pandemic with the same momentum it had at the onset of COVID.

Looking forward, the city will continue to work to respond to the challenges of this year with an eye toward embracing the best practices we see in communities across the country. These efforts include adopting more electronic and contactless interactions with customers and moving from paper to electronic workflows internally. While these actions will help with limiting the spread of disease and allow for more sustainability through future disruptions, they will also help modernize the city and create more efficiency in departments during normal operations.

With the onset of the construction season, several city projects have made significant progress in the city. The Plymouth Road storm water project was able to complete a bore under the railroad and install an additional outlet for the ponds. The new road for the Bushel Boy development was paved and graded. The 12th Street North detour began recently which will facilitate the reconstruction of the road and underground infrastructure east of the railroad overpass. Furthermore, the Commercial Alley project by Alliant wrapped up recently and the majority of above ground wiring and poles were removed. These removals cleaned up the alley and improved the aesthetics of the downtown.

As we plan for operations after COVID, it is clear the oversight by the council and management by staff has been effective through the uncertainty of 2020. The initiatives prior to the pandemic are continuing to make progress and departments are operating at close to normal. It is uncertain when this pandemic will end. Nevertheless, city staff is diligently working to address both the reality of operations during a public health emergency and the future after the pandemic.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: June 2020

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 6/1/2020 – 6/30/2020	32,120 Gallons	300 Buses
Enplaned 237* Deplaned 270*		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at April 2020 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Develop preliminary plans for CARES Funds
- Coordinate with Secret Service and other agencies on Vice-President Visit
- Ground breaking on General Aviation Taxiway Project

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the May 2020 Airport Commission Meeting.
- Continue response to COVID-19 Outbreak
- Accept Grant Offer for Taxiway Lighting Project
- Begin installation of new terminal radiator units

*Denotes a 69% and 62% decrease respectively from June 2019 passenger numbers, but is a significant improvement over April's low of 58 enplanements and 61 deplanements.

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of June:

- 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 Council Meeting, 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 24 Resolutions 3 Ordinances 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 34 Tobacco Licenses and 22 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 \$4,375.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out renewal letters for various licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Development Review Committee completed review of the Major Site Plan for the Skywalk on June 16. Staff will work with the Mason City Foundation on extending electricity, HVAC, and fire suppression to the Skywalk from Music Man Square. We continue looking forward to construction of the Indoor/Outdoor Performing Arts Pavilion after operational details are worked through with the mall owner. In addition, we continue to be confident that Gatehouse is making progress on obtaining financing for the Downtown Hotel.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met June 11 to consider a request from Daley Plumbing for a loan to repave the parking area and complete the landscaping at 601 South President Avenue. The applicants are completing their landscape plan, after which the loan can be forwarded to the City Council, which we expect will occur in July.

Section 657A.10 Program: We continue to make progress on removing blighted properties through this program. The program began with 25 notices to owners of abandoned properties. To date, the City has acquired six properties of these properties via Iowa Code 657A.10. The Council approved the sale of one of those properties, on which a new house is currently under construction. Of the remaining five, four have been demolished and one is being evaluated for potential sale.

The City has been working with the owners of the 19 remaining properties. Of these, six are either under rehabilitation, or have been brought back up to code. An adjoining property owner acquired one property and demolished the abandoned house. We have agreements with the owners of eight other properties, who intend to rehabilitate the structures and make them livable again. The remaining five properties still need to show progress; in cooperation with the attorney, Staff is evaluating future actions to ensure that these properties are remediated.

There are an additional 15 properties being considered for future action. We expect to begin proceedings on them this summer. All in all, this has been a successful program; Iowa Code Section 657A.10. has been an effective tool to both encourage remediation of problem properties, or to remove structures that are blighting their neighborhoods.

Developments: While construction has slowed during the pandemic, it has not ceased. Several residential, commercial, and industrial projects are still underway. They include:

- Discount Tire, on the site of the former Carlos O'Kelly's

- “The River” apartment complex by Talon Development
- Bushel Boy Farms greenhouse on South Monroe Avenue and 43rd Street SW
- New Kwik Star at 4th Street SW and South Pierce Avenue.
- First Citizen’s Bank Exterior/Interior Remodel
- Remodel of Burger King
- North Side Liquor Expansion
- The former State Police Post and Community Mental Health Center buildings at South Eisenhower Avenue and 4th Street SW are currently being demolished. This will be the location of the third Kwik Star convenience store.

In addition, the Tommy Car Wash, on Tiffany Drive near the Clear Lake Bank and Trust, opened at the end of June.

Development Review Committee: 4 meetings held in June.

DRC Activity	June, 2020	YTD
Total Development Plans Reviewed	7	34
Concept plans reviewed/approved as a Minor Site Plan	2	10
Concept plans to be resubmitted as a Major Site Plan	3	9
Total Concept Plans	5	19
Major Site Plan Reviews Completed	2	15
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	3	6
TOTAL ITEMS REVIEWED	10	40
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	7

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	June, 2020	YTD
Commercial, Principal Structure	1	9
Commercial, Accessory Structure	0	0
Residential, Principal Structure	11	24
Residential, Accessory Structure	6	30
Signs	9	21
Floodplain	0	5
Sidewalk Service Area Permits	0	0

Activity	June, 2020	YTD
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	3	6
Variance	1	5
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	1
Miscellaneous	0	1
Preliminary Plat	0	0
Site Plan Approval	1	1
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	7
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	1	6
Zoning Violations		
Reported	2	6
Unfounded	0	0
Founded-Resolved without citation	1	2
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	0	4
Zoning Inspections		
Zoning – Case Request	2	6
Zoning – Complaint	0	0
Zoning –Setback	0	2
Zoning - Final	0	1
Floodplain - Final	0	0
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	1
Permit Reviews		
Zoning Reviews Completed	50	174
Floodplain Reviews Completed	51	177
Historical Reviews Completed	8	17

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	June 2020		YTD	
	Number	Valuation	Number	Valuation

BUILDING INSPECTIONS PERMIT REPORT				
Permits	June 2020		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	30	\$13,482,657.34	123	\$34,662,556.29
Minor Building Permits	58	\$ 593,149.00	137	\$2,288,480.62
Electrical Permits	25		84	
Plumbing Permits	8		42	
Mechanical Permits	35		119	
Sign Permits	8	\$ 128,920.00	21	\$ 327,060.50
Demolition Permits	5	\$ 16,835.00	13	\$ 231,435.00
Structure Moving Permits	0	0	1	\$ 1,500.00
Inspections	June 2020		YTD	
Number of inspections	104		839	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	78	3	211
Multi-residential	0	0	0	0
Commercial	1	5	5	36
Industrial	1	0	2	2
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	13	0	35
Fees Collected	June 2020		YTD	
	\$ 55,323.31		\$ 164,614.01	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	June, 2020	YTD
Total Requests Initiated (not including snow/weeds ¹)	107	652
Staff Initiated	68	391
Non-Staff Initiated (total):	39	261
Response to Complaint	12	87
Anonymous Complaint	6	89
SeeClickFix	21	85
Case Requests Disposition		
Founded Case Requests	107	652
Citations Issued	1	3
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	1

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	June, 2020	YTD
Dangerous Building	0	14
Abandoned Vehicle	0	2
Tree/Shrub Maintenance	1	2
Garbage	26	144
Inoperable Vehicle	11	52
Junk, Rubbish or Refuse	47	243
Other	14	100
Writ of Removal	0	10
Information Request	29	120
Snow Removal/Weeds & Tall Grass	107	482

Rental Inspections Summary:

Rental Inspection Report	June, 2020	YTD
Initial Inspections	10	51
Reinspections	48	295
5 yr. Inspections	103	755
Complaint Inspections	8	55
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	18	200
Inspection cancelled by Inspector	0	30
Failed inspections	17	82
Passed Inspections	68	428
No Shows	12	88
Total # of Inspections	121	861
Rental Dwelling Certificates Issued	82	197
Units White Tagged	6	27

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of June, Mason City Transit provided 8,197 rides on its Fixed-Route; that is an average of 372 rides per day. This is a decrease of 4,904 rides compared to June 2019. (COVID-19)

Beginning on April 20th we required a face mask to ride all Mason City Transit services for health and safety reasons. We gave away 273 masks in April/May, and another 155 in June. This requirement has been extended through July.

