

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

July 2016

(Issued August 12, 2016)



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

City Administrator Comments

Dear Mayor and City Council Members,

Air Choice One enplaned 732 passengers and deplaned 706 passengers this month making it a better month than last month for service. The Airport received an inspection from the FAA regarding their operations and they found no discrepancies in the inspection. The Airport has now had 10 years of discrepancy free inspections and we are now the airport with the longest yearly streak of discrepancy free inspections in the state of Iowa.

The Blue Zones Project was excited to host Dan Burden in Mason City on August 3rd as he provided training to staff and Active Living and Transportation Commission Members. The Power 9 Committee has changed to a monthly meeting to increase the amount of work devoted to developing initiatives and moving them forward for implementation. The reviewed and modified City Code for Mason City was sent to Sterling Codifiers to develop a draft for our review. Once staff has reviewed the code and had Sterling Codifiers change areas not done correctly it will be sent to the City Council for your review. We will then do a work session to discuss the areas that are modified in detail to ensure understanding of the code.

Development Services approved a new CoRL loans for Grawmondbecks Competition Engines at 3709 South Federal Avenue and it is presented for council approval at the August 16th Council meeting. The NHANS house continues to make progress on the rehabilitation with an expected completion date of September 1st. The TJ Maxx store is advertising that they will be having a grand opening on August 21, 2016. The City issued three new permits for residential construction and 40 permits for addition/remodel.

The Engineering Department reports that the pavement marking project is complete with a punch list being developed for the final painting. The 19th Street SE project is wrapping up with punch list items determined and all clean up to be completed by around August 12th. The Notice of Intent for the Quiet Zone was prepared and sent on July 21, 2016. The Engineering Department will be finalizing the plans and specifications in preparation for a Diagnostic Team Field Exam from the Federal Railroad Administration. The Water Department is back to full staff entering into August and they are beginning to start the process again of installing replacement meters.

The first step of the financial transparency project went active at the end of July and the operating budget should be online by August 30th. It has been received very well with multiple hits on the Facebook story that was posted. Human Resources Department coordinated the interview process for the Fire Chief in July and celebrated the retirement of wastewater operator Jerry Ginder. There were two work comp claims this month and they did not result in any lost work days.

The City Electrician had another very busy month working on various projects in multiple locations. His position is very important in completing basic maintenance projects at less cost to the City over contracted labor. The list of projects completed is in the report under Operations and Maintenance activities.

Sincerely,


Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: July 2016

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 7/1/2016 – 7/31/2016	33,139.60 Gallons	300 Buses
Enplaned 732 Deplaned 706		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at July 2016 Airport Commission Meeting 7/11/2016
- Responded to Envoy Emergency Landing – July 5th
- Federal Aviation Administration Two Day Inspection
- Routine Maintenance on Airfield and Land Side Including Paint Markings/Mowing

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2016 Airport Commission Meeting
- Work on Master Plan Update
- Attend Aviation Conference in Kansas City, MO (Operations Supervisor)

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

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Community Policy –

- Active Living and Transportation Commission – 13 attended training with national expert Dan Burden and Blue Zones Built Environment Manager Samantha Thomas, resources provided by BZP/Wellmark BCBS, presented at the Iowa Downtown Conference along with Dan Burden and Steve Schurtz on Livable Walkable Healthy Downtowns,
- Community Gardens -Hy-Vee Drug donated all remaining seeds for use next year and reserved a plot at Willow Creek for their staff to garden and donate to a yet to be determined non-profit,
- National Night Out event – had booth with hula hoops and bike maps

Schools –

- Met with superintendent of schools and discussed plan for continued work to strengthen school work. Completing an assessment of 2012 School Pledge and current pledge to see what each school would need to do to designate under the new pledge.

Worksites –

- Continued work with CGCDPH on Wellness Award at Chamber Annual meeting in October. Radio ad developed and recorded for Wellness Award. Contacted several worksites on the award opportunity and Safety and Ergonomics and Positivity and Performance.

Healthy Foods (Grocery/Restaurant) –

- Farmers Market continued promotion,
- Ticket to Ride restaurant promo - held 3rd and final promotion with 6 restaurants participating, 125 coupons used for healthy meal deals, and over 100 bike maps distributed.

Engagement –

- Committee working on next promo (Bountiful Harvest).
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter, Worksite Electronic newsletter. KIMT-TV interviewed and followed us on our tour of City and AlphaMedia interviewed Dan Burden on Active Living & Transportation work.
- Radio Ads - Ticket to Ride, Worksite Wellness Award, Walking School Bus.
- Walking Moais - Good Shepherd started with 26 residents week one, and slightly less week 2 due to weather.

Volunteer Center –

Item

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- Radio program 1st & 3rd Monday and RSVP guest on 8/1
- Website - 93 volunteer opportunities are currently active
- Volunteer Reception Center implementation training book nearing completion and will review with County EMC Steve O’Neil.
- Volunteer Centers of Iowa – quarterly conference call.
- Volunteer meetings - Met with volunteers for placement.

Power 9 Committee – meeting held, changed meeting cadence to monthly

Other – Received \$25,000 pledge from Mercy North Iowa and \$7,500 grant from Principal, other meetings scheduled with investors, completed grant reports. Received \$2,500 from Bertha Steben’s Foundation for collaborative grant application for water enhancement and school greenhouse.

Intern completed her summer with BZP. Met with new Worksite Committee member for onboarding.

Healthways was purchased by Share Care.

