

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

June 2017

(Issued July 14, 2017)



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

City Administrator Comments

Mayor and City Council Members,

The airport continues to see good numbers for use of flights, with nearly 700 riders each way this month. The chiller and air conditioning system project is completed and the system is working much better than the previous system. The Active Living and Transportation Commission received a grant of \$1,500 to create bike awareness and safety videos. They are beginning to work on the script for the videos now. Diana Black has turned in all ordinance changes to Sterling Codifiers so we are now waiting for the final draft to come back from them. When the final draft is received we will make a digital or hard copy, depending on preference, for each council member to review. Council will be provided at least a month to review the new code of ordinances and then we will begin the approval process.

Cemetery staff has been working very hard this month in preparation for the 150th anniversary celebration of the cemetery's creation. The celebration will occur on July 15, 2017 from 11 am to 3:30 pm. Engineering staff continues to work on starting the new budget year projects while they wrap up projects from last year. Mark made good coordination with the Union Pacific Railroad and Canadian Pacific Railroad in June and is working to finalize the verbal agreements with written agreements in July. He also has had positive discussions with Assa Abloy regarding selling of land needed to complete the trail along Taft Avenue. The Monroe trail project planning is complete and coordination is ongoing with Alliant Energy as they intend to place a gas main in proximity to the trail. The S. Kentucky Avenue project is set to kick off on August 10th according to discussions at the pre-construction meeting held on June 26th.

Finance Department staff continues to provide support to the other departments by completing payroll, accounts payable and budgeting functions. The efforts of this department are critical to the success of the City and this also includes the Information Systems Coordinator and GIS Coordinator. They provide consistent quality service each month. Human Resources Department continues to work on filling various positions in the City departments. It has been a very busy last four months for the department with some openings still to fill in July to include hiring two to three new police officers. The City ended the year with a similar number of work comp cases but the number of days lost was down considerably from 153 to 20 days lost from the accidents. We will continue to work with Dylan to be diligent in the City safety program to bring the number of injuries down.

The Museum had another successful Art Festival this year. The City Council served over 350 pancake meals to start the event. They had 24 quality artist selling items and they reported very good sales this year. The Fire Department worked with the local Boy Scouts to wash and wax a fire truck and ambulance. It was a fun day for the scouts and members of the department as they worked together, played a little basketball together and enjoyed some hot dogs and treats after the work was complete. The Police Department is working again with the Development Services staff to clean up properties. The Police Department also started their Dog Walker Watch program with 13 people in the program.

Operations and Maintenance staff reported that they had changed 40 water valves, 15 fire hydrants and repaired 11 water main breaks in FY 2017 with over 230 yards of concrete poured after repairs were completed. They rebuilt or repaired 48 fire hydrants and completed numerous water services, sewer lines, road boxes, and manhole repairs. The Parks and Streets crew has installed the shelter house and water hydrant at Kiwanis Park. The Parks crew also replaced the decking on the Black Pit Bridge by S. Pierce Avenue.

Sincerely,



Brent Trout

City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **June 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 6/1/2017 – 6/30/2017	23,949.20 Gallons	300 Buses
Enplaned 674 Deplaned 690		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at June 2017 Airport Commission Meeting 6/12/2017 and Special Meeting 6/23/2017
- Terminal Chiller Installation
- Received Quotes/New Airport Operations ¾ Ton Truck

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the July 2017 Airport Commission Meeting
- Terminal Chiller Installation Complete
- FAA Inspections

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Active Living and Transportation Commission held two meetings, agenda prep,
- Community Garden activity with garden checks, placement of portapotties, respond to gardener problems/questions, information on pests, committee meetings and work to develop education event to be held August 9 at the CGC ISU Ext & Outreach new office
- Cerro Gordo County Community Foundation award ceremony/received \$1500 grant for bike awareness/safety videos, working on development of videos
- A.L.T.- Commission – met with Earth Day committee on waterways clean up scheduled August 5
- Continued communication with City staff to finalize water enhancement project at Willow Creek Garden
- Continued touches to initiate trail count – now scheduled for July

Schools –

- Scheduling appointment new superintendent

Worksites –

- Committee met in June
- Provided info for Chamber newsletter BZP column
- Committee working with Chamber and Public Health partnership on 2nd annual worksite wellness award, pushed out in Wellness Works newsletter

Healthy Foods (Grocery/Restaurant) –

- Promotion of the North Iowa Farmers Market on Facebook, and have the portable bike racks on site for use,
- NI Food Coalition meetings, focus was Farm to School program
- Communication with Farmers Market board chair on various ideas on local food promotion

Engagement –

- Third quarter promo (Bountiful Harvest – Taste the Difference of Local Food).
- Chamber newsletter featured Wellness Award application
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, Worksite Electronic newsletter.
- Radio Ads feature food radius, Farmers Market, Bike Awareness

Item

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO, highlighted Habitat for Humanity, North Iowa Fair, 2016 highlights, MacNider Museum Art Festival, Cemetery 150th anniversary, Adopt a Trail, Main Street MC Friday Night Live event, guest Mary Litterer of Foster Grandparents, NIVC, Opportunity Village name change to One Vision and YMCA Cannonball Race
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Guest on KCMR & United Serve first radio program featuring volunteering with passion and service in the north Iowa area.
- Met with NIACC, Anne Boyer on Mason City – CAN, which is focused on increasing educational opportunities for our community members and is working on a comprehensive asset-map
- June Newsletter to members organizations and volunteers to be sent out week of June 12th. Here's a sample of the May's Volunteer Newsletter: <https://us13.admin.mailchimp.com/campaigns/show?id=1045609> .
- 34 member organizations, met and renewed memberships NIVC Services, met with CASA new program coordinator.
- Volunteer meetings – multiple meetings with volunteers for placement.
- Participated in two webinars on thanking volunteers and donors
- Disaster VRC Update: Met with Steve O'Neill and intern to discuss VRC, working with Clear Lake City administrator on their floor plan, meeting with Mercy NI on using their West Campus as a second Mason City location, have asked NIACC to be another location
- Volunteer Committee: met with new Youth Task Force director.
- 2016 review infographic and worksite volunteer toolkit developed – in final draft status.

Power 9 Committee –

- Meeting held with another scheduled for August 9
- Mary Lawyer, Wellmark director of Community Health Improvement
- Meeting with Power 9 member

Other –

- Weekly staff meetings
- Transition work between Marie Boyd resignation and new Outreach Coordinator being onboarded
- Ride of Silence rescheduled – the parents of the late Grace Harken attended
- Continued communication with Blue Zones and Sharecare
- Bike racks used by MCPD for their triathlon
- Met with United Way director,

Upcoming Dates:

August 9 – Community Garden Education Event

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 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 31 Resolutions and 6 Ordinances based on various requirements
- Upload data for 2 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 23 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
- Issuance of 35 tobacco licenses and corresponding forms to the State
- 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 \$913.00 in animal license fees and \$2967.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: June, 2017

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Staff continues to work on the revised application to the State for the Gatehouse Capital project. Staff is also working with Gatehouse to gather the new cost estimates and project elements for the revised IRD application. The new Feasibility Study and Economic Impact Study is being completed by Smart Solutions Group, the same consultants that completed these studies for the prior final application. The Director and the City Administrator will meet with IEDA staff in July to determine the desired form for the revised application.

Corridor (North/South Federal and Central Area IA 122 corridors) and Downtown Revitalization Loan Programs: There are no new applications currently pending. The loan for the Bergo Environmental project, at 1223 North Federal Avenue and in the amount of \$16,264, was disbursed. The loan for Real Deals (\$23,152.16) at 21-23 5th Street SW, has also been disbursed.

Iowa Initiative for Sustainable Communities Projects: Staff has begun working with the IISC staff to determine projects for the next academic year. We anticipate projects involving the University of Iowa's School of Urban and Regional Planning, the School of Art and Art History, the School of Library Science, and the College of Public Health. Other UI departments may become involved as projects are developed.

Other Items of Interest: The Development Review Committee reviewed and approved eight applications for both indoor and outdoor (under tents) fireworks sales. This was the first test of the new ordinance related to fireworks sales and use, and both Development Services and the Fire Department found that the process will work well. Any fireworks vendor who received DRC approval this year will not have to appear before the DRC again next year, unless they propose changes in their layout or operation. However, an inspection and permit from the Fire Marshal will be required in every case.