During this difficult time, the Transit Department has adapted to the ever changing landscape and has continued to provide essential service to Mason City's most vulnerable citizens.

Safety

During the month of June, the Safety Department continued its response to COVID-19 and assisted various City departments in developing facility re-opening plans.

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

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
June	3	19%	13	81%	16
FY to Date	61	46%	69	54%	130

Burials in June were lower than projected. Cremation burials were significantly higher than anticipated. Traditional burials were significantly above the fiscal year to date projections and cremation burials were as projected.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	8	3	11
FY to Date	72	7	79

Lot sales and niche sales were slightly above projection. Fiscal year to date, lot sales were significantly higher and niche sales are slightly lower than projected.

Administration – Office staff were coordinating burials, selling plots, and preparing to roll out the new Friends Of The Cemetery Program

Operations – Grounds staff were busy cleaning the grounds and preparing equipment for summer, in addition to preparing for burials.

Board of Trustees – Currently working on plans for the history walk

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	7
▪ New Installation	4
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	3
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	6
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	86
▪ Approach New	0
▪ Approach Repair/Replace	7
▪ Curb & Gutter	0
▪ Curb Cut	1
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	480
● Emergency Call-outs	3
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	4
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	3

▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	1
▪ Demolition	5
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$2,050
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2020 Pavement Marking Program:

Quality Striping Inc. painted stop bars, crosswalk markings and directional arrows. The contractor is currently painting parking lot lines and will begin soon with bike lane markings. The Engineering Department continued to monitor and track quantities and is currently preparing Pay Request #1.

2020 Street Panel and Curb Replacement Program:

The bid and award of contract to Mid-Continent Contracting were approved at the June 16th meeting of the City Council. Approval of the contracts and bonds are planned for the July 7th meeting of the City Council.

2020 Street Rehabilitation Program:

One bid was received for the June 9th project letting: Heartland Asphalt Inc. was the apparent low bidder. The bids and award of contract were approved at the June 16th meeting of the City Council. Approval of the contracts and bonds are planned for the July 7th meeting of the City Council and a preconstruction meeting is scheduled for July 8th.

2019 Sidewalk Replacement Program:

Mid-Continent Contracting Inc. completed the work on this project. Final quantities are being assembled and a final pay request will be ready soon.

Mar Oak Drainage Improvements:

Portions of three driveway approaches still need to be removed and replaced by Mid-Continent Contracting Inc., this work is expected soon. Dormant seeding that was placed last fall is starting to grow; the disturbed areas will be monitored to confirm the seeding continues to stabilize.

27th Street SW Force Main Project:

A punch list walkthrough inspection was completed by Engineering Staff and SEH, the City's consultant on June 17th. A list of remaining items was forwarded onto Popp Excavating, Inc.

Downtown Traffic Signal Replacement Project:

Engineering Staff, K&W Electric and WHKS continued working through punch list items and additional work requests. K&W Electric is expected to be back to complete the project in July.

Plymouth Road Storm Water Mitigation:

The Driller, a subcontractor of Bob McKiness Excavating & Grading Inc. will be boring and jacking a 30" casing under the Canadian Pacific Railroad (CPRR). The 30" casing will have a controlled 10" outlet to limit the water being released from the ponds. The contractor is scheduled to mobilize their equipment on July 6th. Railroad flaggers have been assigned and confirmed to be on the project by the CPRR; they are scheduled to arrive on July 7th as the Driller begins the bore. McKiness Excavating prepared the boring pit in preparation for the drilling equipment; they will then construct a coffer dam and excavate the receiving pit on the west side of the railroad prior to the start of the directional drilling operation.

12th Street NW Reconstruction Project:

The bids and award of contract were approved at the June 2nd meeting of the City Council. A preconstruction meeting was held on June 24th with representation from the Engineering Department, SEH, Alliant Energy and the contractor, Bob McKiness Excavating & Grading Inc. Alliant Energy has gas main work that will need to be completed prior to the start of the project. The tentative date for Alliant Energy to begin their work is July 13th. McKiness will provide the traffic control and detour signage at this time. McKiness is scheduled to begin the reconstruction project on July 20th.

South Monroe Avenue RISE Project:

Wicks Construction finished fine grading during the third week of June. A pre-pour meeting was held on June 30th. The mainline paving started on July 1st and was completed on July 2nd. Chosen Valley Testing conducted air tests of the concrete mix every one-hundred cubic yards and the results were verified during the pour. Saw cutting operations were expected to occur on July 3rd. The tie-in for the new Monroe Avenue to 43rd Street SW is planned to be completed on July 7th.

Eastbrooke Storm Water Mitigation:

The City is scheduled to meet with the property owner to continue property acquisition discussions on July 9th.

Water Treatment Plant Discharge Stream:

The Engineering Department continues to await comments from the Iowa DNR.

Union Pacific Railroad Quiet Zone:

No progress or correspondence occurred during June.

Water Meter Replacement Program:

The installation of meters remained on hold due to the COVID-19 threat. The project was revisited in June. The City along with Ferguson Waterworks is pushing back the tentative startup date to mid to late July at the soonest.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued working on construction and bidding plans for the remaining bike trail segment on South Monroe Avenue between 6th Street SW and the driveway approach to Airgas.

- Engineering Staff revised the design for new ADA compliant pedestrian ramps at two locations long Washington Avenue based off recommendations from the IDOT. Since the ramps are adjacent to U.S. 65/Washington Avenue they are required to be reviewed by the IDOT before they, the IDOT will approve and issue a permit for construction.
- Engineering Staff had multiple working with small cell wireless provider representatives, designers and product manufactures who are considering placing 5G antennas throughout the city. Small cell wireless technology deployed will potentially utilize private and city owned assets.

Traffic Division:

- Traffic Control
 - Sign work orders 40
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 4
 - Fixture Replacements 16
 - Traffic Signals
 - Respond to signal issue reports 10
 - Perform traffic signal repairs 7
 - Iowa One-Call locate reviews 497
 - Locate City-owned electrical utilities 7
 - Emergency Call-out 1

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue
- Repaired a lane marker sign at Hwy 122 and Village Green Drive
- Splice underground wiring to sprinkler system at the Highland Golf Park
- Repair RR sign at 1st Street NW and North Jackson Avenue
- Checked on to light poles for PD and contacted Alliant Energy for repair of in the 800 block of South Monroe Avenue
- Set out temporary stop signs because of a knock down at 15th Street SE and South Delaware Avenue. Followed up with a sign work order for Operations & Maintenance
- Made up special sign brackets for the mounting of one way signs on large traffic signal poles around downtown loop
- Was called out to Hwy 122 and Crescent Dr. after a lighting storm knocked out the power to signals. Hooked up the standby generator to power the signals until Alliant could restore power. Assisted with traffic control at Mercy Drive until power was restored
- Checked on downed wire behind Martin Bros. then contacted Mediacom to repair
- Replaced controller board on message trailer and checked out both for operation
- Installed leased parking signs in the parking lot at 1st Street NE and North Delaware Avenue

Water Supply Division:

○ Water Production

	<u>June</u>	<u>FY 2020</u>
• Total (gal)	151,964,000	1,487,058,000
• Daily Average (gal)	5,065,000	4,074,000
• Daily Maximum (gal)	6,137,000	6,242,000*
• Daily Minimum (gal)	4,155,000	2,584,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