Activities

August 10 – Community Garden summer social event

Sept. 19 – Walking School Bus begins

October 5 – Healthiest State Initiative – Start Somewhere Walk

October 17 & 18 – 2nd Blue Zones Project Summit (Fort Worth TX) “Our Power Can”

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of July:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Council Meetings and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 32 Resolutions based on various requirements
- Submission of revisions to City Code to Sterling Codifiers for codification
- Upload data for two 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 10 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 \$880.00 in animal license fees and \$1,375 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Tree Trimmers, Solicitors, Sign Hangers

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: July, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: City Administrator Brent Trout and I attended the Iowa Economic Development Authority Due Diligence Committee meeting on July 22. Since the full IEDA Board was not going to take action that day, Brent answered questions regarding the status of the mall sale and financing of the projects. We will meet with Mr. Chodur in early August to discuss the status of financing the hotel and mixed use projects.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): On July 20, the CoRL Loan Review Committee reviewed a loan application by Grawmondbecks Competition Engines at 3709 South Federal Avenue, to pave their gravel parking lot and replace an aging access door. The Committee agreed that this would be an excellent use of CoRL resources, as this project greatly improves the aesthetics of this property. The loan will be forwarded for Council approval at the second August meeting.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The contractors have completed most of the first floor, except for the bathroom, and are painting the second story rooms. The project is expected to be complete by September 1. The house will be marketed first to families meeting the low- to moderate-income threshold; if no qualified buyers are identified in the first four months after the house goes on the market, we can open up to families meeting the 120% of the area median income threshold.

Developments: 1) The Hampton Inn and Suites held a ribbon cutting and grand opening on July 12. The hotel is very nice and will be an important contribution to our local lodging industry. Still no word on a fast casual restaurant in the front building next to Caribou Coffee/Einstein Bros. Bagels. 2) The contractors have begun installing siding remains on Good Shepherd's independent living complex on the north side of the 300 Block of 1st Street. Interior work and site improvements such as landscaping are ongoing. 3) The new TJ Maxx Store east of Staples has a complete exterior shell and has installed their signs. The store is expected to open by Labor Day. 4) Legacy Manor II held a ribbon cutting on July 6. The 48 new 2-bedroom units are ready to lease to persons over 55 who meet the income guidelines. 5) Construction has begun on the major addition to the Prairie Ridge Treatment Center at 320 North Eisenhower.

Development Review Committee: 4 meetings held in June: 7/5/16, 7/12/16, 7/19/16, and 7/26/16/16

DRC Activity	July, 2016	YTD
Total Development Plans Reviewed	4	44
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	2	19
Concept plans to be resubmitted as a Major Site Plan	1	18
Total Concept Plans	3	37
Major Site Plan Reviews Completed	1	7
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	2	4
TOTAL ITEMS REVIEWED	6	50

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	July, 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	2	13
Commercial, Accessory Structure	0	0
Residential, Principal Structure	9	38
Residential, Accessory Structure	5	34
Signs	5	41
Floodplain	0	0
Encroachment Permits	0	7
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	1	4
Variance	0	6
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	1	5
Miscellaneous	0	6
Preliminary Plat	0	1
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	1	1

Activity	July, 2016	YTD
Zoning Violations		
Reported	5	40
Unfounded	2	4
Founded-Resolved without citation	3	17
Citations	0	0
Open Cases (as of date of report)	5	41
Cases initiated by staff	5	34
Zoning Inspections		
Zoning – Case Request	5	41
Zoning – Violations	11	45
Zoning –Setback	6	31
Zoning - Final	6	25

Projects:

- 22nd St. SE Buyout: Abatement at 403 22nd St. SE. has been completed. Demolition will be completed in early August.
- North Iowa Farmer’s Market: Staff continues to provide support to the NIFM Board as part of the City’s Blue Zones Project.
- Staff is beginning work on the various projects that will be completed by students from the University of Iowa through the Iowa Institute for Sustainable Communities.

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in July.
- Historic Preservation Commission: The Commission did not meet in July due to lack of quorum.
- Planning and Zoning Commission: The Commission met and reviewed a request for a Change of Zone for Atlas Properties. The Commission also discussed creating a new Z7-5 Specific Use District to allow larger lot residential subdivision.
- Zoning Board of Adjustment: The Board met and considered one conditional use permit. The application was granted.

Other Items of Interest:

- We are continuing to work with the Iowa Emergency Management Department to close out PW 9585. We have received the revised final closeout documents from the State; we are currently reviewing them and identifying revisions that are necessary.
- Staff will be presenting a summary of the Egloff House relocation at the Preserve Iowa Summit in September.
- Staff and the Historic Preservation Commission will be working with the Iowa SHPO, O&M Staff and WHKS to negotiate a Memorandum of Agreement between and among the US Army Corps of Engineers, the Iowa SHPO, the Mason City Park Board, the Mason City Historic Preservation Commission and the City regarding the removal of Dam #1 in East Park. The dam is contributing to the East Park Historic District and federal law requires that the Corps mitigate any negative impact to a historic structure resulting from any permit they issue or any project they initiate. The dam removal will

require a USACE permit. The Historic Preservation Commission is recommending that any stacked limestone removed as part of the dam or channel walls be salvaged and held for use during the reconstruction of the bridge north of the Historic East Park Band Shell.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	July, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	23	\$ 1,648,529.81	143	\$25,858,287.84
Minor Building Permits	28	\$ 171,527.80	120	\$ 1,006,898.28
Electrical Permits	32		142	
Plumbing Permits	10		75	
Mechanical Permits	18		106	
Sign Permits	5	\$ 4,362.95	40	\$ 153,122.95
Demolition Permits	2	\$ 4,000.00	10	\$ 78,622.00
Structure Moving Permits	0	0	1	\$ 1000.00
Inspections	July 2016		YTD	
Number of inspections	116		874	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	40	8	192
Multi-residential	0	0	0	1
Commercial	0	8	4	52
Industrial	0	0	0	5
Institutional	0	0	1	0
Other (signs, demo, etc.)	0	7	0	51
Fees Collected	July 2016		YTD	
	\$ 14,649.68		\$ 130,052.92	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT		
	July, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	40	513
Staff Initiated	14	383
Non-Staff Initiated (total):	26	130

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

CODE ENFORCEMENT REPORT	July, 2016	YTD
Response to Complaint	9	46
Anonymous Complaint	17	70
SeeClickFix	0	14
Case Request Disposition		
Founded Case Requests	40	563
Citations Issued	0	2
Cases to Court	0	2
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	4
Dangerous Building	0	7
Abandoned Vehicle	0	7
Tree/Shrub Maintenance	5	9
Garbage	9	110
Inoperable Vehicle	2	92
Junk, Rubbish or Refuse	17	200
Other	5	74
Writ of Removal	2	51
Information Request	0	7
Snow Removal/Weeds & Tall Grass	66	271