Developments: 1) The following are nearly complete: Good Shepherd Independent Living, 300 block of 1st Street NE (complete and open to new tenants; only landscaping remains to be completed); Prairie Ridge Treatment Center at 320 North Eisenhower; Reindl Self-Storage just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW; Rye Self-Storage on the west side of South Monroe Avenue, just north of 15th Street SW; interior improvements for the new Charlie Brown Daycare Center at 1780 South Monroe Avenue

(former Community Chrysler-Dodge). 2) Site work for the Orchard Glen Subdivision (9-lot “estate” subdivision on the south side of 12th Street NE, about 1/3 mile east of North Illinois Avenue) is starting back up, with the weather getting warmer. 3) The STEM addition to the NIACC Science Building/McAllister Hall has begun construction. 4) Tyler Anderson of Roller City has purchased the local Tropical Sno outlets and has erected one building at Roller City and a second in the parking lot at St. James Lutheran Church, 1116 4th Street SE. 5) Furniture Mart, USA, has taken out a permit to remodel a portion of the former Kmart building at 2006 4th Street SW, for an Ashley Furniture Store and Mattress Outlet. This will include renovations to the façade for the new stores, as well as preparing the rest of the façade for occupancy by additional retail businesses. 6) The warehouse building at 638 8th Street SE (former the Foundry Youth Ministry) is being converted into 23 indoor, climate controlled storage units.

Development Review Committee: 4 meetings held in June: 6/6, 6/13/6/20, 6/27

DRC Activity	June, 2017	YTD
Total Development Plans Reviewed	6	20
Concept plans reviewed/approved as a Minor Site Plan	4	13
Concept plans to be resubmitted as a Major Site Plan	2	6
Total Concept Plans	6	19
Major Site Plan Reviews Completed	0	1
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	8	11
TOTAL ITEMS REVIEWED	14	31

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	June, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	2	14
Commercial, Accessory Structure	0	0
Residential, Principal Structure	13	26
Residential, Accessory Structure	13	30
Signs	7	34
Floodplain	2	2
Encroachment Permits	2	4
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	4
Planning and Zoning Cases:		
Alley or Street Vacation	1	1

Activity	June, 2017	YTD
Change of Zone	0	2
Miscellaneous	1	4
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	0	4
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	2	9
Unfounded	0	1
Founded-Resolved without citation	0	6
Citations	0	0
Open Cases (as of date of report)	3	n/a
Cases initiated by staff	2	4
Zoning Inspections		
Zoning – Case Request	2	8
Zoning – Violations	0	7
Zoning –Setback	12	21
Zoning - Final	0	8
Permit Reviews		
Zoning Reviews Completed	47	197
Floodplain Reviews Completed	41	195

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	June, 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	34	\$2,957,171.18	127	\$19,382,100.88
Minor Building Permits	30	\$ 294,449.85	78	\$ 671,896.65
Electrical Permits	16		89	
Plumbing Permits	13		82	
Mechanical Permits	15		153	
Sign Permits	7	\$ 32,190.00	38	\$ 207,877.00
Demolition Permits	6	\$ 22,625.00	21	\$ 169,690.00
Structure Moving Permits	0	0	0	0

BUILDING INSPECTIONS PERMIT REPORT				
Inspections	June, 2017		YTD	
Number of inspections	121		620	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	4	53	6	155
Multi-residential	0	0	0	1
Commercial	0	6	2	35
Industrial	0	0	0	5
Institutional	0	1	0	1
Other (signs, demo, etc.)	0	13	0	59
Fees Collected	June, 2017		YTD	
	\$ 23,377.25		\$ 110,009.80	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	June, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	146	915
Staff Initiated	93	522
Non-Staff Initiated (total):	53	393
Response to Complaint	18	151
Anonymous Complaint	35	220
SeeClickFix	0	22
Case Request Disposition		
Founded Case Requests	146	907
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	8
Cases by Type:		
Dead, Diseased or Dying Tree(s)	11	23
Dangerous Building	2	14
Abandoned Vehicle	0	6
Tree/Shrub Maintenance	0	9
Garbage	22	195
Inoperable Vehicle	26	97
Junk, Rubbish or Refuse	44	338

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, 2017	YTD
Other	28	183
Writ of Removal	2	26
Information Request	11	24
Snow Removal/Weeds & Tall Grass	69	319

Rental Inspections Summary:

Rental Inspection Report	June, 2017	YTD
Initial Inspections	35	147
Reinspections	45	227
5 yr. Inspections	107	488
Complaint Inspections	14	80
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	29	130
Inspection cancelled by Inspector	0	21
Failed inspections	19	112
Passed Inspections	80	347
No Shows	22	81
Total # of Inspections	156	715
Rental Dwelling Certificates Issued	45	328
New Landlord License Issued	6	25
Units White Tagged	2	14

TRANSIT AND SAFETY

Transit

During the month of June, Mason City Public Transit provided 12,519 rides on our Fixed Route; which averages to be over 569 rides per day. June 15th was our Annual “Dump the Pump” event in Mason City where everyone rides for FREE. We gave 690 rides that day; 121 more than our daily average.

Also during June, Mason City Public Transit attended the Annual Iowa Public Transit Association Conference (IPTA) in West Des Moines where we met with other Transit Agencies around the State and met with different vendors about upcoming technology.

We also finalized the process of purchasing five new transit buses from Hoglund Bus Company in Marshalltown, IA.

Safety

During the month of June, the Safety Department inspected the 14 different hoists around the City with the help of VM Hoist and Crane Services. This is an annual occurrence that certifies our hoists are up to code and helps to ensure our employees are safe when using the hoists.

On June 28th, Argent, the City’s Workers Compensation provider tested noise decibel samples at Operations & Maintenance. The Safety Department will use the information collected to make sure City Employees are using the proper PPE to remain safe and healthy on this job site.

The Safety Department has also been busy training new full-time and seasonal employees for various departments within the City.

ANIMAL CONTROL

JUNE		2017		YTD	
ANIMAL CALLS FOR SERVICE					
HOURS			TOTAL		YTD
700	800	=	7		34
800	900	=	11		51
900	1000	=	17		42
1000	1100	=	19		63
1100	1200	=	13		59
1200	1300	=	10		53
1300	1400	=	19		58
1400	1500	=	10		43
1st shift sub total				106	403
1500	1600	=	11		51
1600	1700	=	9		46
1700	1800	=	8		42
1800	1900	=	7		31
1900	2000	=	9		28
2000	2100	=	4		26
2100	2200	=	4		12
2200	2300	=	5		16
2nd shift sub total				57	276
2300	2359	=	3		6
0	700	=	8		29
3rd shift sub total				11	35
TOTAL for Month				174	714
ARRESTS					
Animal Sanitation					0
Chase/bite nuisance violation				2	8
Cruelty/Welfare of Animal					0
Vicious Animal					1
Disturbing the Peace					3
No Rabies Vaccination				2	15
No City License (approx)				1	13

Animal At Large		<u>5</u>	<u>10</u>
	Total People Arrested	<u>10</u>	<u>50</u>
Animal Bites	<u>7</u>		28
Wild animal calls	<u>14</u>		51
Pickup slips animal count		<u>124</u>	<u>558</u>

DoRL LOAN PROGRAM

APPLICANT	BUILDING NAME	ADDRESS	TOTAL PROJECT COST	LOAN REQUESTED	LOAN AMT. APPROVED	RESO.
Brick and Tile LLC	Thai Bistro-Brick & Tile	7-11 S Delaware Ave	\$ 125,000.00	\$ 30,000.00	\$ 30,000.00	17-95
Kirk Johnson, Kathleen Graves	Dr. Office Conversion	20 5th St NW	\$ 33,298.89	\$ 16,649.00	\$ 16,449.00	17-96

TOTALS

\$	158,298.89	\$	46,649.00	\$	46,449.00
Total amount leveraged		Total amount requested		Total amount approved	
Leverage % =	29.5%				

DISBURSED LOANS

NUMBER (AS OF 7/1/17)	LOAN VALUE	AMT LEVERAGED	LEVERAGE %
0	\$ -	-	#DIV/0!

CoRL LOAN PROGRAM APPLICANT	BUILDING NAME	ADDRESS	TOTAL PROJECT COST	LOAN REQUESTED	LOAN AMT. APPROVED	RESO.
YK Construction	Commercial/Apts	1625 N Federal Ave	\$ 111,952.43	\$ 30,000.00	\$ 30,000.00	16-45
River City Land, LLC	Platinum Motors	145 6th Street SW	\$ 110,692.75	\$ 30,000.00	\$ 30,000.00	16-112
Kemlin Hart	Hart Bros. Weaponry	613 S Federal Ave	\$ 134,131.50	\$ 30,000.00	\$ 30,000.00	16-113
Donald D. Cooper Jr.	Cooper Auto Service	1414 N Federal Ave	\$ 41,902.31	\$ 20,951.15	\$ 20,951.15	16-151
Kelly Motel Corp.	Ashley Inn Motel	3421 S Federal Ave	\$ 65,039.00	\$ 30,000.00	\$ 30,000.00	16-152
DeGraw Redmond Skalbeck Partnership	Grawmondbeck's	3709 S Federal Ave	\$ 50,615.00	\$ 25,307.00	\$ 25,307.00	16-190
Jeff Bergo	Bergo Environmental	1233 N Federal Ave	\$ 32,528.07	\$ 16,264.00	\$ 16,264.00	16-220
Randy & Lisa O'Tool	Real Deals Home Décor	21-23 5th Street SW	\$ 46,304.33	\$ 23,152.16	\$ 23,152.16	16-240
Scott Anderson	Scotty's Auto Service	1103 N Federal Ave	\$ 87,355.00	\$ 30,000.00	\$ 30,000.00	16-236
Harold & Beverly Platts	Northtown Apartments	720-724-804 N Federal Ave	\$ 57,166.78	\$ 28,583.39	\$ 28,583.39	16-237
Robert L. and Joanne M. Mason	Old Church Apartments	2100 S Federal Ave	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00	16-258
Matt Marquardt	NIT Headquarters	146 6th Street SW	\$ 73,310.00	\$ 30,000.00	\$ 30,000.00	17-22
Mary Kay and Chad Swenson	Mary Kay's Grooming Station	1520 N Federal Ave	\$ 46,778.40	\$ 23,389.20	\$ 23,389.20	17-18
Dyball Properties Inc.	Mason City Honda	152 5th Street SW	\$ 21,700.00	\$ 10,585.00	\$ 10,585.00	17-97