○ Water Plant Maintenance and Repair

- Reloaded PLC program to South Federal Booster Station
- Installed two (2) network switches that failed earlier this spring
- Rebuilt air actuator on #1 EDR train concentrate line
- Replaced the HVAC controls and system as the existing original system has become obsolete and was no long keeping the HVAC systems operating properly
- Completed crane inspections
- Repaired the hose for a damaged hydrant meter pulled by a contractor from hydrant after hours
- Replaced flow and well level readouts in Well #16
- Rebuilt the control valve in the Kentucky water tower altitude valve
- Changed programing in Well #16 logic for motor temperature alarm
- CIP #2, #3 and #4 EDR trains
- Rebuilt 4 way-valve #1 EDR train
- Cleaned solenoid valve on the Hypochlorite Generator brine feed line

○ Customer Service

• Iowa One-Call locates	489
• Prepare and send service repair letters	10
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	1
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	0
• Hydrant Flushing	1
• Water Main shut down for repairs	1
• Water shut offs for non-payment	0
• Water shut for other	15
• Water service re-connects	1
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	75
• Water Service Permit/Inspection	

▪ Repair/Replace	12
▪ New Installation	3
▪ Disconnections	0

○ Meter Department

	<u>June</u>	<u>FY 2020</u>
• Meters Installed	41	416
▪ Industrial	0	1
▪ Commercial	2	76
▪ Residential	39	339
• Meters Repaired	0	10
• Contractor and Garden Meters Installed	3	19
• Meters Read	11,772	141,264
• Meters Ordered	0	160

<u>Meters Installed June 2020</u>			<u>Meters Ordered June 2020</u>		
5/8"	41		5/8"	0	
3/4"	0		3/4"	0	
1"	0		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	41		Total	0	
<u>Meter Inventory July 1, 2020</u>					
			5/8"	0	
5/8"	39		3/4"	0	
3/4"	9		1"	0	
1"	19		1 1/2"	0	
1 1/2"	9		2"	0	
2"	8		3"	0	
			4"	0	
Total	84		Total	0	

Other Tasks Performed through the Water Supply Division:

- Mason City Water Plant is serving as a distribution point for Region #2 for FEMA issued face masks. We began distribution of masks on Wednesday May 6, 2020. City's set up a time to pick up one package of 5 washable cloth masks for each front line operator who cannot social distance in their work. This was set up by Des Moines Waterworks with distribution points across the state. We are now also as of June 22, 2020 distributing infrared thermometers to Region #2.

- Completed Monthly Safety Inspections and Reporting
- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed
- Replaced Raw Water filters 6-12 day run time
- Cleaned Ground Rods on all EDR stacks
- Cleaned conductivity probes
- Calibrated chemical feed pumps
- Washed-down the EDR stacks and performed voltage checks
- Serviced online analyzers
- Collected daily water quality samples
- Collected monthly water samples
- Monthly draw down on wells
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes
- Mowed grass at water treatment plant, South Federal Water Tower and South Federal Fire Station

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
CPRR	Canadian Pacific Railroad
UPRR	Union Pacific Railroad

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for June

Finance

Duties	June	Fiscal Year-to-Date
Prepare payable checks	572	6,865
Prepare receivable invoices	28	691
Prepare payroll checks	674	8,467
Certify invoices to County		217
Send letters to State Offset Collections	12	302
Record State Offset collections	\$ 1,736.40	\$ 49,484.43
Sort Mail		68,530
Ambulance accounts sent to collections	24	344
Record ambulance receivables	172	1,857
Process utility payments	328	2,722

- Completed weekly payables
- Completed bi-weekly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Recorded Arena direct deposits
- Recorded Golf direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for June
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Update monthly Capital Projects sheet
- Prepare cash reconciliation for department managers
- Update monthly health cost report
- Continue work on FY 20 CAFR
- Prepared City Council memos for meetings
- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Worked on hiring process for cashier

Utility Collections

Duties	June	Fiscal Year-to-Date
Record ACH activities	29	375
Prepare Utility adjustments	79	828
Estimate billings		-
Issue utility bills	10,351	119,715
Answer phone calls	1,110	9,899
Respond to voicemail	156	1,493
Complete utility service orders	354	3,132
Complete landlord tasks	37	560
Issue shutoff notices	494	5,233
Process customer paid utility bills	5,322	119,664
Process customer deposits	316	4,664
Replace meters	50	438
Complete monthly sales tax report/hours		-

The following list shows the number of disconnects the City has not completed due to the pandemic. These collections will become more difficult as time goes by:

Cycle	Customers past due	Dollars Past Due	Avg Past due	Customers past due over 2 months
1	18	\$ 2,137.84	\$ 118.77	3
2	40	\$ 7,566.57	\$ 189.16	19
3	29	\$ 4,557.66	\$ 157.16	10
4	36	\$ 5,427.48	\$ 150.76	10
5	31	\$ 8,834.36	\$ 284.98	16
6	31	\$ 5,777.52	\$ 186.37	12
Totals	185	\$ 34,301.43	\$ 185.41	70

Information Systems Coordinator

- Pick up new tablets from PD.
- Configure new tablets for PD.
- Get with Jim S about his electronic key.
- Get with Jim S about his email issues.
- Configure new tablets for PD.
- Program Press Conference in Granicus.
- Reset password for Water Treatment user.
- Fix MFP for Water Billing.
- Get wireless access point for museum.
- Restore more email for Jim S.

- Look at printing issues in Car 4 again.
- Get with George B about cables for front lobby TV.
- Pickup cradlepoints from PD.
- Fix car 4 printer again.
- Get cellular information from ACO truck.
- Help Greg S set up his email on his mobile.
- Look at network equipment at Highland.
- Look at Parking tablet.
- Pickup hard drive from Highland computer and clone.
- Set up connection to Engineering printer for Jeannett.
- Install new tablets in PD vehicles.
- Upload and program COVID press conference on Government channel.
- Restore scan file for Cemetery.
- Order adapters for Cemetery computer.
- Make new map for PD audit.
- Try restoring email for Jim S from an older source.
- Set up intern for Rec Department.
- Check WiFi for Pam S's phone.
- Fix adobe on training room laptops.
- Fix default app association for Adobe Reader network wide.
- Move Jen M back to her office.
- Order HDMI cable for HR.
- Set up tablet for John A.
- Update license for engineering CAD license manager.
- Finish activating tablet for John A.
- Set up new user for Museum.
- Add new users to PD groups and FD groups.
- Check network equipment for Animal Shelter.
- Configure new access point for Museum.
- Convert and upload press conference video.
- Get new person connected at Task Force.
- Get with Dennis W to upgrade Adobe reader.
- Get with RSM about replacement firewall for Animal Shelter.
- Pickup adapter and extra switch at Staples.
- Program press conference in Granicus.
- Update to newest feature update on all IT computers for testing.
- Try fixing printer in Car 4 again.
- Pickup USB to Cat5 adapter for Mayor.
- Take adapters to cemetery.
- Setup AP for museum.
- See what is happening with Cathy B's computer.
- Help Rick O with his connection to the trimble unit.
- Get doorbells set up for museum.
- Check on monitors and video card for Perry B.
- Add new users at FD to battalions.
- Fix account for Carl G for mobile use.

- Look at Car 11 video
- Look at Car 4 printer again.
- Look at Car 5 printer issue.
- Reinstall Reader for Steve O.
- Restore file for Rick S.
- Set Aaron B up with access to Beth E's data.
- Rejoin Water Treatment computer to domain.
- Install dual monitors for Perry B.
- Close out Angela D's and all Blue Zones accounts.
- Deactivate account for Museum user.
- Change FD lieutenant group membership.
- Get quote for parts to HR and O and M.
- Get with the Major about his video stream on the MacBook.
- Have Krystal work with Mary L about her password to the time sheet program.
- Look at Jim S's archive files.
- Look into email issue for Bob B.
- Program press conference.
- Update reader on Jamie M's tablet.
- Look at printing issues for Randi T.
- Look at AutoCADD issue for Randi T.
- Upload press conference to government channel.
- Look at outlook issue for YTF.
- Reinstall Adobe Pro for Steve O.
- Try to get the Mayor's Ethernet adapter to work.
- Check network connection on PD computer.