Rental Inspections Summary:

Rental Inspection Report	July 2016	YTD
Initial Inspections	24	252
Reinspections	41	313
5 yr. Inspections	113	905
Complaint Inspections	19	105
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	14	166
Inspection cancelled by Inspector	36	68
Failed inspections	33	179
Passed Inspections	47	740
No Shows	14	96
Total # of Inspections	156	1263
Rental Dwelling Certificates Issued	14	478
New Landlord License Issued	9	30
Units White Tagged	4	23

ANIMAL CONTROL

JULY	2016	YTD
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ANIMAL CALLS FOR SERVICE

HOURS			TOTAL	TOTAL YTD	
700	800	=	10	38	
800	900	=	9	59	
900	1000	=	8	51	
1000	1100	=	12	65	
1100	1200	=	9	60	
1200	1300	=	13	51	
1300	1400	=	14	75	
1400	1500	=	11	71	
1st shift sub total			<u>86</u>	78	
1500	1600	=	14	64	
1600	1700	=	11	62	
1700	1800	=	14	52	
1800	1900	=	6	39	
1900	2000	=	10	39	
2000	2100	=	11	36	
2100	2200	=	3	19	
2200	2300	=	8	22	
2nd shift sub total			<u>77</u>	99	
2300	2359	=	5	15	
0	700	=	11	43	
3rd shift sub total			<u>16</u>	15	
TOTAL for Month			<u><u>179</u></u>	242	
ARRESTS					
Animal					
Sanitation				0	1
Chase/bite nuisance violation				0	5
Cruelty/Welfare of Animal				2	3
Vicious Animal				2	2
Disturbing the Peace				0	2
No Rabies Vaccination				6	16
No City License				4	10
Animal At Large				3	16
Total People Arrested			<u><u>17</u></u>	57	

JULY	2016	YTD
ANIMAL CALLS FOR SERVICE		
HOURS	TOTAL	TOTAL YTD
Animal Bites	<u>8</u>	48
Wild animal calls	<u>19</u>	76
Pickup slips animal count	<u>120</u>	636

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>
June	9	64%	5	36%	14
Year to Date	9	64%	5	36%	14

Burials in July were higher than projected. Traditional burials are higher than projected and cremation burials were as projected for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	9	0	9
Year to Date	9	0	9

Lot sales were higher than projected and Niches were lower.

Projects

The NI Leadership group has selected Otto's Oasis as the contractor to install the Lullaby Lane.

Administration – History walk planning is starting to get more attention as day of the event (September 24th) approaches. Work began on a Certified Local Government grant to assist in the development of nomination papers for the Cemetery to the National Register of Historic Places. Verification of information in the Cemetery Information Management System continues with the goal of putting it on the internet in October.

Operations –Grounds Staff were busy with burials and cleaning up tree damage from the storm. Cleaning the pond of algae and debris was also needed with the large quantity of storm water creating a mess. Mowing and trimming continued to be a challenge as wet weather promoted rapid grass growth.

Board of Trustees – Board members approved the submission of the Certified Local Government grant to the State Historic Preservation Society. Fiscal Year 2016 Highlights and Statistics were reviewed. Pokemon Go players are driving and walking around the cemetery grounds. The situation was reviewed by the board and table until next month to see if it becomes a problem.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	8
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	5
▪ Disconnect	5
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	11
▪ New Installation	1
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	2
● Iowa One-Call locates	281
● Emergency Call-outs	4
● Emergency Call-out after hours	5
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	4
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	21
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	3
▪ Demolition	3
▪ Remodel or Addition	1
● Permit Fees collected	\$180
● Sanitary Sewer records drawn and scanned (G.I.S.)	0
● Field Book updates (G.I.S.)	2

2016 Sidewalk Program:

Mid-Continent Contracting is continuing with sidewalk removals and replacements on 4th Street NE between North Pennsylvania Avenue and the East Park entrance. Several sidewalk

replacements are also underway on North Federal Avenue between 6th Street and 9th Street by privately hired city licensed contractors.

2016 Street Panel and Curb Replacement Program:

Mid-Continent Contracting has approximately 50% of the project complete. Several street patches have recently been completed in the Stone Pillar subdivision. Work is currently underway at S Maryland at 7th Street SE and at 2nd Street SE and S Connecticut Avenue.

2016 Pavement Marking Program:

Quality Striping has completed the pavement marking project; a punch list is currently being compiled for remaining work.

2015 Bridge Repair and Maintenance Program:

Two bids were received for the project on July 12th, with Minturn, Inc. of Brooklyn Iowa the low bidder. The project was awarded to the low bidder on July 26th and approval of a contract and the bonds will be placed on the agenda for the August 2nd meeting of the City Council.

2014 Pedestrian Trail Improvements – Phase 2:

The new trail has been placed on the north side of Highway 122 from South Illinois to Birch Drive, and on Illinois Avenue from Highway 122 Avenue north to Birch Drive. New trail has also been placed on 9th Street SW from Village Green Drive to South Taft Avenue. The asphalt base course of the Taft trail has been placed from north of Highway 122 to 9th Street SW.

Monroe Avenue Pedestrian Trail:

The asphalt base course has been placed between 7th Street SW south to the PCC portion of the trail that is in place through the railroad viaduct. The existing trail north of 6th Street SW to the bridge over Highway 122 has been widened.

Downtown Street Lighting Project:

K&W Electric and their subcontractors are currently installing bases between Washington and Delaware along 1st and State Streets. The new street light bases have been placed and all of the new poles and most LED lights have been set along Delaware Avenue. A section of Alliant steam tunnel has been removed on the south side of East State Street and Commercial Alley to allow for the new street lighting conduit to be placed.

Drainage District No. 17:

The contractor continued to clear and grub, and began excavation for the restoration of the open ditch outlet area of Drainage District No. 17.