TOTALS

\$	909,475.57	\$	343,231.90	\$	343,231.90
Total amount leveraged	Total amount requested	Total amount approved			
Leverage % =	37.7%				

OF LOANS BY CORRIDOR

	NUMBER	LOAN VALUE
North Federal Corridor	6	\$ 149,187.74
South Federal Corridor	4	\$ 100,307.00
IA 122 Corridor	4	\$ 93,737.16

DISBURSED LOANS

NUMBER (AS OF 7/1/17)	LOAN VALUE	AMT LEVERAGED	LEVERAGE %
6	\$ 150,367.31	\$ 477,511.39	31.5%

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	5	50%	5	50%	10
Year to Date	70	56%	56	44%	126

Burials in June were as projected. Traditional burials were much 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	6	0	6
Year to Date	64	7	71

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

Administration – Office staff were busy with planning burials, answering requests for genealogy information, quality checking the cemetery information system, researching for the National Register nomination, preparing for the 150th year celebration event and trying to get bids on the Meredith Willson monument restoration and lot improvements.

Operations – Grounds staff were busy with burials, mowing, cleaning up tree damage and removing non-regulation decorations after Memorial Day season.

Board of Trustees – The Board of Trustees meeting in June addressed the wage increases for non-bargaining staff, a request for an exception to the marker regulations and a request for trading plots for a niche. The board set a policy for the trading of burial spaces for current value of the plots if within two years of the purchase or for the price that was originally paid after two years.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	14
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	2
▪ New Installation	8
▪ Disconnect	2
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	56
▪ Repair/Replace	19
▪ New Sidewalk/Approach	4
▪ Curb & Gutter	0
▪ Curb Cut	3
● Pedestrian Ramp survey & design	8
● Driveway Approach permit & inspection	4
● Iowa One-Call locates	503
● Emergency Call-outs	9
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	5
▪ Demolition	6
▪ Remodel or Addition	0
▪ Moving	1
● Permit Fees collected	\$405.00
● Sanitary Sewer records drawn and scanned (GIS)	35
● Field Book updates (GIS)	0

2014 Pedestrian Trail Improvements – Phase 2:

The Engineering Department continued working closely with the final remaining property owner, the Union Pacific Railroad and Canadian Pacific Railroad to acquire the necessary remaining easements and permits to obtain pedestrian crossings.

Engineering Staff met with a Union Pacific Railroad representative and the Iowa DOT Office Rail Safety to discuss and determine the most appropriate and safest method for a pedestrian crossing at the location of South Federal Avenue and 22nd Street SE. The city is awaiting a response.

A revised design plan was forwarded to a Canadian Pacific Railroad engineer in Minneapolis, MN for further review. Earlier phone discussions with the individual were very positive, providing the request for revisions could be met.

Monroe Avenue Pedestrian Trail:

WHKS surveyed one of the approaches to the Monroe Plaza area and designed a plan that will correct a drainage issue in the adjoining parking lot. The access approach will be replaced when the new pedestrian trail is constructed on the west side of South Monroe Avenue. Engineering Staff continued coordination efforts with the Monroe Plaza property owner and Alliant Energy regarding the placement of the trail. Close coordination is required as Alliant Energy will soon be installing a new gas main in this same area beginning in July, and in order to complete this trail section an easement is needed on the Monroe Plaza property where utilities will be relocated.

Engineering Staff met with a Union Pacific Railroad representative and the Iowa DOT Office Rail Safety to discuss and determine the most appropriate and safest method for a pedestrian crossing at the location of South Monroe Avenue and 15th Street SW. The city is awaiting a response.

Downtown Street Lighting Project:

The Engineering Department along with the consultant prepared all final documents to close-out the project. The project was accepted and final payment approved at the June 20th meeting of the City Council.

South Kentucky Avenue Pavement Widening:

A preconstruction meeting was held with Bob McKiness Excavating and Grading, Inc. on June 26th. The contractor is expected to begin work on August 10th.

Union Pacific Railroad Quiet Zone:

A preconstruction meeting was held with Mid-Continent Contracting on June 26th. Mid-Continent is planning to begin the installation of the lane delineators during the first week of July. Delineators will be installed at three crossings; locations are 15th Street SW between South Monroe Avenue and South Harrison Avenue, 6th Street SW between South Monroe Avenue and South Jackson Avenue and on 1st Street NW between North Monroe Avenue and North Jackson Avenue.

South Pierce Avenue and Highway 122 Signal Improvements:

No new update. The needed space under Highway 122 to complete the conduit loop will not be available until the completion of Alliant Energy's next gas main project which is scheduled to begin on or about July 10th. The existing Alliant gas main will be abandoned creating the needed space for our traffic signal and street lighting conduit.

2017 Sidewalk Program:

Sidewalk repair notification forms were mailed to property owners in the first week of June. A preconstruction meeting was held with Mid-Continent Contracting on June 26th and the project began shortly after with those properties where the owner signed their waiver, whereby becoming part of the city program.

2017 Street Panel and Curb Replacement Program:

King Construction continued work on the project, completing concrete street patches at several locations. Some of the areas where recent work has been completed is on Farmstead Square, Calloway Court and at the intersection of South Kentucky Avenue and 1st Street SE. The contractor is currently working several locations on Briarstone Drive, 16th Street SE between South Hampshire Avenue and South Virginia Avenue and at the intersection of Country Club Drive and Augusta Drive.

2017 Street Rehabilitation Program:

The bid submitted by Bob McKiness Excavating and Grading, Inc. (McKiness) was accepted and the contract awarded for the project at the June 6th meeting of the City Council. A preconstruction meeting was then held with the contractor and their subcontractors on June 14th. McKiness completed work to replace several water valves and also ordered the sanitary and storm sewer structures needed as part of the project. Pavement cutting was performed at several locations ahead of the removal of the damaged concrete, and at locations where new manholes and intakes will be installed.

2017 Pavement Marking Program:

Quality Striping completed all of the long line pavement marking. They then began and are currently working on painting of the symbols which include stop bars, railroad crossing markings, bike lane markings and turn lane arrows.

Highway 122 City Utility Replacements:

Engineering Staff continues with the design plans for city infrastructure improvements related to the Highway 122 Reconstruction project beginning next year. Some of the city infrastructure improvements planned for this corridor include water main, valve and service line replacements and sanitary sewer manhole replacements.

Drainage District No. 17:

A required public hearing on the Completion Report was held on June 20th.

Water Pumping Building Repair:

The physical work aspect of the project is slowly getting started. Progress is expected to increase as soon as all of the materials are available and on site.

Raw Water Pre-Filtering Pilot Project:

No new update. Stanley Consultant submitted the draft of the Mason City Water Treatment Plant Filtration Study. The report is currently under review.

Well #16:

Work began on the rehabilitation of Well #16. The well seized up and was taken out of service before it was pulled in May for an assessment of damages. The damages included damaged and broken bearing retainers and broken shaft at the depth of approximately 450 feet.

Other Tasks Performed through the Engineering Department:

- Engineering Staff took part in a final project walk through inspection of Alliant Energy's Gas Main Replacement project on June 1. Engineering Staff continued working with Alliant Energy, Intercon and several subcontractors to finish the surface restoration along Pierce Avenue.
- Work continued in the Asbury 10th Subdivision. The paving on Cypress Court was completed. All subbase material was placed and graded along the Sumac extension that will intersect Asbury Drive. The concrete curb and gutter section is currently being placed on the Sumac extension. Engineering Staff continued performing the testing and inspections of the new pavement as it was placed.
- Engineering Staff provided comments to Alliant Energy following the review of the 90% plans for two upcoming Alliant Energy gas projects that are being done in preparation for the Highway 122 Reconstruction. Engineering Staff also attended a pre-bid meeting for these upcoming projects on June 8. The two upcoming projects are an Alliant Energy Distribution Rebuild in the vicinity of the Highway 122 reconstruct corridor and a 10" Gas Pipeline installation along 6th/7th Streets South from Pierce Avenue to Carolina Avenue. Alliant Energy plans to have a contractor ready to begin work on July 10. Work will begin near the intersection of 6th Street SW and South Monroe Avenue; this work will be completed first so the bike trail can be placed soon after the new gas main installation.
- Street pavement cutting was completed at the Iowa Traction Railroad Crossing at South Benjamin Avenue and 19th Street SW. The existing pavement approach sections will be removed and replaced adjacent to the railroad crossing. Additional work is pending approve from the IDOT. Engineering Staff surveyed the crossing and provided design.
- Engineering Staff surveyed the crossing and the adjacent right-of-way at the Union Pacific Railroad Crossing at South Monroe Avenue at 15th Street SW. This information will be used to design street improvements near the crossing.