GIS Department

Airport

- Look up and email user credentials for GIS/Asset mgmt. system

Cemetery

City Administrator

- Discuss details and create map for grant
- Create map for road closure public notification, export PDF
- Discuss and start working on multiple maps for Main St MC project
- Create downtown vacant property web app Main St MC project
- Clip building images from street view imagery for MSMC web app project

Development Services

- Run script and create 1st and mid-month Parcels files, export as CSV file
- Make changes to online mapping for user
- Create new map in GIS/Asset mgmt. system
- Make adjustments to layers and labeling in online map as requested
- Discuss and work on new floodplain layers

- Discuss changes in the flood enforcement layer
- Edit floodplain shapefile
- Update online zoning app with new zoning district layer after changes in boundary lines
- Move and rename old zoning district layer, ensure all staff is linked to new zoning layer
- Create and update 2 web apps for the new floodplain data
- Create 2 new users for online GIS/Asset mgmt. system, give overview of software

Engineering/Water Treatment/Customer Service

- Assist user with editing hyperlinks
- Discuss truck mount for GPS receiver
- Work with software tech and fix Trimble software license issues
- Assist staff with troubleshooting edits to a domain field not working
- Troubleshoot Trimble software not working, download license mgmt. software & restart
- Show user which map to use for GIS/Asset mgmt. system, make adjustments to layers as requested
- Troubleshoot GIS project giving error when saving, edits saved, fixed
- Look into complaint of street view imagery not working, works fine, needs time to display

Fire

- For staff: create distance lines on map and label in feet, export and email PDF
- For staff: create point on map, buffer at 600ft radius, export and email PDF

Finance

- Look up balance of funds for this FY
- IT: cover IT department for 7 days
- IT: change backup tapes and check server room x 7 days
- IT/Youth Task Force: server cabinet fell off the wall over the weekend, everything working. Contacted Jim & Kyle to help stabilize the server
- IT/City Admin: answer question about email certificate error and email not updating on cell phones
- IT/Fire: adobe flash player needed for computers, troubleshoot with staff, download software and update 7 computers
- IT/Police Dept: reply to question about unstable ethernet connection with computer
- IT/Rec Dept: reply to problem with new user not being able to use scan feature on copier
- Contact IT in regard to back up process finishing late, GIS users need to access data before completion
- IT/Comm Dev: copier has an error, last item to print needs to be deleted
- IT/Police Dept: unlock and reset password
- IT/Museum: reset user password

Operations / Utilities/ Water Reclamation / Parks

- Clarify buffer areas around water plant and create 2 layers for map project
- User unable to load web-based GIS/Asset mgmt. system, PC problems, must use Chrome browser
- Assist users with adding 2020 Imagery to map project x3

- Update GIS layer to join with SQL database table
- Fix notebooks after computer update changed default programs
- Fix users tablet: IE became default after an update, fixed shortcut to Chrome and tested on GIS/Asset mgmt. site
- Look up parcel boundary for staff in the field, forgot his laptop at the office
- Update symbology in map project

Police

- Verify data in fireworks exclusion zones web app and send web link to staff
- Create map for traffic flow at fireworks event, save as PDF and email

General

- Update road closure map x4
- Review and download Spring 2020 Imagery
- Send email with instructions to all GIS users on availability of new imagery for maps
- Update GIS/COVID website x3
- Deliver 2020 Imagery to CG County

July initiatives

Finance Department

- Work on June 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 on FY 20 CAFR
- Work on continuing education via webinars
- Work on hiring grant coordinator

Information Systems Coordinator

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Finish transferring system to Museum server.
- Get O and M server upgraded to newer OS.
- Replace switches at Highland Tower and Kentucky tower with newer switches.
- Replace older switches at YTF, Highland, and O and M.

GIS Department

- Provide 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
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Participate in County GIS meeting (if scheduled)
- Participate in EOC meeting
- Participate in Quarterly Iowa Geographic Information Council meeting

Fire Department

Reported by Erik Bullinger, Fire Chief



Mason City Fire Department

June 2020

Monthly Council Report			
ACTIVITY		June 2020	YTD
Calls for Service (911 Emergency & Non-Emergency)			
	Fire	80	358
	EMS	428	2,527
Total Calls for Service (Fire & EMS)		508	2,885
Calls for Service by County			
Cerro Gordo County	Worth County	Floyd County	
389	34	4	
Personnel Training Hours			
	EMS	191.30	1,821.95
	FIRE	1,494.38	4,494.31
Total Training Hours		1,685.68	6,316.26
Fire Bureau Inspections/Site Visits			
New Construction/Remodel		203	1,183
Existing Building Inspections		11	43
Plan Reviews		16	99
Fire Investigations		4	15
Liquor/State License Inspections		17	85
Community Involvement			
Public Tours of the Fire Station (Number)		0	2
Public Fire Safety Appearances/Trainings (Number)		2	3
EMS/Fire Students - Ride-Along		0	14
Preceptor Training Hours		0	285
National Fire Statistics - YTD 7.2.2020		Line of Duty Deaths	Civilian Fire Deaths

	41		1,167
Fire Property Loss Report – Mason City			
Estimated Property Value	804,950		11,733,763
Estimated Property Loss	9,900		798,132
Total Saved	795,050		10,935,631
Overtime Hours			
Fire	198.75		892.75
EMS	311.25		1,626.75
Significant Events			

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	10	21	31
Engineering	17		17
Finance	9		9
Fire	48		48
Human Resources	2		2
Library	14	1	15
Museum	6	2	8
Operations & Maint	60		60
Parks	6		6
Police	48	2	50
Recreation	7		7
Youth Task Force	4		4
Grand Total	242	30	272

Staffing	Activity
Hiring Activity:	<ul style="list-style-type: none"> - Police Officer-7 openings (Police): Creating new Civil Service hiring list, with testing in July. - Firefighter/EMT - 3 openings (Fire): Hired and will start in June. - Water Billing Cashier - 1 opening (Finance): Interviews conducted, background checks, and job offer extended and approved by Council. Will start in July. - Police Lt - 1 opening (Police): Temporary assignment made and permanent opening to be filled internally later this summer. - Museum Receptionist - 1 opening (Museum): New hire started upon reopening of Museum. - Park Maint Worker - 1 opening (O&M): Job filled internally subject to Council approval in

	July.
	- Grant Administrator - 1 opening (Finance): Contracted with 2 outside consultants for short-term. Will post the position for long-term hire in July.
Positions Filled:	- Hired 3 firefighters and 1 Museum Receptionist during the month, plus 8 seasonal staff.
Turnover:	- 1 part-time employee resignation and 1 seasonal separation.
Seasonal Hiring:	- Hired 8 Seasonal staff.
Employee Orientations/exit interviews:	- Conducted orientations for new regular hires and seasonal staff.
Seasonal Summer Staffing:	- Continuing additional summer staffing as needed with changes due to COVID-19 restrictions.
Civil Service Commission:	- Held one Civil Service meeting.

Labor

Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. - Teamsters: Grievance meeting on one grievance. - AFSCME: No open grievances.
Labor Negotiations/Relations:	- AFSCME: Negotiated entry level wage rate for a new union position at the Library.
Personnel Policies:	Distributed revised policy to employees.
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
Benefits:	Communicated changes to TASC flex card plan to employees.

Miscellaneous

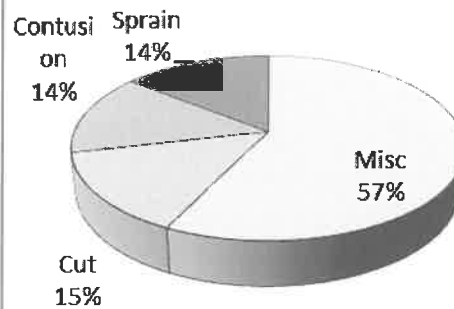
Activity

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.