19th Street SE Street and Utility Extension Project:

The fencing was installed on the bridge. The electrical contractor completed the installation of the wiring, street light poles and fixtures for the new lighting system. There is a small amount of work remaining to get the street lighting system energized. The asphalt contractor finished the preparation of the subbase for the trail; then placed the Hot Mix Asphalt base and surface courses. The contractors also constructed the pedestrian ramps, began backfilling with top soil for the final grade before seeding and other miscellaneous project items. A project field review

of the project with the City, WHKS and the contractors is planned for August 5th. A punch-list of items to be completed and/or repaired will be formulated from the review.

Union Pacific Railroad Quiet Zone:

The Notice of Intent (NOI) was prepared and sent to all parties by certified mail on July 21, 2016. All but one recipient of the NOI have returned their signed receipt of delivery. The Engineering Department will be finalizing the plans and specifications in preparation of a Diagnostic Team Field Exam.

South Federal Avenue Elevated Storage Tank:

The painting contractor and electrical contractor's schedules were exchanged, meaning the electrical contractor mobilized in July instead of the painting contractor. The electrical components of the tower are expected to be completed by mid-August. The painting contractor will be back on the project then to finish with the exterior coating, then paint the interior of the tank. The project continues to progress very well; on schedule and within budget. Although some of the schedules for specific operations have been revised, the overall substantial completion of the project remains on schedule for mid-September.

Downtown Multi-Level Parking Structure Project:

WHKS submitted the Design Development plans for review and comment. The consultant and their team have since moved forward with the final design plans as they continue with the preparation of the bidding documents and specifications.

North End Improvements Project:

Four bids were received on July 12th with Mid-Continent Contracting the low bidder. The low bidder was awarded a contract at the July 26th meeting of the City Council. Approval of the contract and the bonds will be placed on the agenda for the August 2nd meeting of the City Council. The parking lot improvements include the paving or patching of two city parking lots, lighting improvements, installation of a new storm sewer intake and parking lot signage and striping. This project also includes the removal and replacement of non-compliant sidewalks north of 13th Street along North Federal Avenue.

Other Tasks Performed through the Engineering Department:

- The final punch list for the Stone Pillar 18th Subdivision has been provided to the developer. The majority of the property pins have been set and seeding has been completed.
- Engineering Staff surveyed a portion of Elmwood Cemetery and provided a preliminary site layout for a future new cemetery road project.
- Coordination with Progressive Rail for the replacement of a railroad crossing on South Taft Avenue just north of 19th Street SW. This project is planned for early August.

Traffic Division:

- Traffic Control
 - Sign work orders 13
 - Stake sign locations 0
 - Retrieve reported downed signs 0

- Traffic Sign Orders 1
 - Streetlights 0
 - New Installation 18
 - Repair Request
- Traffic Signals 12
 - Respond to signal issue reports 6
 - Perform traffic signal repairs
- Iowa One-Call locate reviews 171
- Locate City-owned electrical utilities 2
- Emergency Call-outs 2
- Tornado Siren Repairs 1

Other Tasks Performed by Traffic Control:

- Work with County IT to resolve siren computer issues
- Sent posts and bases to be powder coated to match new downtown lights
- Perform a traffic count study in the 700 block of 15th St SW
- Hosted ride-along with the City Administrator for review job duties.
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue

Water Supply Division:

- Water Production

	<u>July</u>	<u>FY 2017</u>
• Total (gal.)	157,296,000	157,296,000
• Daily Average (gal.)	5,704,000	5,704,000
• Daily Maximum (gal.)	6,865,000	6,865,000
• Daily Minimum (gal.)	3,979,000	3,979,000

- Water Plant Maintenance and Repair
 - Wash Down EDR stacks and perform voltage checks
 - CIP #4 EDR train
 - Replace filters 8-10day run time
 - Replace conductivity probe on #2 EDR train
 - Service on-line analyzers
 - Clean ground rods on #1 EDR train
- Customer Service
 - Iowa One-Call locates 188
 - Prepare and send service repair letters 12
 - Monthly bacteria samples 32
 - Collect project bacteria samples 0
 - Check water quality at residents and businesses 9
 - Hydrant Flow Testing 2
 - Correlate water main breaks and investigate for leaks 10

- Water Main shut down for repairs 18
- Water shut offs for non-payment 43
- Water shut offs for other 10
- Water service re-connects 60
- Assist with installation of Water Meters 37
- Repair Water Meters and collect reading 40
- Deliver Red or Tan Tag 24
- Update shut off data base and maps 55

○ Meter Department

	<u>July</u>	<u>FY 2017</u>
• Meters Installed	133	133
▪ Industrial	0	0
▪ Commercial	0	0
▪ Residential	133	133
• Meters Repaired	10	10
• Contractor and Garden Meters Installed	2	2
• Meter Reads	11,771	11,771
• Water Meters Ordered	0	0

Other Tasks Performed through the Water Supply Department:

- Relocated Chlorine Analyzer at the Eisenhower Tower
- Calibrate flow instruments in plant
- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Mow at the Water Treatment Plant and well sites
- Clean vent lines in blow down waste line

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for July:

Finance

Item	July	Fiscal Year-to-Date
Prepare payable checks	571	571
Prepare receivable invoices	58	58
Prepare payroll checks	895	895
Certify invoices to County	48	48
Send letters to State Offset Collections	3	3
Record State Offset collections	\$ 11,522.50	\$ 11,522.50
Sort Mail	6,200	6,200
Record ambulance receivables	209	209
Process utility payments	1,562	1,562

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Golf Course direct deposits
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for June
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue work on FY 16 CAFR
- Continue working with Socrata on financial transparency
- Implement the Socrata financial transparency website
- Working on Timekeeping System

Utility Collections

Item	July	Fiscal Year-to-Date
Record ACH activities	74	74
Prepare Utility adjustments	50	50
Estimate billings		-
Issue utility bills	10,925	10,925
Answer phone calls	650	650
Respond to voicemail	251	251
Complete utility service orders	308	308
Complete landlord tasks	35	35
Issue shutoff notices	488	488
Process customer paid utility bills	6,250	6,250
Process customer deposits	451	451
Replace meters	160	160
Complete monthly sales tax report/hours	3.50	3.50