Traffic Division:

- Traffic Control
 - Sign work orders 39
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 5
 - Traffic Signals

▪ Respond to signal issue reports	12
▪ Perform traffic signal repairs	12
• Iowa One-Call locate reviews	410
• Locate City-owned electrical utilities	0
• Emergency Call-outs	1
• Tornado Siren repairs	0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Worked on drawings for the replacement of underground wiring in the intersection of IA 122 and Winnebago Way. Several conductors in the cable have failed, requiring replacement.
- Coordinated with a contractor the concrete repair in the pedestrian path at IA 122 and South Taft Avenue.
- Worked on acquiring parts and materials for the street light and service located at 9th Street SW and Eisenhower Avenue. A contractor was hired to replace the damaged pole. The complete lighting system was severely damaged by a vehicle that had left the roadway.
- Removed and recorded sign labels and modified the traffic sign layer on the GIS mapping layer.
- Worked with a contractor to replace the concrete base for the school beacon flashing light on North Pierce Avenue.
- Diagnosed 3 Tornado Sirens that were sending error messages. Found multiple issues and contacted the vendor regarding the replacement of the mother board.
- Performed maintenance on the message trailers; one of the two remains inoperable. Factory support was contacted to work through programming.
- Downloaded the 19th Street SE traffic data from the new BlackCat recorders.
- Created a lay out and ordered signs for the newly reconstructed city parking lot located at 14th Street NW and Federal Avenue.

Water Supply Division:

○ Water Production

	<u>June</u>	<u>FY 2017</u>
• Total (gal)	135,546,000	1,612,423,000
• Daily Average (gal)	4,518,000	4,417,597
• Daily Maximum (gal)	5,453,000	6,865,000 *
• Daily Minimum (gal)	3,705,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #3 EDR train
- Replace filters 8-10 day run time

- Service on-line analyzers
- Clean ground rods on #4 EDR train
- Repair power leads on #4 EDR train

○ Customer Service

• Iowa One-Call locates	419
• Miscellaneous locates	0
• Prepare and send service repair letters	12
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	3
• Hydrant Flow Testing	1
• Hydrant Flushing	7
• Correlate water main breaks and investigate for leaks	12
• Water Main shut down for repairs	7
• Water shut offs for non-payment	20
• Water shut for other	20
• Water service re-connects	40
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	10
• Deliver Red or Tan Tag	7
• Update shut off data base and maps	50
• Water Service Permit/Inspection	
▪ Repair/Replace	26
▪ New Installation	4
▪ Disconnections	4
▪ Frozen Pipe/Meter	0

○ Meter Department

	<u>June</u>	<u>FY 2017</u>
• Meters Installed	48	1,034
▪ Industrial	0	4
▪ Commercial	1	26
▪ Residential	47	1,004
• Meters Repaired	2	22
• Contractor and Garden Meters Installed	4	25
• Meters Read	11,772	141,259
• Meters Ordered	0	1010

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Collected monthly water samples
- Continued to evaluate raw hardness and finish hardness for permit changes
- Calibrated chemical pumps

- Collected daily water quality samples
- Monthly draw down on wells
- Major maintenance and cleaning was performed on the Hypo-Chlorite Generator
- Initiated a lead and copper sampling plan
- Monitoring discharge outlet for scaling deposits
- Mowing at plant and local wells
- Repaired the lock on Well A1 – Attempted break in
- Replaced the door and lock on Well A3 – Following a break in, intrusion alarm sent notice to MCPD. Perpetrator was arrested.

Abbreviations:

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal
gal	Gallon
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for June:

Finance

Duties	June	Fiscal Year-to-Date
Prepare payable checks	739	7,307
Prepare receivable invoices	99	6,779
Prepare payroll checks	864	9,080
Certify invoices to County	45	237
Send letters to State Offset Collections	3	236
Record State Offset collections	\$ 8,322.00	\$ 50,406.40
Sort Mail	6,750	45,800
Record ambulance receivables	192	2,122
Process utility payments	1,193	14,692

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed Golf Course direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for April
- 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 17 CAFR
- Interview for GIS analyst position

Utility Collections

Duties	June	Fiscal Year-to-Date
Record ACH activities	48	505
Prepare Utility adjustments	50	610
Estimate billings		-
Issue utility bills	10,755	127,827
Answer phone calls	866	9,171
Respond to voicemail	292	2,565
Complete utility service orders	360	3,396
Complete landlord tasks	50	520
Issue shutoff notices	486	5,596
Process customer paid utility bills	6,259	75,177
Process customer deposits	511	5,194
Replace meters	58	1,179
Complete monthly sales tax report/hours	3.00	41

Information Systems Coordinator

- Have McGladrey look at wireless radios again for O and M
- Help GIS user connect to GIS system
- Look at video card for Cemetery
- Pick up remaining monthly backup tapes
- Take new backup tape to Animal shelter and re-run monthly backup
- Test phones at Task Force
- Close out user account for FD
- Help Fire Department user with email on phone
- Get a quote for Datalux tablets for FD
- Write up IT Committee Agenda for meeting
- See Kevin about writing POs for GIS
- Show Pam daily backup procedures
- Fix office package for Rachael V
- Get a key to server cabinet for Jeannett
- Start having Jeannett switch out backup tapes for practice
- Look at backup tape drive for YTF
- Look at Internet outage issue
- GIS interviews
- Change new FD user account to reflect new department
- Get password or rest info for Demo Datalux tablet
- Get temp Datalux tablet set up for PD
- Get updated server quote for PD
- Get with PD Captain about server quote
- Conduct IT Committee Meeting
- Check time keeping software links for library

- Set up shortcut to Novatime Admin for new FD user
- Finish hard drive expansion for PD video server
- Look at City Engineer's computer
- Take time clock back to Recreation
- Finish punch downs for Task Force
- Get with Datalux about tablet system
- Look at power problem for Rec computer
- Look at browser problems for O and M user
- Get parts for Task Force at Menards
- Fix password for PD user
- Finish cables at Task Force
- Check fan on City Engineer's computer
- Take care of invoices
- Find out status of computer for YTF
- Get Demo unit for PD working after restore flash drive arrived
- Get with new FD user to see what issues she is having
- Remove former PD users from AD
- Re-assign officer's at PD to correct groups
- Get with PD Captain about CarFax app
- Find out status of new PD server quote.
- GIS interviews
- Find time keeping software for Water Billing user
- Order new server for PD
- Try to get Demo unit in squad for testing
- Double check with McGladrey about firewall settings at Task Force
- Attend demo at PD for Keltec equipment
- Get with pool supervisor about computer for concession stand
- Set up IP reservation for computer at Pool
- Connect new FD user to old files in former department
- Look through and correct permission on FD shared files
- Check with Task Force user to verify firewall has been fixed
- Follow up with Tech from L-3 regarding issues with new tablets and in car video
- Contact Happy for Housing
- Get Happy in Touch with Housing to resolve connection issues
- Order charging cables for BNS tablets
- Get Mediacom into basement rooms so they can run new fiber lines
- Change Animal Shelter supervisor email information
- Get with PD to discuss new mobile server and upgrade
- Contact Insight about licensing for new mobile server OS
- Contact HP about new mobile server for PD/FD
- Add addresses to blocked list in the SPAM firewall
- Order new hotspot for FD
- Check permissions on folder for new FD user
- Get new Ipad set up for City Clerk
- Get updated quotes for City Hall server and backup
- Order memory for computer rebuild

- Look for computer for Highland
- Configure new hotspot for FD
- Re-set FD hotspot for different engine
- Get software quote for Blue Zones
- Get invoice from HP for YTF computer
- Get proof of payment to HPE for server and tape drive
- GIS interview
- Set up scanning folder for new FD user
- Move email address for Blue Zones
- Get with City Clerk about her Ipad and software install
- Take tablet cables to BNS
- Set up new user for GDP
- Order backup tapes for City Hall
- Perform monthly backup duties
- Get replacement video card for Cemetery

GIS Department

No report, GIS position vacant

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
- Meetings for implementation of the City-wide timekeeping system
- Continue work towards financial transparency
- Update financial transparency platform
- Continue work on FY 17 CAFR
- Continue work on FY 18 bonding
- Interview for GIC position

Information Systems Coordinator

- 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
- Change password expiration warning time on Windows 7 computers
- Get O and M, TF, and YTF network radios replaced

- Get new PD server set up
- Get new computers ordered for the year
- Get the new City Hall and tape backup system installed