Library Staffing Changes:

- Processed Library early retirement incentive enrollments for non-bargaining staff.

Safety Statistics	Month	2020 YTD	2019 YTD
# of Work Comp Cases	1	8	17
# of OSHA Injuries	0	7	17
# of Days Missed	0	119	52
# of Employees Off	0		

June Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In mid-June, the museum reopened to the public after having closed due to the COVID-19 pandemic. While closed, the basic routine activities were completed to keep the Museum safe and patrons contented. These activities included, but are not limited to, processing refunds or credits of cancelled Museum classes, cancelling or rescheduling rentals of the Museum facility. Staff kept the Museum disinfected, lawn maintained, fish fed, and humidity levels safe for the artwork. Even on the weekends, staff members did security checks and maintained the facility daily. Museum staff continued to reach out and book future rentals of the museum, purchased necessary supplies, and paid invoices as they arrived.

In preparation for reopening, all staff were recalled to the museum from home or other departments. A new front desk receptionist started at the museum. Staff ordered personal protective equipment, oversaw the installation of framed Plexiglas and a swing door for the front desk area, ordered and coordinated setup of virtual doorbells for both the front and back doors, and printed or ordered informational signs. Staff distributed press releases regarding visiting the Museum and Studio classes as well as new practices for registration and admittance. Entry procedures were updated to comply with social distance recommendations as well as cleaning protocols. Visitors were required to wear masks, register upon entry of the building, follow directional and spacing signs, and refrain from touching previous interactive exhibits. Over 100 visitors returned to the museum for the second half of June and all were compliant and appreciative of the new social distancing precautions and cleaning plans.

Two new exhibits were prepared by hanging an exhibit of tiny permanent collection pieces and setting up a new traveling exhibit. The new traveling exhibit will be displayed through August. It was titled *Frank Lloyd Wright: Architecture of the Interior* and was supplied by International Arts and Artists. This opportunity of an exhibition was sponsored locally by Mason City Clinic, the John K. & Luise V. Hanson Foundation and Bergland + Cram Architects. The exhibition consisted of high-quality reproduction drawings of interiors, furnishings, and household objects, offering a view into Frank Lloyd Wright's creative conception of the interior spaces of his houses.

Program Associates continued to be busy with weekly Outreach kits and Recreation Department classes several times a week. Additionally, the museum set four classes to be conducted in the next two months, online Kids Club instruction with art kits for pickup monthly, and one outreach location restarted their bi-monthly art program conducted by the museum. Three of the classes are in person classes for children while the last class is a virtual painting class to be taught live over Zoom. The first class, Fairy Fun, was held on Thursday June 25th for four students. All in-person classes had a limit of 10 participants. When a class filled a new one was to be created, as

the Museum will not go above 10 participants per class. Participants were spaced at least 6 ft. apart in the studio. Supplies were to be set out for each person and not shared with others. Again, a Board of Trustees meeting was held via Zoom this month. The group discussed the re-siding project conducted by Henkel Construction, need for replacement carpet in the Kinney-Lindstrom Gallery and Education hallway, and the end of year trust transfer. The Board accepted the City of Mason City's updated Personnel Policy. Rentals were addressed and a current policy was established that would follow building COVID-19 parameters with additional requirements such as limited seating at tables, limited food and decorations in order to accommodate frequent cleaning, and limited room capacity. Staff and appointed board members agreed to review the policy on a regular basis and modify the rental policy as needed. Festival remained on the schedule for Sunday, August 30th. A committee scheduled to meet upcoming to address current health recommendations associated with such a community gathering and decide the nature of this event to be held either in person or online.

Membership:

Members: 290

Attendance:

Gallery / Open Studio / Shop: 112

Programs: 0

Outreach: Rec Child Care Class (113 kids), Outreach Kits (64 adults), Salvation Army (5 adults)

Tours: 0

Rentals: 0

Classroom: Fairy Fun (4 kids), Kids Club-online (49)

Playground: 0

2020 June Attendance

Gallery attendance	112
Tour attendance	0
Event attendance	0
Classes	53
Playground	0
Outreach	182
TOTAL	347

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

<u>Repair Type</u>	<u>Repair #</u>
Valve Installations	4
Cement (Valve Installations)	4
Valve Repair	3
Sewer Manhole	1
Vac	12
Fire Hydrant Replacement	2
Cement (Hydrant Installations)	2
Hydrant Repairs/Rebuilds	6
Arborist Crew	4
Sanitation	9

In June, the Utility Crew provided a person to fill in for the Sanitation Department for 9 days. We also assisted the arborist crew for 4 days.

In the past year, the Utility crew repaired 16 water mains, 40 water valves and 18 fire hydrants were replaced. We poured over 250 yards of concrete on these projects. 252 fire hydrants were painted last year. We also provided a person for 29 days to fill in at sanitation & another 22 days were spent with snow removal.

Internal Service Division:

Mechanical

Service and repair 1 inspection vehicle
Service and repair 1 Engineering vehicle
Service and repair 7 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 2 police cars
Service and repair 0 Rec Department vehicles
Repair and service 7 Sanitation trucks, brakes, etc.
Repair and service 15 Street Department vehicles
Service and repair 0 Water Reclamation vehicles
Service and repair 3 Water Utilities vehicles
Service and repair 2 Water Supply vehicles

Electrical

Repair broken underground wiring at the campground
Replace cracked lenses on lot lights at Southbridge
Repair underground wiring at 2nd and S. Penn streetlight

Repair streetlights at 12th and N. Federal, 4th Street NW, 19th and S. Pierce, Northbridge, West State and FLWW alley, N. Benjamin Ave., 2nd and S. Georgia, Central Park area
 Replace motor at Water Reclamation
 Repair phone line for fire alarm at campground store
 Repair tornado siren on Hwy. 122 East
 Repair traffic signals at Hwy. 122 and S. Taft, 19th and S. Eisenhower, 19th and S. Taft, 19th and S. Pierce, State and Penn
 Repair receptacle at City Hall on 1st floor
 Repair electrical outlets at camp site A5
 Repair parking lot lights at 1st and N. Delaware, 2nd and S. Washington
 Repair emergency light ballast at Water Reclamation break room
 Meet with siren tech to reprogram campground shelter
 Repair receptacles and repair garage door at Street Department
 Repair lights on the Meredith Willson walk bridge
 Repair solenoid valve and pole light at Water Reclamation

Wastewater Division:

- Wastewater treatment:

Monthly Total:	272.517	million gallons
Daily Average:	9.084	million gallons per day
Daily Maximum:	11.456	million gallons per day
Sludge processed	1.83	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 1,000
- Televised storm sewer for engineering / street department
- Sewer calls 3
- Started pumping Plymouth Rd pond on the 8th

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- DMR QA results submitted
- Completed 1 industrial pretreatment inspection
- Completed 6 industrial pretreatment sampling inspection
- Issued 12 NOVs to Industries
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

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
- Run thickener

Special Activities/Accomplishments of particular note:

- Repaired pinch valve
- Hosed off intermediate clarifier weirs
- Replaced grit pump
- Yearly inventory
- Continued mowing plant grounds
- Hosed off intermediate clarifier weirs
- Cleaned UV bulbs
- Yearly hoist inspections were conducted
- Changed oil and inspected all clarifier drives
- Power washed thickener belt
- Automatic Systems repaired west thickener controls and raw tank level sensor
- Yearly boiler inspections were conducted
- Change oil in all small blowers
- Worked on semi trailer air system

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	556.31 tons	2,934.93 tons
Recycling collected	134,800 pounds	913,260 pounds
Yard waste collected	170.41 tons	624.56 tons
Large item number of stops	91	336
Materials collected:		
Large furniture	91	247
Small furniture	101	311
Tubs & toilets	3	11
Appliances & TVs	32	83
Electronics	3	5
Request for service calls	400	1,752

Street Division:

Clean and maintain shops and equipment as necessary
 Fill potholes with cold patch and hot patch
 Install signs as directed by City Engineering Office
 Clean up accident debris, various locations
 Hang banners on the street scape
 Repair storm intakes as needed
 Pick up dead deer
 Move bleachers for COVID at the ball diamonds
 Clean storm drains as needed

Haul old appliances to salvage yard
Sweep streets as needed
Trim and respond to 52 tree requests, remove 37 trees
Deliver mulch as needed
Haul spoil
Mow wild parsnip at the arboretum
Plant 165 trees with youth from John Adams, MC partnership school and the YIELD students with the Chamber
R&R statues

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
Mow and trim grass as needed
Paint tables, do playground safety check and trim trees at campground
Install plaque for a memorial tree at Prairie Playground
Paint over graffiti on bridge
Trim and cleanup all the weeds around the hockey arena
Install 3 donated benches
Install bike repair station along the trail by Newman School

Police Department

Reported by Jeff Brinkley, Police Chief

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1417	1304	1343	1393	1635	1922	0	0	0	0	0	0	9014
Alarm - Business	48	48	46	30	52	42	0	0	0	0	0	0	266
Animal	49	32	34	62	72	76	0	0	0	0	0	0	325
Collision-Prop Damage	92	65	36	38	48	48	0	0	0	0	0	0	327
Collision - Pers Injury	8	5	2	7	6	8	0	0	0	0	0	0	36
Collision - Hit and Run	14	15	16	10	14	16	0	0	0	0	0	0	85
Disorderly	101	88	117	124	135	192	0	0	0	0	0	0	757
Domestic - Physical	6	8	10	9	13	13	0	0	0	0	0	0	59
Domestic - Verbal	26	22	30	20	42	28	0	0	0	0	0	0	168
Fireworks	5	0	2	7	8	169	0	0	0	0	0	0	191
Harassment	40	43	49	43	72	73	0	0	0	0	0	0	320
Medical	124	118	93	101	93	104	0	0	0	0	0	0	633
Motorist Assist	71	32	9	20	17	15	0	0	0	0	0	0	164
Parking	55	40	46	36	36	39	0	0	0	0	0	0	252
Stray Animal	33	35	14	18	30	46	0	0	0	0	0	0	176
Suspicion	126	129	195	210	189	203	0	0	0	0	0	0	1052
Theft	56	65	52	53	72	67	0	0	0	0	0	0	365
Welfare Check	83	106	94	102	120	122	0	0	0	0	0	0	627
Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	0	0	0	0	0	0	746
New Investigations	388	371	331	299	398	414	0	0	0	0	0	0	2201
Traffic Citations	101	92	60	69	67	63	0	0	0	0	0	0	452
Written Warnings	152	115	89	66	88	62	0	0	0	0	0	0	572
Crash Reports	94	69	45	40	54	59	0	0	0	0	0	0	361
Parking Tickets	1085	790	187	30	132	162	0	0	0	0	0	0	2386
Traffic Stops	211	169	129	131	150	122	0	0	0	0	0	0	912
Extra Patrol Checks	935	937	974	1122	1174	687	0	0	0	0	0	0	5829
Business Checks	64	148	195	160	121	98	0	0	0	0	0	0	786
Offender Checks	35	29	18	8	22	28	0	0	0	0	0	0	140
Open Records Requests	512	387	358	321	310	397	0	0	0	0	0	0	2285

Officers spent much of the last two weeks of June responding to fireworks complaints. In addition, we received several emails with feedback from our community about their displeasure with the number of residents who were choosing to set off fireworks outside of the approved discharge times.

On June 5, officers responded in the early morning hours to a crash where the driver bailed out and was armed with a handgun. An investigation determined the male had attempted to run over a resident in the area following an altercation. He had used the BB gun to shoot at the house, but didn't strike anyone. The male was arrested and charged with burglary 1st degree, assault with intent to inflict serious injury, and multiple driving offenses.

Officers on patrol on June 7 observed a wanted male driving and stopped him to make the warrant arrest. Search incident to arrest resulted in the discovery of drugs, cash, and drug paraphernalia. He was booked into jail on a possession with intent to deliver charge, along with the warrant.

On June 10, officers responded to a dispute at a local bar. Officers responded and investigated, learning that at least one person had been armed with a gun. A search warrant was served on the bar as officers completed the investigation. The owner was noncompliant and we are working on making the referral on this incident to the Iowa Alcoholic Beverages Division for review.

We responded to a shooting on June 11 near 1st and N Madison. Officers were able to secure the scene, identify the involved parties, and worked to serve a search warrant at a nearby apartment. A juvenile has been charged in connection with this incident.

Criminal Investigations

In June, 17 new cases were referred to CID. Ten of those were closed. CID has worked several cases with patrol this month that included some after hours callout.

We have been working several fraud cases that involve suspicious wire transfers, romance and sweepstakes scams, and the shipping of cash through freight carriers. We continue to leverage technology that is useful for us in case investigations that helps to provide a force multiplier. We had five child protection center interviews in June as a result of sex abuse investigations.

Parking/Animal Control

MCPD issued 162 parking tickets in June. 159 of those were by the parking division. We towed four cars for overtime parking or for being abandoned. Forty-five notices were sent to the Cerro Gordo County Courthouse for collections for unpaid parking tickets.

There were 126 total animal calls for service during June. Seven bite cases were investigated and six citations were issued for animal offenses. Not all of the bite cases resulted in charges. Thirteen cats and 16 dogs were taken to the Animal Shelter for the month.

Administration

Lt. Mike Lillquist worked with the Mason City Fire Department to put together driver training using ambulances on an evasive course at Holcim Cement. This was first of its kind training that worked out very well. We are going to continue to work through this cross-training effort for our officers later this fall, who occasionally are pressed into service to drive an ambulance.

We attended community events and are engaging in ongoing conversations with local leaders following demonstrations and protests around the country. This included participation in the Juneteenth celebration and a review of our data to examine how we are policing our community.

We are continuing to work on our Justice and Mental Health Collaboration Program implementation grant, which was impacted by COVID-19. We met this month with our Mason City Mental Health Stakeholder group to discuss local information sharing and to update everyone on our grant.

In June, we continued to sit through several meetings related to COVID-19 operations with our local community and county partners. As cases have trended back upward, we are planning for additional provisions to help protect our personnel and our community from additional spread.

We had several officers on 2nd Detail who were involved in a water rescue on June 21. Their quick thinking and teamwork resulted in pulling three people from the area of the dam on 12th Street NE. They made good use of the flotation devices and throw ropes that we carry in our squad cars.

MCPD Social Media	May 2020	Jun 2020	Difference
Facebook	8,052	8,211	+159
Twitter	1,997	1,996	-1