Information Systems Coordinator

- Get quote for tablet for Water Reclamation
- Order replacement UPS for Animal Shelter
- Try spare drive on backup system for Animal Shelter
- Continue troubleshooting nightly backup failures for Animal Shelter
- Close out FD Chief's account
- Install software for Water Reclamation computer
- Order new SCSI card for Animal Shelter server
- Monthly backup duties for June
- Fix Shoretel Client software after PD phone upgrade
- Restore files for Engineering
- Get with Water Rec about tablet quote
- Run monthly backup at PD
- Meeting at WHKS

- Remove software interfering with Animal Shelter backup
- Reconfigure Friday backup tape for PD
- Call River City about fiber issues at airport
- Update Quickbooks for housing
- Get remote connection set up for Safety to computer at Water Reclamation
- Order new tablet for Water Reclamation
- Fix network outlet at YTF
- Install DVD and redundant power supply in new PD phone server
- Set up folder to transfer information from County to City
- Get with Andy at County about file transfer
- Set up new financials folder for Finance on the shared drive and secure folder
- Add user to YTF
- Clean up OU for YTF
- Order new computers for the year
- Run updates on Kevin's computer
- Get with Xerox about getting automated counts set up on copier at O and M
- Set up laptop for PD demo
- Clean up scan to file folders for YTF
- Get with RSM about DNS changes that need to be done for Finance project
- Figure out why email system is not sending and receiving
- Remove former user from OU in Grown Planning
- Reseat memory in Rachael's and Hannah's computers
- Pick up replacement styluses for FD
- Reset password for PD user
- Order replacement motherboard for Rachael's computer
- Grant Doug J permission to Ambulance shared folders
- Replace motherboard in Rachael's computer
- Rerun backup for Animal shelter to verify operation
- Find sample policies for electronic keys and sent to HR
- Started working on new computers for fiscal year
- Remove one memory chip from Hannah's computer to see if it is a chip issue
- Remove former museum workers from system
- Clean up OU accounts for PD
- Reboot PD server to see if it corrects issues with scanning
- Help HR with email setup on phone
- Look at printer in Car 3
- Order more backup tapes
- Reset password for Blue Zone user
- Investigate problem with PD backup
- Install spare drive for PD backup and test
- Perform email search for PD attorney
- Perform inventory of computers using Tracs at PD for the State
- Look at fax machine for HR
- Perform monthly backup duties for July

GIS Department

Cemetery

- Discussion about upcoming computer replacement and how it relates to CIMS software
- Discussion about modifications to CIMS for section known as “Freeground”

City Administrator

- Discussion about and preparation of an address list for North Federal Avenue relating to a volunteer cleanup initiative
- Address list prepared for automated label preparation for targeted mailing in a specific area of the City

Development Services

- Change zoning map for Fox Meadows and other zoning amendments
- Discussion about methodology of preparing an updated data layer for rental properties
- Discussion with staff about rental properties and how data is stored in Smart Gov software
- Prepare preliminary data layer of rentals
- Staff education relating to cardinal direction rotation and Pictometry sub-window modifications
- Review of georeferenced cad file of Orchard Glen for subdivision and easement data maintenance

Emergency Management

- Attend monthly Homeland Security Advisory Committee

Engineering/Water Treatment/Customer Service

- Modify GPS codelist and transfer utility GPS data to computer server
- Discussion with staff member about procedures of GPS stakeout function
- Discussion with staff about data collection procedures
- Transfer traffic and fiber GPS data to server
- Discussion about adding georeferenced aerial imagery to Auto Cad drafting software
- Discussion about adding photos to Auto Cad drafting layout
- Modifications to street light and handicap parking layers
- Changes to codelist for traffic, fiber, and city owned electrical conduit data for GPS
- Implement a method to organize GPS points taken south of Fairgrounds due to fact that there is a large amount of data collected in the area
- Discussion with staff regarding repairing GIS geometry data errors

Finance

- Assist auditing staff with login while IT director out of office
- Served as backup to IT director when out of office
- Performed tape backups
- Reboot firewalls per request of IT director out of office
- Assist with notifying staff that email was down by calling various departments
- Complete fixed assets forms
- Assist grant writer with map for Holvik Parkers housing project

- Assist grant writer with calculating number of acres for proposed trail project
- Assist grant writer with language for grant application for cemetery to be nominated to national register of historic places

Operations / Water Reclamation

- Discussion with IT and Water Reclamation Superintendent about toughpad specification
- Prepared GPS for tree inventory. Transfer GPS data after collection
- Discussion with Streets Superintendent about data collection for trees at library and museum
- Prepared Georgia Hanford tree species map
- Assist with GPS data collection of park trees inventory
- Organization and data maintenance of Art Gerck tree data
- Assist Street Superintendent with YMCA utilizing “Map My Route” website for trail run

General

- Citizen question about county parcel lines and discussed uses and limitations
- Data layer edits to recreation trails and public lands survey system data
- Organization, data modification, and symbol changes to public land survey system local data
- Troubleshoot photo GPS problem. Discussion with staff proper procedure for taking photos with GPS units
- Blue Zones Project: discussion about creating a map for an upcoming tour
- Blue Zones Project: Prepare map for the tour including routing, stops, and points of interest
- Request from individual seeking an address for Central Park in order to create a regional tour to stop the local statue of liberty monument
- Attend Iowa Geographic Information Council business meeting
- Communication with County GIS staff regarding various projects

August initiatives

Finance Department

- Work on July financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Work towards implementation of the City-wide timekeeping system
- Continue work towards financial transparency
- Continue work on FY 16 CAFR

Information Systems Coordinator

- Continue working with Finance on new time keeping system
- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- Complete expansion of the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Start updating IE 10 to IE 11 after testing

GIS Department

- Update cemetery section map
- Assist with updating cemetery CIMS for Freeground section
- Prepare revised rental property GIS layer
- Update zoning GIS dataset
- Import GPS data for utilities
- Assist with GPS data cleanup in vicinity of Fairgrounds property
- Create a stakeout project in GPS to locate utilities
- Create a tile map of aerial photos for auto cad
- Assist with tree inventory project
- Assist IT director when individual is out of the office
- Provide support for GIS users within city government
- Provide maps per user requests
- Edit and maintain GIS layers
- Provide ongoing staff support for city utility and traffic GIS layers