GIS Department

- Finalize search for new GIS Analyst

Fire Department

Reported by Al Dyer, Fire Chief

	Month	CYTD	CY2016	% Diff
Personnel Hours Worked				
Battalion	6,915.00	44,868.50	44,635.50	0.52%
Office/Administrative	770.00	4,849.75	6,162.50	-21.30%
Overtime Hours				
Fire	121.00	1,013.50	1,200.25	-15.56%
EMS	290.75	2,150.25	2,622.00	-17.99%
9-1-1 Calls/Emergency Calls				
Fire	62.00	397.00	332	19.58%
EMS	335.00	1,923.00	1,886	1.96%
Non-Emergency Calls				
Fire	11.00	32.00	36	-11.11%
EMS	95.00	565.00	609	-7.22%
Personnel Training Hours				
On-Site	759.37	2,996.62	3,700.25	-19.02%
Off-Site	16.00	400.00	503.5	-20.56%
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	132.00	590.00	582	1.37%
Existing Building Inspections	35.00	153.00	548	-72.08%
Plan Review	23.00	85.00	83	2.41%
Fire Investigations	3.00	12.00	13	-7.69%
Community Involvement				
Public Tours of the Fire Station (Number)	4.00	7.00	11	-36.36%
Public Fire Safety Appearances/Trainings (Number)	1.00	19.00	42	-54.76%
EMS/Fire Student Ride Along Preceptor Training Hours	150.00	1,272.50	627.75	102.71%

Significant Fire Calls

6/22/2017 Fire at 2321 S Taft Ave

6/23/2017 Fire at 1515 N Pennsylvania Ave

6/29/2017 Fire at 1401 S Eisenhower Ave

6/29/2017 Fire at 1104 2nd St SW

Other Significant Events

Yeni Klemesrud was hired as the administrative assistant. June 3rd & June 10th Boy Scouts adopted a fire truck and an ambulance. The Boys Scouts washed and waxed the vehicles; they played basketball with the crew and enjoyed hot dogs and treats afterward.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6		6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	18	29
Engineering	17		17
Finance	9		9
Fire	45	1	46
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maintenance	56		56
Parks	6		6
Police	50	2	52
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	237	27	264

Plus 141 Seasonal employees

Staffing

Activity

Hiring Activity:

- Water Meter Utility Worker: Internal bidder turned down job during trial period. Interviewed from Civil Service external hiring list, offer made subject to Council approval
- Dev Services PT Administrative Specialist: Job posted, interviews conducted, job offer accepted
- Police Officer (3 openings): Civil Service list certified with 8 qualified candidate of 25 applicants , interviews conducted, continuing background search

	- Wastewater Operator (O&M): No internal bidders, posted externally & conducted Civil Service testing for external list, interviews conducted, offer made subject to Council approval
	- Heavy Equip Operator-Arborist (3 openings O&M): 2 internal bidders, hired 1 from external Civil Service list to start in July
	- GIS Analyst (Finance): Posted & conducted recruitment, 7 qualified applicants, interviewed 3 candidates, job offer turned down
	- Administrative Assistant (Recreation): Recruited & Posted job, 119 applicants, interviews conducted, job offer accepted by internal candidate subject to Council approval
	- Transit Driver - Dev Services: Interviewed and hired 3 additional drivers
	- Summer Seasonal Openings: Hired total of 141 seasonal employees for summer, conducted 5 additional interviews
Positions Filled:	- Hired 3 Transit Drivers, 1 Meter Utility Person; 21 Seasonal employees
Turnover:	- 1 Transit Driver voluntary quit, 2 retirements: Police Officer, Rec Admin Assistant
Employee Orientations/exit interviews:	- 1 FT employee orientation, 11 seasonal employee orientation
Civil Service Commission:	- 1 meeting held during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances - AFSCME: 1 open grievance
Labor Negotiations/Relations:	- Fire: Reached resolution of outstanding contract issue for vote by Council
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation

Benefits**Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
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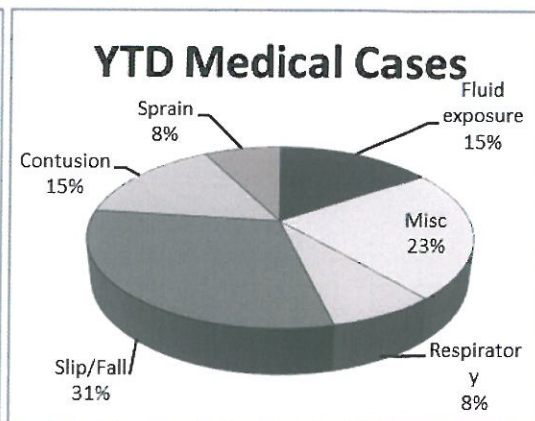
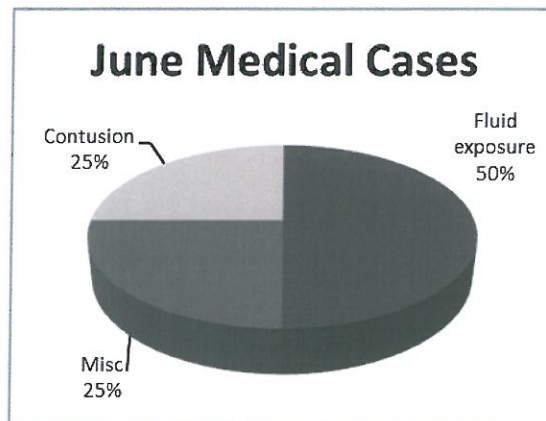
Government Efficiency**Activity**

RPI Activity:	- Attended Iowa Lean Symposium Government Workshop with City Administrator to explore new ideas for improvements
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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
Safety:	- Attended Healthworks injury workshop
Professional/Community Support:	- Participate in local HR Association meeting & IaPELRA planning meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	4	13	13
# of OSHA Injuries	3	11	13
# of Days Missed	0	20	153
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: June 2017

Routine Activities:

In the month of June 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.

Each year on the second Saturday in June the Museum hosts an Arts Festival for the community. There are several components to the day, all contributing to a very successful event. This year the Museum's theme was "Ahoy Art!" and had a fun pirate theme that drew a large crowd. As always, we had the annual pancake breakfast that is served by the Mayor and City Council. The council members and mayor served over 350 breakfast meals. One of the changes in this year's event was specific promotion to increase the Art Market. The results were outstanding. We had a very good selection of 24 quality artists who reported they had very good sales. There were 10 kid's activities available, plus a bouncy slide for children. Each activity was special to the pirate theme. Most were either low-cost or free depending on the cost of the materials. Live music is an important element of the Festival and this year the Museum hosted 3 live bands in addition to the Mason City Municipal Band.

The Museum hosted several weekends of graduation rentals that brought revenue into the Museum. Nearly every weekend was booked to capacity.

The programing for the Marion Mahoney Griffin exhibition began. Local Griffin expert Peggy Bang gave a lecture that drew a crowd of more than 50 people to hear about Marion's early years. The exhibition continues to draw crowds from as far away as Minneapolis.

The Museum also participated in the annual Cannonball Days celebration at East Park by bringing the blocks to the park from 10 a.m.–4 p.m. During this time volunteers watched over the blocks and handed out information about the Museum to participants.

June 2017

Gallery attendance	1110
tour attendance	12
event attendance	2537
Classes	445
Playground	260
Outreach	147
TOTAL	4511

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
Hydrant Repair (PAINT)	(1 Hydrant Repair (PAINT))
Sewer M/H Repair	(2 Sewer M/H Repair)
Storm Sewer Repair	(1 Storm Sewer Repair)
Valve Installation	(4 Valve Installation)
Valve Repair	(3 Valve Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

Here is a list of some accomplishments by the Utility Crew this past year. We replaced 40 water valves, 15 fire hydrants, and had 11 water main breaks. We poured over 230 yards of cement on these repairs. There were 48 fire hydrants that were rebuilt or repaired and numerous water services, sewer lines, road boxes and manhole repairs. This was along with tapping water mains for contractors, hydrant painting, valve maintenance, snow plowing and hauling and assisting with other departments when we could.

Internal Service Division:

Mechanical

Service and repair the ACO truck

Service and repair Building Department vehicle

Service and repair Engineering Department vehicle

Service and repair 9 fire trucks and ambulances

Service and repair 2 Park Department vehicles

Service and repair 5 police cars

Repair and service 9 Sanitation trucks, brakes, etc.