Public Library

Reported by Mary Markwalter, Library Director

	20-Jun	20-May	20-Apr	20-Mar	20-Feb	20-Jan	19-Dec	19-Nov	19-Oct	19-Sep	19-Aug	19-Jul	YTD	LYTD
<i>Circulation-Books</i>														
Adult Fiction	400	0	26	1004	1534	1818	1582	1613	1635	1493	1928	1914	14947	18023
Adult Non Fiction	73	0	7	389	625	635	512	538	595	576	672	858	5480	6619
Large Print	257	0	0	632	991	1070	947	979	1096	1004	1271	1247	9494	12154
Young Adult	225	0	26	544	606	647	587	652	862	663	872	848	6532	7209
Juvenile Fiction	251	0	8	1178	1892	1650	1390	1943	2174	1908	2414	2685	17493	24864
Juvenile Non-Fiction	46	0	0	373	366	339	230	349	415	358	378	448	3302	4632
TOTAL BOOKS	1252	0	67	4120	6014	6159	5248	6074	6777	6002	7535	8000	57248	73501
<i>Circulation-Other</i>														
Audio/CD/Playaway	57	0	14	251	431	430	403	360	343	369	477	501	3636	4344
Periodicals	20	0	0	94	178	176	142	158	205	222	252	177	1624	2068
Software	0	0	0	0	1	0	1	9	0	1	0	2	14	304
Other (puppets, misc.)	0	0	0	1	101	113	112	147	125	143	163	169	1074	1338
DVD	110	0	3	876	1963	2028	1659	1224	2021	1142	2138	2186	15350	20891
Tumblebooks	44	44	76	132	90	15	8	35	189	77	10	51	771	776
Creativebug (users)	2	8	11	14	14	25	17	14	7	13	14	11	150	296
Heritage Quest	19	27	4	0	10	0	9	7	135	4	9	30	254	107
Ancestry.com	0	1	15	1	17	296	39	86	178	135	245	127	1140	805
Bridges	1495	1758	1859	1264	1175	1462	1159	1266	1322	1283	1284	1161	16488	14069
Ebsco	3	0	25	5	22	2	0	53	0	0	0	0	110	0
GALE Databases (sessions)	42	281	78	81	99	51	2	2	0	68	20	15	739	419
Newspaper Archive	0	0	0	203	437	212	228	47	11	24	115	117	1394	549
Hoopla!	695	695	897	771	397	361	398	440	455	454	428	455	6446	4836
RB Digital (e-audiobooks)	0	0	0	0	0	0			18	282				1071
Zinio	122	152	122	144	129	17	134	111	281	408	98	121	1839	56
Credo Reference	0	26	8	4	1	35	5	6	7	5	6	5	108	13
BRAINFUSE	5	0	86	3	38	1	9	2	0	0	0	0	144	10
Total-Other	2614	2992	3198	3844	5103	5224	4325	3967	5297	4630	5259	5128	51581	46775
Grand Total Circ.	3866	2992	3265	7964	11117	11383	9573	10041	12074	10632	12794	13128	108829	120276
Item Records Added	433	0	0	166	200	628	379	251	431	508	425	378	3799	4797
Patrons Registered	9	0	0	47	77	57	48	71	96	95	120	103	723	1087
Renewals	564	254	94	855	1214	1111	1197	1211	1200	1045	1396	1415	11556	13038
Holds Filled	149	0	0	152	336	365	268	276	330	261	264	259	2660	2890
Holds Placed	791	24	14	174	315	398	311	297	363	265	316	269	3537	3272
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Photocopies	0	0	0	2555	2415	5280	1900	1880	2261	1595	3456	3068	24410	25871
Meeting Room Guests	26	45	51	1008	2165	1227	1243	1222	1338	1669	1646	1546	13186	13027
Meeting Room Used	6	10	14	114	160	178	157	162	229	166	136	220	1552	1863
SILO request unfilled	0	0	0	0	30	8	0	6	16	7	13	9	89	90
SILO request filled	0	0	0	13	5	0	4	0	0	0	0	0	22	82
SILO MCPL Request Filled	0	0	0	0	2	4	3	2	10	4	13	4	42	94
SILO MCPL Request Unfilled	0	0	0	2	2	6	24	9	4	2	13	5	67	64
Attendance	76	0	0	9800	19550	20000	22400	21000	20000	21000	26000	26000	185826	200750
Children's Programs	4	0	0	3	5	7	4	8	7	7	0	0	45	0
Children's Program Attendance	847	0	0	134	400	435	110	501	1150	420	0	0	3997	0
Young Adult Programs	0	0	0	0	1	5	3	4	5	4	0	0	22	0
YA Program Attendance	0	0	0	0	54	69	21	29	53	28	0	0	254	0
Adult Programs	0	0	0	4	6	6	7	6	5	7	0	0	41	0
Adult Program attendance	0	0	0	18	24	33	40	34	93	21	0	0	263	0
Programs	0	0	0	0	0	0	0	0	0	0	2	13	15	182
Program Attendance	0	0	0	0	0	0	0	0	0	0	261	1706	1967	12603
In Library Use	0	0	0	3000	5000	9079	5000	5000	4500	4500	4500	6500	47079	47080
Faxes Received	0	0	0	0	8	5	2	4	7	9	4	4	43	98
Faxes Sent	0	0	0	0	77	65	28	76	82	77	72	79	556	793
Scan	0	0	0	104	30	55	23	52	102	102	0	0	0	0
Handouts, Brochures, etc.	0	0	0	1000	2500	3500	2700	3500	5000	4000	4295	7000	33495	46046
Genealogy Referrals	0	0	0	0	0	0	4	0	0	1	4	2	11	54
Archive Referrals	0	0	0	0	3	7	3	2	9	15	10	10	59	143
Photo Prints	0	0	0	0	0	0	0	0	0	0	0	0	0	5
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference Questions		10	30	1100	3500	3000	3000	3000	3000	2000	2500	5000	26140	35846
Internet Users	50	0	0	400	1125	1025	1050	1025	1125	1100	1475	1425	9800	11950
WI-FI Sessions	818	755	485	1581	2297	2516	2126	2528	1297	1131	705	685	16924	11982
Microfilm Users	0	0	0	0	0	1	0	0	2	4	2	0	9	33
Website Visits	3138	2966	2780	2579	1871	2212	1808	1839	2208	1995	2179	2110	27685	30003
TOTAL PUBLIC SERVICES	6911	4064	3468	24809	43372	51282	43863	43995	44923	42038	49807	57810	416342	463791
GRAND TOTAL SERVICE UNITS	10777	7056	6733	32773	54489	62665	53436	54036	56997	94708	62601	70938	567209	621059
VOLUNTEER HOURS	14	14	60	34	60	49.5	36	33	37	4	8	15.5	365	940.25

Recreation Department/Highland Park Golf Course/Multi-Purpose Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Emergency COVID-19 Childcare
- Process Time Cards
- Order Supplies
- Updates for the City's website and channel 4
- Specialty Youth Camps
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2020 through June: 118,228
Total People Served in 2019 through June: 188,452

Nights stayed at MacNider Campgrounds in 2020 through May: 1,051
Nights stayed at MacNider Campgrounds in 2019 through May: 2,227

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2019</u>
Family	33	30
Class A	168	170
Class B	30	22
Youth	11	13
Daily Cart and Green Fees	\$53,813	\$50,503
Rounds Played	5,435	4,720

- Blew and raked sticks and leaves in clubhouse area daily
- Trimmed three trees that had snow and wind damage
- Put out all accessories, cups, flags, cups, ball washers
- Cut cups 16 times
- Raked leaves, pushed edges up and raked traps 14 times
- Mowed tees 14 times
- Mowed fairways 15 times
- Brushed greens to remove excess top dressing
- Mowed greens 41 times
- Mowed the rough 4 times
- Back lapped greens mowers 3 times
- Back lapped fairways mower 3 times

- Weed eaten whole course 2 times
- Sprayed all front nine for clover and all fairway back nine
- Sprayed all fairways to control grubs
- Fertilized and treated all tees for grubs
- Fertilized back fairways
- Pushed up the sides of the traps and raked them twice
- Ordered food and beverages for concession

Multipurpose Arena Monthly Activities:

Researched ways to operate the arena during COVID-19

- Assisted Highland Park Golf Course
- Installed Ice and started renting the facility to Mason City Youth Hockey

Recreation Special Activities/Accomplishments:

- Continued the virtual race #survivingthedistance
- Continued to assist a neighborhood on a playground project
- Met with local Steak Cookoff Association Representatives on expansion of current events
- Assisted the Childcare Centers and help solved problems related to COVID 19
- Continued the research on best practices and implantation strategies during COVID-19 for actives: Adult and Youth Sports, Aquatic Facilities, Camp Grounds, and other Recreation Programs
- Gave three interviews
- Continued to stream line the Community Gardens Project
- Held two CPR certifications for seasonal staff
- Reopened the bathhouse at the campgrounds
- Worked on the Sand Volley Ball Courts Project
- Worked on the Aquatic Center Bathhouse Project
- Started preparing the Bike Share Rental Program for the summer
- Held a virtual youth fishing derby – 50 youth participated