Fire Department

Reported by Doug Janssen, Acting Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6,776.00	44,635.50
Office/Administrative	909.00	6,162.50
Overtime Hours		
Fire	232.75	1,200.25
EMS	524.00	2,622.00
9-1-1 Calls/Emergency Calls		
Fire	72	332
EMS	331	1,886
Non-Emergency Calls		
Fire	11	36
EMS	93	609
Personnel Training Hours		
On-Site	525.00	3,700.25
Off-Site	115.00	471.00
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	98	582
Existing Building Inspections	88	548
Plan Review	6	83
Fire Investigations	3	13
Community Involvement		
Public Tours of the Fire Station (Number)	2	11
Public Fire Safety Appearances/Trainings (Number)	3	42
EMS/Fire Student Ride Along Preceptor Training Hours	26.00	627.75

Significant Fire Calls

07/17/2016 – Garage Fire at 1600 10th ST SE – 15 out of 43 members were involved in fighting the fire and covering the station

Other Significant Events

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5		5
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	18	29
Engineering	18		18
Finance	10		10
Fire	44	1	45
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maintenance	56	1	57
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	242	29	271

Staffing

Activity

Hiring Activity:	- Fire Chief - Coordinated interviews, Assessment Panel, Open Houses - Seasonal Jobs - Finalized additional recruitment/hiring activity for seasonal staff, processed 5 additional seasonal hires
Positions Filled:	- 5 seasonal staff hired
Turnover:	- 1 retirement: Wastewater Operator
Employee Orientations/exit interviews:	- Conducted 5 seasonal employee orientations
Civil Service Commission:	- No meetings conducted during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No new activity - Teamsters: No new activity
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	- AFSCME: No new activity
Labor Negotiations/Relations:	- No new activity
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, and ongoing litigation

Benefits

Activity

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

Activity

Wellness Activities:	- Working on priorities
Retirement Party:	- Participated in retirement party for Wastewater Operator

Government Efficiency

Activity

RPI Activity:	- Continue soliciting project ideas from each department
HR Filing System:	- Continuing long-term reorganization project to streamline personnel files

Miscellaneous

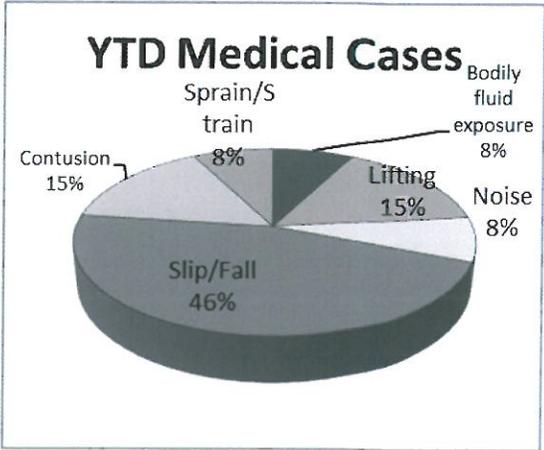
Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and management team on multiple claims, and managed ongoing 411 cases
Workers Comp Carrier:	Attended transitional meeting with new workers compensation carrier
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Safety:	- Supporting Interim Safety Director on changes to safety program
Professional/Community Support	- Met with United Way representatives

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	2	13	19

# of OSHA Injuries	2	13	15
# of Days Missed	0	153	43
# of Employees Off	0		

July Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: July 2016

Routine Activities:

In the month of July the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility.

Museum staff also kept the Museum in clean and working conditioning, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in a rental of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting.

This summer the blocks have been taken to the Friday Night Live Programs each time. While this requires considerable effort hauling the blocks with a truck and trailer and staff hours to man the set up that are normally not part of our programming, the Museum feels that the community outreach is important. The blocks will also attend National Night out and The Great River City Festival.

The MacNider Museum partnered with the North Iowa Fair to help with the Open Class Arts and Crafts, and Photography divisions. Director Edith Blanchard was the class superintendent and oversaw the set up and Curator Mara Linskey-Deegan was the judge for Arts and Crafts. The Director was the judge for the photography division. In addition, the Museum changed the location of Kids Club (a free kids class) for the month of July to the Fair, as well as held a free adults watercolor class.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (13), Kids Club (14 kids, 4 adults Fairgrounds), Lee Ceramics (5), Art Bugs(6 Adults,7 kids),Kids Ceramics (5), Handbuilding (1 adults/14 kids), Cartoon Pets (8), Day Care (3 adult, 15 kids), Ductigami (12), Science & Art (1 adult, 6 kids), Fairgrounds Adult Painting (2), Food Art(1 adult, 4 kids).

Specialty Classes: Prairie Ridge Outreach (21), Kentucky Ridge Outreach (4), Salvation Army Outreach (13), Manly Outreach (4).

Outreach locations: Prairie Ridge Outreach (21), Kentucky Ridge Outreach (4), Salvation Army Outreach (13), Manly (4), Friday Nite Live-Blocks (45 kids).

Membership:

356 members

Attendance:

Gallery / Open Studio / Shop: 1,404

Programs:

Outreach: 130

Rentals: Salisbury (326 adults, 46 kids), birthdays (n/a)

Classroom: 315

Playground: (307 kids, 121 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work (HYDRANT INSTALL)	(1 Cement Work (HYDRANT INSTALL))
Cement Work (MAIN REPAIR)	(2 Cement Work (MAIN REPAIR))
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(1 Hydrant Repair)
Hydrant Repair (PAINT)	(9 Hydrant Repair (PAINT))
Road Box Repair	(1 Road Box Repair)
Valve Installation	(3 Valve Installation)
Water Main Repair	(2 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

Internal Service Division:

Mechanical

Service and repair 10 fire trucks and ambulances

Repair 3 park vehicles

Service and repair 9 police cars

Repair and service 6 Sanitation trucks, brakes, etc.