Repair and service 14 Street Department vehicles

Service and repair 1 Water Reclamation Plant vehicle

Electrical

Update and install lighting at Southbridge parking lots

Repair Ed Kent streetlights at 2nd and N. Federal

Repair #3 softball field scoreboard at the Muse Norris Youth Complex

Repair lighting at the 457 Cannonball

Repair streetlight at 122 and Mercy Drive

Repair overhead door at Street Department

Repair light at the cannonball concession stand

Repair batting cage receptacles at the youth complex

Repaired light at the Recreation Department

Install electrical for lights and outlet at Kiwanis Park shelter

Repair parking lot lights at the water supply plant, repair broken flagpole hardware

Repair traffic signal at 12th and N. Federal

Repair street lights in the 100 block of N. Federal

Repair lighting at the PPG shelter

Install new led emergency light and reset pump at Water Reclamation plant

Replace receptacle in kitchen and outside light at golf course

Repair street light in the 700 block of S. Federal

Repair lighting at shelter 1 in East Park

Reset traffic signal at 6th and S. Monroe

Replace defective circuit breaker and install extension cord socket for battery maintainer, 3021 fire truck

Repair street light at Village Green Drive

Repair parking lot lights at 1st and N. Pennsylvania

Repair spider box

Repair street lights at parking lot at 6th and S. Federal

Set up spider boxes and replace circuit breaker for Friday Night Live set up

Repair street light at 19th and S. Pierce

Repair traffic signal at 19th and S. Taft

Repair parking lot light and change out lights in cart storage garages at golf course

Repair traffic signal at 6th and S. Federal due to traffic accident

Repair street lights at 12th and N. Benjamin

Repair pedestrian signal at 122 and S. Monroe

Wastewater Division:

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

June

2017

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 211.052 million gallons
 - Daily Average: 7.035 million gallons per day
 - Daily Maximum: 8.563 million gallons per day
 - Sludge processed: 2.155 million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 1,000
- Televised 500
- Sewer calls 2

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries

- Completed DNR Monthly Operating Report
- DNR Pretreatment Inspection- Passed
- Performed laboratory analysis on plant samples

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Installed new recirculation pump for #1 heat exchanger
- Interviewed candidates for open operator position
- Checked and replaced air filters on HVAC systems
- Yearly inventory
- Continued mowing plant grounds
- Removed electric blower due to malfunction
- Cleaned UV bulbs
- Checked oil in all clarifier's
- Cleaned trickling filter arms
- Changed oil in trickling filter arms

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	451.44 tons	2,448.89 tons
Recycling collected	137,540 pounds	786,340 pounds
Yard waste collected	109.62 tons	420.86 tons
(includes Christmas trees)		
Large item number of stops	76	290
Materials collected:		
Large furniture	25	154
Small furniture	79	308
Tubs & toilets	4	17
Appliances & TVs	17	73
Electronics	0	0
Request for service calls	289	1,801

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Clean up downed trees and limbs from storm damage

Repair storm sewers as needed

Grade gravel roads as needed

Install handrails on S. Federal

Set up for Cannonball Days, Art Festival, Amateur Radio Event, Friday Night Live, etc.

Haul several loads of Mulch to various locations

Repair signs as requested by Engineer's office

Re-mulch and water newly planted trees as needed

Trim trees 70 calls, remove trees, 30

Repair sidewalk at the youth complex

Pick up trash along roadsides and dead end areas as needed

Hang the banners for the youth complex

Sweep streets

Remove garden debris at S. Kentucky and Willow Creek community gardens

Haul and distribute wood chips at the youth complex for playground

Help set up stage for the cannonball days

Help library staff install patio umbrellas

Pick up dead deer

Remove old trail near damn in east park and replace with dirt and seed

Help courthouse with flagpole

Clean up brush and downed trees in disc golf course

Install shelter house at Kiwanis Park

Grade shoulders

Trim around all signs and poles on Highway 122 and 19th Street south

Clean up brush in ditches

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 station

Pick up trash in the parks on Mondays and Fridays

Friday Night Live prep in Central Park, Streetscape, East Park and other areas of town

Prep for Cannonball days, amateur radio event, and the art festival at the museum, haul tables, cans, bleachers, etc.

Clean up storm damage in the parks

Remove all rotting white posts in East Park

Mow and trim all parks as needed

Repair fountains in Dog Park

Vacuum the carpet in the plaza

Repair and replace all broken bench boards and legs in Central Park

Repair all the gate latches at the Dog Park

Dispose of the dead geese in East Park

Move all the soccers at Hoover, end of season

Install new water hydrant at Kiwanis Park

Repair and install duck pond pumps

Haul tables and cans to North Tyler park for rugby event

Install new decking on the black pit bridge on South Pierce

Repair the wooden train in Parker's Woods

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 2,488; YTD – 13,120

CFS Type	Month Total	Year To Date
Traffic Contacts	354	2,529
Disorderly/Disturbance	295	1,100
Suspicion	206	1,068
Medical	201	1,340
Animal	171	702
Welfare Check	128	635
Collision	88	550
Theft	86	430
Alarm	82	369
Harassment	65	306

Our calls for service were impacted by the large volume of fireworks calls that we took beginning on about June 23. Our focus was on education with local residents about legal use and approved shooting times.

We have begun to pick-up where we left off last year with Building Services on the citywide cleanup. Notices have been posted and several properties have already been cleaned up. We hope that this has a positive impact on our neighborhoods and community.

Criminal Investigations

CID has been busy this year. June was no exception as we worked toward completion of a homicide investigation and also investigated and charged a child endangerment case.

We also kept busy assisting other agencies with criminal investigations that have ties to Mason City. We also finished our investigation of the fatal crash from April 10 and met with each of the families.

Additionally, staff completed three child protection center interviews, submitted three information bulletins to LEIN, wrote and executed five search warrants, and completed one AFT gun trace.

Administration

Crime Prevention

We continue to have our social media accounts be a communication tool with our community. Again this month, we had incidents reported to us via social media. We also worked hard to get the information out about our local fireworks ordinance and approved shooting dates/times.

We started the Dog Walker Watch program. This is similar to Park Watch in that we ask people to look for criminal/unusual activity while they are in the community walking their dog. We had 13 people in attendance and we hope to continue to grow the program.

We are up to 3,847 likes on Facebook, an increase of 116 for the month. We have 26 new followers on Twitter for a total of 1,428.

Administration

We are working to make good use of our capital budget funding starting July 1. We have ordered computers and video equipment for our patrol cars. Phase 3 of our HVAC project is about to start. We also submitted the contract and MOU to Zuercher to start our CAD/RMS/mobile build.

Our monthly meeting schedule continues through the summer. We represent MCPD in a wide variety of community groups and partnership meetings related to mental health, probation, drug court, housing, and rental inspections.

We completed the 2nd Quarter property and evidence audit. Staff continues to spend time working out payroll issues with Finance related to NovaTime.

Public Library

Reported by Mary Markwalter, Library Director

This month the library hosted several young adult and children's programs as part of the summer reading program, along with live music on Fridays in the Commons Area. All of the library programming is paid for with grants and donations. Due to extra programming attendance has increased dramatically. Some days we are counting 1500 to 1600 people.

The library has a special display near the Main Desk to promote the EDC's Vision North Iowa initiative.

The Library Commons Area has become a regular meeting place for many small groups of people. The NIVC Coffeeshop Javaworks is doing well in many areas, financially and it is offering NIVC workers new skills that allow them to take different kinds of jobs that were not available to NIVC workers in the past.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Karate Camp
- Fun N Sun
- Youth Bowling League
- 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	2,283
Tuesday	2,525
Wednesday	2,276
Thursday	2,000
Friday	1,314
Saturday	899
Sunday	877

Total People Served in 2017 through June: 174,128

Total People Served in 2016 through June: 159,606

Nights stayed at MacNider Campgrounds in 2017 through June: 2,052

Nights stayed at MacNider Campgrounds in 2016 through June: 2,004

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2017
Family	31	33
Class A	207	198
Class B	26	32
Youth	28	19
Punch Cards	51	66

- 3,376 rounds played at Highland
- Sprayed greens with protectants 3 times
- Order herbicide and insecticide
- Back lap greens mowers 3 times
- Back lap fairway mowers 4 times
- Mowed greens 39 times including double mowing
- Rolled greens 12 times
- Mowed tees and collars 14 times
- Mowed fairways 14 times
- Changed cups 17 times
- Changed practice cups 5 times
- Verticut all greens twice
- Moved tee markers daily
- Raked traps 15 times
- Weed eat course 2 times
- Mowed mounds at 3 inches 4 times

Recreation Special Activities/Accomplishments:

- Held 6 pool parties at the Family Aquatic Center
- Held the Annual Fishing Derby with the Iowa DNR
- Worked with the North Iowa Sports Authority
- Finished up the new Pickleball Courts in East Park
- Gave three KIMT interviews on a variety of subjects
- Finished up the new confine space policy
- Gave two radio interviews
- Meeting with the City of Cedar Falls and their citizens about our construction of Pickleball Courts

Highland Park Golf Course Special Activities/Accomplishment:

- Worked on 4 leads for outings in 2018
- Ordered food and beverages for concession
- Worked on installing new signage for the Golf Course
- Sprayed thistles on 2, 4, and 5
- Sprayed herbicide on left side of nine and practice range right of 15 and left of 18
- Fix three leaks 7, 15, and 17
- Clean up wind damage 3 times tree on 12 tree on 13
- Replace 3 tires 2 on tee mower one on roller
- Treat dry spot on greens, 1, 2, 3, 4, 7, 10, 12, 13, 14, 16, 17 and front of 18
- Cleaned out heads on 10, 14, and 16 three times
- Replace head on back right of 14, back left of practice green
- Fix 3 private cart shed doors
- Clean, mulch, trim and replant planters 1, 3, 4, 6, 11, and 14 tee boxes
- Rewire fairway controller to get back to working order