Highland Park Golf Course Special Activities/Accomplishments:

- Installed a flower bed on forward tee on 9 and 12
- Dug up leaking heads on 4, 16 and 17 greens
- Sprayed greens with fertilizer and plant regulator and protectants 3 times
- Fixed one water leak on hole 5 tee box
- Fixed two garage doors
- Trimmed limbs on cart paths 10, 16, and 18
- Ordered cold mix and patch paths on 1, 2, 3, 4, 6, and 17
- Filled divots on all par 3 with compost sand and seed and smooth
- Put 10 tons of bunker sand in 1, 7, 8, 13, 14, 17, and 18 traps
- Located quick couplers for backside fairway watering
- Sprayed clubhouse planting area for weeds and grass

Multipurpose Arena Special Activities/Accomplishment:

- Gave three special tours to developers
- Received the 2020 Main Street Iowa Award - Game Changer

Recreation Work to Be Completed in Coming Month:

- Childcare for essential workers in North Iowa
- Continue to create plans for modification for reopening of programs and facilities
- Virtual Bingo kids challenge
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Go live with the Bike Share Rental Program

Highland Park Golf Course Work to Done in Coming Month:

- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity
- Power wash storage sheds
- Run the Highland Park Amateur Tournament - July 5th
- Run the Highland Park Men's Season Pass Championship – July 12th
- Heaven and Hell Tournament (3 Divisions) (first year event) – July 18th
- Loins Club Steak Dinner – July 21st
- Continue to run the Running Ryder's Cup Challenge (first year event)

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to reschedule everything that had to be postpone (no events lost at this point)

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of June 2020:

- Volunteer supplies for tree planting, coordination
- Assisted library, find volunteers for weeding and cleanup project
- Follow up with committee to organize online Earth Day event clean up
- On-going: Education with present and new volunteers on the importance of reporting hours to Volunteer Coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events
- Sent out emails to all volunteers about volunteer, Birthday greetings and updates
- Sent emails to update Beautification volunteers on any changes
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up
- Assisted Golf Course in securing flowers for project
- Updated volunteers on new projects that have been requested for assistance
- Secured volunteers for painting projects at parks made supervisors aware of volunteers wanting to assist with project
- Worked with KCMR on projects are available and the need for volunteers

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Pictures in Volunteer Brochures
4. Updated Volunteer Information Board for upcoming programs

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects (mask)	0
Recreation	volley/soccer	0
Beautification	Garden Maintenance/Cleanup	216.50
Earth Day	Misc.	0
457	Maintenance	72.0
Library	Misc. Jobs	0
Cemetery	Misc.	15.0
Transit Tokens		0
Parks	Tree Planting	81.0
Police	Misc.	0
Total Hours		384.5

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

keepin' it REAL, Rural

Due to COVID-19, 107 students completed a pretest AND a post test over the school year. Semester 2 pretests were administered/entered to the system but without a corresponding post-test. Students likely received some benefit before curricula was interrupted.

Survey data was recently released by IDPH. Comparison outcome data is being compiled locally for program evaluation purposes. The year-end quarterly report is due to IDPH by July 15 and is in progress at the time of this report. An overall report covering the entire 5-year grant project will be due July 31. Our July report (submitted in August) will capture outcome data relevant to the current year and the cumulative 5-year statistics. We have been working on grant year budgetary responsibilities over the month

Adjusting the volume: Addressing emotional noise in the classroom

On June 23, YTF presented an educational webinar focused on youth development. Twenty-eight participants viewed *Adjusting the volume: Addressing emotional noise in the classroom* followed by a survey through Survey Monkey. Of those participating, 21 interact with youth through their employment (educators, school staff, other); 4 volunteer for youth-serving organizations, and 3 were students pursuing a degree in education.

Twenty-four indicated they knew a great deal about positive youth development before they viewed the event. All participants agreed (10) or strongly agreed (18) that participation increased their awareness of how positive youth development skills can be used to support efforts to address negative behaviors. All respondents indicated the event provided real-world examples that were helpful in realizing how our approach to addressing the “emotional noise” either increases the volume (escalating behavioral episodes) or decreases the volume (deescalating behavioral episodes) and indicated they will use one or more strategies from the presentation in their work with youth.

Youth Action Teams (YATs)

Youth Action Team members from both high schools received Certificates of Participation for the year. Graduating Senior members received a congratulatory card/gift card for their contributions to their Youth Action Teams.

An online panel discussion presentation was held on May 29 via Facebook Livestream. They received 755 views, followed by an online survey. Survey results indicated the event increased awareness about youth substance use/ behavioral health issues of today and demonstrated how the views/actions of adults can influence decisions youth make about substance use. Project goal was to reach as many as possible in an effort to raise awareness around current youth issues and

prevent substance use/misuse.

Youth Action Team end-of-year post-survey results are not yet available at the time of this report. De-identified data will be compared to responses last fall for outcome changes in perception of risk/wrong and current usage following their Youth Action Team experience.

PREVENTION THROUGH MENTORING

Youth Task Force has been working through steps to begin implementation of the new IDPH grant *Improving Tomorrow: Prevention Focused Mentoring*. Grant funding is effective July 1, and will continue through June 30, 2026 (provided funding is still available).

One on One Mentoring/Peer Mentoring

Mentoring Program participants were recognized as the year wrapped up. De-identified post-surveys were collected from K-5 participants to measure any changes in substance-use perception of risk/harm to themselves, how wrong to use, and current usage (as appropriate by age group). They were also asked whether they (mentees) feel they can get help and support when they need it; if they can name at least 4 adults who care about them, and if a parent/guardian or mentor talked to them about the dangers of tobacco, alcohol, or drug use this past year? Surveys for older youth (6-12th grade) contained most of the same questions, but also asked if they think adults in our community care about people their age; additional questions about beliefs and attitudes, including several about their mentoring experience/favorite mentoring activities.

Peer mentoring groups again were asked most of the same questions/opinions along with the following:

- If someone in my neighborhood saw me do something wrong, they would tell my parents or guardians
- Adults in my community care about people my age
- Adults let me know they are proud of me when I do something well
- Adults in my neighborhood help when I need help
- I feel good about myself most of the time

Mentors were asked to complete surveys with most questions surrounding their perception about their mentee's environment and wellbeing. They were also asked about several program topics helpful for planning purposes.

Mentoring Program youth participants received gift baskets with several fun activities included to help through times of social distancing, along with personal hygiene items (age/gender appropriate), sunscreen & lotion. Twenty-five baskets were distributed.

High-school-age mentors received a small gift card along with Certificates of Appreciation for their service to the program. All graduating seniors (whether mentee or mentor) received a congratulatory card/gift card for their participation.

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

Two Youth Mental Health First Aid Instructors completed the additional training/certification required to teach workshops virtually. One workshop was held during the month. We are compiling stats to complete our quarterly grant report to SAMHSA and continue to organize trainings for fall.

STAFF / OTHER

Youth Task Force continues close communication with the Iowa Department of Public Health (IDPH), SAMHSA, Iowa Mentoring Partnership (IMP) concerning updates around programming/projects.

Staff Webinars/Conference Call Meetings/Educational Courses

Morning Huddle Webinars with staff to discuss activity progress/upcoming deadlines, any problems, sharing of new grant-related information, general discussion items.

June 1- OJJDP/IMP meeting call

June 3 - City Dept Head Mtg

June 3 – Prevention Ethics Course June 9 – SAMHSA/MHAT

June 12 – IDPH-Introduction to Coaching for Prevention Workforce

June 17 – City Dept Head Mtg

June 18 – IDPH Prevention Series, Data to Action

June 22 – IDPH Prevention Series – Health Equity

June 29 - Mentoring Advisory Board 4th quarter meeting

June 30 – Prevention Series – Suicide Prevention

June 30 – Teaching Blended /Virtual Youth Mental Health First Aid