Repair and service 8 Street Department vehicles

Repair and service 1 Water Rec. vehicle

Repair and service 1 Water Supply vehicle

Repair and service 3 Water Utility vehicles

Electrical

Replace street lights at Highway 122 and Taft Avenue, 19th Street and South Pierce, 19th Street and South Federal, Highway 122 and Crescent Drive

Repair street light at Highway 122 and South Grover

Repair faulty conduit and wire at 2nd Street NE

Repaired scoreboard at the youth complex

Repaired lights in digester building at Water Reclamation

Repaired lights in basement conference room at City Hall

Repaired conduit in UV building at Water Reclamation

Repaired streetlights on South Federal

Repaired light in parking lot at 1st Street and South Delaware

Reset traffic lights at 19th Street and South Eisenhower

Locate electrical lines at Water Reclamation for excavation

Repair power pedestal at the campground that was backed over by camper

Repair ballasts and lighting in vault at City Hall

Repair street lights in the Northbridge area

Check and run monthly test for the shelter generator at the campground

Check and repair exhaust fans in digester building at Water Reclamation, thickener building check and repair power and fire alarm, and thermal overload on motor

Repair table saw motor at the park

Repair and replace lighting on 1st floor at City Hall

Repair traffic signal at 19th and South Monroe Avenue

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month: **July** **2016**

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 270.454 million gallons
 - Daily Average: 8.724 million gallons per day
 - Daily Maximum: 17.266 million gallons per day
 - Sludge processed 1.72 million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 1,000
- Televised 500
- Sewer calls 4

Laboratory Activities:

- Performed laboratory analysis on five Industries
- Completed DNR Monthly Operating Report
- Completed DMR QA testing

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Helped WHKS with collection system evaluation
- Mowed plant grounds
- Replaced sprayers on east thickener
- Power washed all clarifier weirs
- Jerry Ginder retired
- Leveled out dirt after installation on new water line
- Worked on UV system
- Had preair compressor oil changed
- Installed water line to UV building

Sanitation Division:

	<u>July</u>	<u>Year-To-Date</u>
Refuse collected	393.04 tons	2,709.11 tons
Recycling collected	132,260 pounds	971,100 pounds
Yard waste collected	107.96 tons	532.62 tons
Large item number of stops	61	310
Materials collected:		
Large furniture	37	199
Small furniture	37	259
Tubs & toilets	29	40
Appliances & TVs	4	87
Electronics	0	1
Request for service calls	281	1,461

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Repair storm sewers that are falling apart

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep the west areas of Mason City

Set up handrails

Haul barricades and support for BBQ Bash, Friday Night live, grade alleys as needed

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Supply mulch and support for volunteer group at Plaza and Library

Water and mulch new trees as needed

Pick up limbs from storm damage

Remove 30 trees and trim 34 along with others

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Trim trees away from basketball hoop at Monroe Park

Haul tables and cans for the Senior Softball tournament at the Frederick Hanford Ball Diamonds

Haul train to the Parkers Woods Playground that was donated and built by the Evening Lions Club

Clean and pick up dog waste stations

Clear weeds from cracks in tennis courts

Excavate area at Parkers Woods Playground for the new train donated by the Evening Lions

Clean Plaza in the downtown area

Remove weeds and volunteer trees from the Frank Lloyd Wright Way landscape areas

Haul bleachers, tables, cans and hook up water and power for events

Raise and rebuild the practice boards at the West park and East Park tennis courts

Repair bridge planks at the Black Pit pedestrian bridge

Mow all parks, buyouts and city property

Power wash shelters and restrooms as needed

Do prep for BBQ Bash, N. I. Youth 10th anniversary, movies in the park, Friday Night Live, mow parks, haul tables, haul cans, supply electrical boxes and water hook ups and haul bleachers

Mow the viaducts

Mow Eastbrook trail

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: May – 2,455; YTD – 14,257

CFS Type	Month Total	Year To Date
Traffic Contacts	321	1,911
Disorderly/Disturbance	249	1,098
Suspicion	224	1,273
Medical	201	1,454
Animal	177	914
Welfare Check	127	711
Theft	113	599
Alarm	95	562
Collision	91	698
Harassment	67	397

1st Detail assisted at the Mason City Airport with the emergency landing of an American Airlines flight that had smoke in the cockpit. Fire, EMS, and Police staff assisted airport staff in the brief fire investigation and with getting all 45 people on board to the terminal.

We had Officer Rick Ott fill our monthly feature “A Cup with a Cop” on KCMR where he talked about motorcycle safety and provided information about how to share the road and ride safely. 1st Detail also assisted with staffing our booth at the North Iowa Fair.

2nd Detail participated in a wide variety of outreach programs, in addition to handling their steady call for service load. They assisted in staffing our booth at the North Iowa Fair, Cent Credit Union’s Centabration, BBQ Bash, and the North Iowa Youth Center Festival. They also provided a presence at two City Council meetings.

3rd Detail responded to a call of a suicidal male in early-July. Officers were able to talk the male into giving up his knife after several minutes. He was taken into custody and transported to the hospital for treatment and care.

Officers recovered a stolen soil compactor after a local resident watched a man load it into his pick-up truck from a construction project. A little follow-up revealed that the compactor was stolen and we charged the suspect.

Criminal Investigations

Our department was awarded approximately \$10,000 in forfeiture money from the Asian Body Works investigation, after a court hearing in July. We are regularly using new camera technology for around-the-clock surveillance in ongoing criminal investigations.

Our task force officer assisted the Iowa Division of Narcotics Enforcement with executing search warrants in North Central Iowa. We are also reaching out to neighboring states and working on the large tire theft that occurred recently.

Administration

We continue to attend a wide variety of meetings in the community. We also had the opportunity to interact with many members of the community who stopped by MCPD to drop off a notes and small gifts of thanks after the deaths of police officers around the country.

Our social media presence continues to grow. We added 187 likes on Facebook for a new total of 1,952. We also have 1,016 Twitter followers, adding 33 new followers in July.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, YMCA Board, Library Supervisor Meeting.

July was very busy at the library with programming for all ages, including reading programs and live music. The library coffee shop business has been brisk because of the increased traffic in the library.