- Mix divot mix and fill divots on 3, 7, 11, and 14 two times
- Reassemble fairway sprayer and calibrate
- Water back fairways 6 times and front 4 times
- Started the insurance claim process for three irrigation control boxes after a lighting storm
- Hosted Men's City Tournament
- Hosted Tall Boy Classic on June 17th
- Ran Father/Son/Daughter tournament
- Hosted Chamber Golf Outing had on June 22nd
- Ran the 2 Couple Best Shot/Alt Shot 4 person teams
- Held a Steak night June 6th for 43 people (Lyons Club)
- Hosted golfers from Curries June 8th
- Ran our Junior golf league has 32 golfers

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
- Find Youth Sponsor for Spring and Summer Sports
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Run Adult Softball
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 8th
- Run the Highland Park Men's Season Pass Championship – July 9th
- Host the City of Mason City Junior Tournament – July 21st
- Three private outings
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms and fungal diseases on greens
- Removal of dead damage trees
- Continue to spray for clover
- Topdress greens
- Trim trees
- Assess condition of the course and make adjustments

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Beautification Tracking
- Log Volunteer Hours
- Update Government Channel
- Park Watch Tours
- Community Service Hours
- Downtown Plaza Cleanup
- Downtown Weeding & Mulching projects
- Service Day Meetings
- Fall Cleanup Planning
- Adopt A Program Cleanup
- Lefty Lewis Fishing Derby
- Earth Day Meetings
- River Cleanup Meetings
- John Adams Mock Interviews/Volunteer talk

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs		
	Adopt a Street	
Total		18.00
Beautification Project	Prep & Plant Flower Garden	
	Routine Upkeep of Flower Garden	
Total		160.25
Mason City Police Dept.		
	June Hours	
Total		21.5
Friends of the 457	Cannonball Day	
Total		140.00
Park Watch Ambassadors	Park Watch Tour	
Total		32.00
Parks and Streets Projects		
	Clean up	
	Landscaping or Tree Planting	
	Mulching	
	Trees/Gardens/Playgrounds	

Total	Weed Whipping or Pulling	75.50
Recreation Department		
	T-Ball/ Softball/ Baseball	400
	Lefty Lewis Fishing Derby	4.00
Total		404.00
Grand total		851.25

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

Youth Action Teams

- Positive Action school survey results, pending.
- Staff is planning for the next school year.

Health / Safety Focus Areas

- Four Youth Mental Health First Aid (YMHFA) workshops were held during June with 68 new First Aiders trained. Since the project began, YMHFA instructors trained a total of 798 First Aiders. YMHFA Instructors and trained First Aiders referred a total of 1,146 youth, ages 12-18, from within the seven-county project area to behavioral health resources.
- Administrative Coordinator attended the Child Abuse Coalition and North Iowa Domestic & Sexual Abuse Community Coalition meetings at the MCPD
- Director participated in North Iowa Community Action Information & Education Committee meeting to review materials currently used to provide information to our youth around health issues and preventative wellness.
- Director and Project Assistant attended two Children's Mental Health Crisis Planning Work Groups held at Francis Lauer Youth Services.

The meetings also served to cooperatively plan the dual-purpose upcoming "Symposium" required under the North Iowa Project AWARE (NIPA) SAMHSA grant. It has been named, "The North Iowa Children's and Youth Mental Health Summit". Community Partners present provided valuable input during the planning process – which is ongoing. The summit will be held at Music Man Square on Thursday, August 10. Two sessions will be offered in an attempt to reach the most people: 2:30 to 5p.m. and 6-8:30p.m. A highlight during both sessions will be project outcome information shared with the community "University of Northern Iowa Children's Mental Health Crisis Planning: Final Results from a Needs Assessment of Seven Iowa Counties". Youth Task Force will present updated information about North Iowa Project AWARE (NIPA), local behavioral health resources and helpful educational material.

Marketable Skills Focus Areas

- Mason City Youth Task Force's Marketable Skills Promise Team is on break for the summer, but YTF Promise Team coordinator is busy gathering ideas for the new school year.
- Director met with NIACC's College Access Network (CAN) Coordinator to learn about possible partnerships in the future

Relationships / Volunteering Focus Areas

- Efforts continue to search for new adult mentors, especially males. We have a waiting list of youth in need of positive influences/relationships.
- IDPH Mason City Youth Substance Abuse Prevention Project (Prevention Through Mentoring & Youth Development) Year 2 grants, received “Intent to Award” notification. Contract award amounts pending.
- Iowa Youth Survey (IYS), Cerro Gordo County (and surrounding) results became available May 31. YTF continues to analyze results and evaluate current efforts.

Staff/Other

- Director becoming more familiar with new role, including current grant responsibilities/requirements and departmental specifics Attending City Department Head Meetings and holding regular collaborative staff meetings.
- Staff continue to support instructors conducting Youth Mental Health First Aid workshops to ensure a more standard process and grant-specific data is captured.
- All team-members working to develop ideas to impact community youth that do not have a great deal of financial cost involved. Also working on ideas to promote community awareness of Youth Task Force activities.
- All team-members working together on the Youth Task Force “piece” for the upcoming summit. Goal is to provide helpful information to community and families.
- Director attending various grant-related webinar sessions sponsored by the IA Dept. of Public Health. Focus is on sustainability.

JULY MEETING & EVENT SCHEDULE

- 10 - Planning Committee Meeting for North Iowa Children’s and Youth Mental Health Summit and Crisis Workgroup (Summit August 10)
- 24 through 27 - NIPA Team (all in-house staff-members) giving presentation during SAMHSA’s Project AWARE Convening in Washington, DC.

City of Mason City
General Projects Fund
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Development Services	24	5,000.00	815.33	4,184.67	Carryover to FY 18
City Hall	25	65,000.00	63,200.21	1,799.79	Carryover to FY 18
City Hall	26	60,000.00	60,000.00	-	Completed
City Hall	28	10,650.00	10,760.56	(110.56)	Completed
FY 2016 carry over					
City Hall		5,000.00	5,000.00	-	Completed
City Hall	25	11,806.82	11,806.82	-	Completed
City Hall	26	10,000.00	10,000.00	-	Completed
FY 2015 carry over					
City Hall	32	5,956.45	5,956.45	-	Completed

<u>173,413.27</u>	<u>167,539.37</u>	<u>5,873.90</u>
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Cash on Hand	17,783.70	
Grants, donations & transfer	-	
Remaining from completed	(110.56)	Per report <u>167,539.37</u>
To be completed	5,873.90	
Excess (Deficit)	<u>11,799.24</u>	Balance <u>-</u>

City of Mason City
Road Use Tax
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	30,000.00	14,364.59	15,635.41	Carryover to FY 18
Pavement marking	58	150,000.00	111,808.20	38,191.80	Carryover to FY 18
Traffic Signal Upgrade	60	100,000.00	78,185.71	21,814.29	Completed
Sidewalk and Pedestrian Ramp Replacement	63	30,000.00	27,388.99	2,611.01	Completed
Traffic & Street Sign Program	64	30,000.00	27,347.20	2,652.80	Completed
Street light program	65	30,000.00	30,000.00	-	Completed
South Pierce & 122 Traffic Signal Improvements	66	100,000.00	20,353.50	79,646.50	Carryover to FY 18
Vehicle Replacement	67	100,000.00	92,452.11	7,547.89	Carryover to FY 18
Willow Creek dam number 1 repair	68	100,000.00	34,537.03	65,462.97	Completed
Storm Intake Maintenance	71	30,000.00	21,916.75	8,083.25	Completed
City-Wide Sidewalk Replacement Program	72	40,000.00	40,000.00	-	Completed
Tree removal	73	40,000.00	38,960.64	1,039.36	Completed
Underpass handrail painting	74	40,000.00	270.56	39,729.44	Carryover to FY 18
Railroad projects		49,114.63	49,114.63	-	Need to amend
FY 2016 carry over					
Geographic Information System	28	6,463.21	6,463.21	-	Completed
Multi-bridge repair project	50	142,340.61	111,743.03	30,597.58	Completed
Bicycle & Pedestrian trail project-Monroe	51	150,000.00	150,000.00	-	Completed
Pavement marking	52	41,180.65	41,180.65	-	Completed
Vehicle Replacement	58	11,714.17	11,714.17	0.00	Completed
Underpass handrail painting	64	50,000.00	50,000.00	-	Completed
FY 2015 carry over					
Downtown street light replacement	71	815,000.00	1,001,268.75	(186,268.75)	In Process
FY 2014 carry over					
Downtown Street Light	63	18,494.55	18,494.55	-	Completed