I gave a presentation on the new solar energy plant at the library for Sunrise Rotary. The solar energy plant started producing power for the library on July 12, 2016. Soon there will be a monitor in the Commons Area so that people can view the production of the solar energy plant in real time.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	800
Tuesday	1,355
Wednesday	1,084
Thursday	1,261
Friday	1,421
Saturday	1,071
Sunday	981

Total People Served in 2016 through May: 194,976

Total People Served in 2015 through July: 191,939

Nights stayed at MacNider Campgrounds in 2016 through May: 3,369

Nights stayed at MacNider Campgrounds in 2015 through May: 3,121

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
Family	32	37
Class A	208	218
Class B	26	28
Youth	30	40
Punch Cards	63	50

- 3,360 rounds played at Highland this month
- Double mow green 51 times including double mow days
- Rolled greens 17 times
- Mowed tees and collars 21 times including double mow
- Change cups 18 times
- Change practice cups 9 times
- Sprayed greens with plant protectants and fertilizer 3 times
- Back lap greens mowers 5 times
- Back lap fairway reels 4 times
- Change oil in all greens, tees and fairway mowers
- Topdress greens once medium heavy and blow in
- Verticut greens once
- Weed eat course once
- Mow mounds 5 times at 4 inches
- Trim trees 10, 12, 13, 14, 16, 17, and 18
- Haul 27 wood loads
- Dig up leaking valve 5 fairway
- Rake traps 15 times
- Continue to fix deer damage to greens
- Mix up divot mix for par 3 tees and other damaged tees 3 times
- Mowed all rough and trim 4 times and twice a week in some areas
- Continue to spot spray clover
- Remove areas of thistle in no mow areas with weed eater
- Maintain ball washers and club washers

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new summer staff
- Raised \$200 for our campground playground fund
- Held 10 pool parties at the Family Aquatic Center
- Worked with the North Iowa Sports Authority
- Answered question for FEMA about Proposed Disc Golf Course
- Prepared marketing for Mason City High School Calendar for August, September and October
- Finished the Fall & Winter Brochure Hard copy done, copies made and distributed along with placing it online copy done and put online
- Addressing Fall & Winter Staff needs (email/letter)
- Transition the Safety Department
- Worked with our Argent Company on new forms
- Worked on the CIP to chip seal the Frederick Hanford Field Road
- Worked on the CIP to create new Pickleball Courts

- Worked on the First Mason City Wide Childcare Olympics
- Held our First Touch a Truck Event

Highland Park Golf Course Special Activities/Accomplishment:

- 40 Junior golfers participated in our Jr. Golf Lessons
- Ran the Highland Park Amateur Tournament - July 10th
- Ran the Highland Park Men's Season Pass Championship – July 11th
- Ran the Highland Park Ladies 2 Gal Best Shot Tournament – July 13th
- Hosted the City of Mason City Junior Tournament – July 23th

Recreation Work to Be Completed in Coming Month:

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

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Men's Senior Amateur Tournament – August 2nd
- Run the Highland Park Men's Tailgaters Bar and Grill Outing – August 6th
- Run the Highland Park CENT Outing – August 7th
- Run the Highland Park Ladies Club 4 Gal Best Shot – August 20th
- Run the Highland Park 4 Person 8 Inch Cub (Big Cup) Tournament – August 21st
- Run the Highland Park Senior 2 Person 8 Inch Cup (Big Cup) Tournament – August 22nd
- Host the River City Cup – August 27th
- Run the Highland Park 2 Person Best Shot – August 28th
- Mow greens, tees, fairways as needed
- Continue to maintain and improve course conditions
- Continue with topdressing program
- Deep tine aerify all greens
- Fix leak on practice tee and 5 fairway
- Continue with tree trimming

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- MCVV meeting
- Hour Logs
- Weeding projects
- Channel 4 updates
- Park Watch
- Beautification
- Adopt-A-Programs
- Trinity Lutheran project meetings
- NIACC teams project meetings
- Newman Service Day Meetings
- Earth Day meetings

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Lot	
Total		3.00
Beautification Project	Prep & Plant Flower Garden Maintenance of Garden	
Total		84.50
Earth Day	Meetings Fall Event Planning	
Total		12.50
Miscellaneous Projects	Housing Authority Miscellaneous Police Department Transit Tokens Event Planning	
Total		98.50
Park Watch Ambassadors	Park Watch Tour	
Total		40.00
Parks and Streets Projects	Weed Whipping or Pulling	
Total		45.00
Grand total		283.50

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Planning began for recruitment of new students at new Mohawk Day, the YMCA back to school event, and with school groups and clubs.

Health / Safety Focus Areas

- Recruitment/awareness efforts continued for the youth behavioral health symposium scheduled for Aug. 10. Registration flyers were distributed, a media release was sent, and the Director did an interview for KCMR radio.
- Speaking times were confirmed with 8 presenters for the symposium and participant folders were constructed.
- Grant reports were completed and submitted to IDPH, ODCP, and SAMHSA.
- The Director participated in a planning meeting for the North Iowa Trauma Initiative.
- Four YMHFA instructors were recruited from the state to assist with training scheduled in Aug. for Mason City Schools.
- Volunteers on the Health and Safety Promise Team held a planning meeting on July 13.
- The Administrative Coordinator participated in meetings of the North Iowa Child Abuse Prevention Council and the North Iowa Sexual Assault/Domestic Violence Coalition.

Marketable Skills / Effective Education Focus Areas

- The Director and support staff met with the volunteer leader for this team to prep for a planning meeting.

Relationships / Volunteering Focus Areas

- There are 34 active mentor/mentee matches in Cerro Gordo County (22-Mason City and 12-Clear Lake) and 17 youth waiting for a mentor.
- Mentor recruitment flyers were distributed to the YMCA and NIP east.
- United Way and IDPH mentoring grant reports were completed and submitted.

Staff/Other

- Individual Executive Committee member meetings were held with Brian Pauly, Jay Hansen, and Liz Conley.

MEETING & EVENT SCHEDULE

- Aug. 12-Youth behavioral health symposium at Music Man Square
- Aug. 16-YMHFA training for staff at Garner/Hayfield/Ventura Schools and Youth Action Team recruitment at YMCA back to school event
- Aug. 18-Executive Committee planning meeting
- Aug. 25-YMHFA training for staff at Mason City Schools
- Aug. 30-Youth Action Team recruitment at new Mohawk Day