Cash on Hand 891,776.50
 Remaining from completed 30,597.58
 Bonding, Grants & Donations -
 Projected Revenues-capital -
 Transfers In -
 Reserves needed for projects (186,268.75)
 To be completed (126,743.55)
 Prelim Excess (Deficit) 609,361.78
 Required Fund Bal (300,000.00)
 Excess (Deficit) 309,361.78

2,104,307.82 1,977,564.27 126,743.55
 Per Report 1,977,564.27
 Difference -

City of Mason City
LOST
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Parks & Recreation	30	400,000.00	400,000.00	-	Completed
Parks & Recreation	31	223,600.00	223,600.00	-	Completed
Parks	32	145,000.00	135,514.09	9,485.91	Carryover to FY 18
Parks	33	50,000.00	1,800.00	48,200.00	Carryover to FY 18
Parks	34	60,000.00	39,459.17	20,540.83	Completed
Parks	35	40,000.00	36,336.25	3,663.75	Completed
Parks	36	25,000.00	24,677.00	323.00	Completed
Parks	37	20,000.00	20,000.00	-	Completed
Parks	38	13,000.00	12,999.84	0.16	Completed
Parks	39	10,000.00	10,000.00	-	Completed
Parks	40	7,000.00	5,672.00	1,328.00	Completed
Parks	41	5,000.00	3,956.07	1,043.93	Completed
Recreation	43	36,000.00	32,343.02	3,656.98	Completed
Recreation	44	10,000.00	10,000.00	-	Completed
Recreation	45	10,000.00	7,668.00	2,332.00	Completed
Recreation	47	8,000.00	8,000.00	-	Completed
Recreation	48	6,000.00	5,227.32	772.68	Completed
Cemetery	53	23,200.00	23,200.00	-	Completed
Engineering - Street	55	30,000.00	15,253.12	14,746.88	Carryover to FY 18
Engineering - Street	57	550,000.00	128,904.26	421,095.74	Carryover to FY 18
Engineering - Street	59	150,000.00	978.83	150,000.00	Carryover to FY 18
Engineering - Street	62	90,000.00	150,000.00	89,021.17	Completed
O & M-Street	69	150,000.00	150,000.00	-	Completed
O & M-Street	70	150,000.00	121,123.82	28,876.18	Completed
Parks & Rec	100	101,549.97	12,664.93	88,885.04	Completed
FY 2016 carry over					
Parks	31	22,369.40	22,369.40	-	Completed
Parks	33	25,000.00	24,554.30	445.70	Completed
Recreation	35	85,000.00	85,000.00	-	Completed
Recreation	39	4,000.00	3,470.00	530.00	Completed
Engineering - Street	48	865,321.66	864,834.68	486.98	Punch list
FY 2015 carry over					
Recreation	48	42,000.00	3,891.22	38,108.78	Carryover to FY 18
FY 2014 carry over	43	57,140.00	57,140.00	-	Completed
Recreation	43	57,140.00	57,140.00	-	Completed
Engineering - Street	65	406,112.38	406,112.38	-	DOT Audit

3,820,293.41 2,896,749.70 923,543.71

Cash on Hand 1,139,758.66
Projected Revenues -
Grants & Bonds 202,000.00
To be completed (923,543.71)
Prelim Excess (Deficit) 418,214.95
Excess from completed -
Required Fund Bal (375,000.00)
Amendment needed
Parks & Rec
Excess (Deficit) 43,214.95

Per report 2,896,749.70
Balance -

City of Mason City
LOST
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Parks	32	145,000.00	135,514.09	9,485.91	Carryover to FY 18
Parks	33	50,000.00	1,800.00	48,200.00	Carryover to FY 18
Parks	34	60,000.00	39,459.17	20,540.83	Completed
Parks	35	40,000.00	36,336.25	3,663.75	Completed
Parks	36	25,000.00	24,677.00	323.00	Completed
Parks	37	20,000.00	20,000.00	-	Completed
Parks	38	13,000.00	12,999.84	0.16	Completed
Parks	39	10,000.00	10,000.00	-	Completed
Parks	40	7,000.00	5,672.00	1,328.00	Completed
Parks	41	5,000.00	3,956.07	1,043.93	Completed
Recreation	43	36,000.00	32,343.02	3,656.98	Completed
Recreation	44	10,000.00	10,000.00	-	Completed
Recreation	45	10,000.00	7,668.00	2,332.00	Completed
Recreation	47	8,000.00	8,000.00	-	Completed
Recreation	48	6,000.00	5,227.32	772.68	Completed
Parks & Rec	100	101,549.97	12,664.93	88,885.04	
FY 2016 carry over					
Parks	30	22,369.40	22,369.40	-	Completed
Parks	31	25,000.00	24,554.30	445.70	Completed
Parks	32	85,000.00	85,000.00	-	Completed
Parks	34	4,000.00	3,470.00	530.00	Completed
FY 2015 carry over					
Recreation	48	42,000.00	3,891.22	38,108.78	Carryover to FY 18
FY 2014 carry over					
Recreation	43	57,140.00	57,140.00	-	Completed

<u>782,059.37</u>	<u>562,742.61</u>	<u>219,316.76</u>
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Cash on Hand	169,316.76
Projected Revenues	-
Remaining from completed	34,637.03
Grants	50,000.00
To be completed	(219,316.76)
Net projected available unspent fund increase	34,637.03

Per report	562,742.61
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City of Mason City
Water Fund
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	25,000.00	8,641.75	16,358.25	Carryover to FY 18
Water pumping building restoration	75	175,000.00		175,000.00	Carryover to FY 18
Security system upgrade	76	30,000.00	12,420.25	17,579.75	Carryover to FY 18
Pilot water filtering project	77	30,000.00	18,855.62	11,144.38	Carryover to FY 18
Vehicle replacement	78	25,000.00	19,130.81	5,869.19	Carryover to FY 18
Utility truck replacement	79	125,000.00	110,534.37	14,465.63	Completed
Valve Replacement	80	75,000.00	68,827.59	6,172.41	Completed
Utility truck replacement	81	25,000.00	24,082.54	917.46	Completed
FY 2016 carry over					
Geographic Information System	28	3,643.54	3,643.54	(0.00)	Completed
South Federal Avenue water storage	66	600,000.00		600,000.00	Carryover to FY 18
Remote radio read meters	67	100,000.00	100,000.00	-	Completed
FY 2015 carry over					
South Federal storage tank rehab	88	1,257,769.06	859,252.77	398,516.29	Completed
Remote radio read meters	89	74,311.22	74,311.22	-	Completed
FY 2014 carry over					
Water pumping building restoration	59	83,284.62	5,907.12	77,377.50	Carryover to FY 18

Cash on Hand	1,931,426.99	<u>2,629,008.44</u>	1,305,607.58	<u>1,323,400.86</u>
Projected Revenues-capital & debt	-			
Grants	-			
Bonds	-			
Remaining from completed	420,071.79			
Debt Transfer remaining	0.00			
To be completed	(1,323,400.86)			
Preliminary Balance	1,028,097.92	Per Report	<u>1,305,607.58</u>	
Required Fund Balance	600,000.00	Difference	<u>0.00</u>	
Excess (Deficit)	<u>428,097.92</u>			

City of Mason City
Sewer Fund
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	29	25,000.00	9,237.51	15,762.49	Carryover to FY 18
Collection System Maintenance	82	812,000.00	389,349.83	422,650.17	Carryover to FY 18
Interior & exterior building painting	83	50,000.00	29,921.92	20,078.08	Carryover to FY 18
Pickup truck and plow	84	38,000.00	30,435.47	7,564.53	Completed
Lagoon fencing project	85	25,000.00	10,595.25	14,404.75	Completed
FY 2016 carry over					
Geographic Information System	28	3,147.77	3,147.77	-	Completed
Collection System Maintenance	69	97,664.23	97,664.23	-	Completed
Interior & exterior building painting	70	43,931.52	43,931.52	-	Completed

Cash on Hand	1,755,920.41	1,094,743.52	614,283.50	480,460.02
Projected revenues-capital & debt	-			
Projected grants	-			
Remaining from completed	-			
Projected Bonding	-		614,283.50	
Debt Transfer remaining	(0.00)		-	
To be completed	(480,460.02)			
Preliminary Balance	1,275,460.39			
Required Fund Balance	600,000.00			
Excess (Deficit)	675,460.39			

City of Mason City
Storm Sewer Fund
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Willow Creek dam number 1 repair	68	60,000.00	60,000.00	-	Completed
Storm Water sub drain	86	195,000.00	15,522.99	179,477.01	Completed
Winnabago River dam study	87	20,000.00		20,000.00	Carryover to FY 18
FY 2016 carry over					
Non-Budgeted-Drainage District #17	74	344,675.00	296,214.61	48,460.39	Completed

Cash on Hand	405,127.43	619,675.00	371,737.60	247,937.40
Projected Revenues	-			
Bonding	-			
Remaining from Completed	179,477.01			
To be completed	(247,937.40)			
Remaining Balance	336,667.04			
			Per Report	371,737.60
			Difference	-

City of Mason City
Ambulance Fund
As of June 30, 2017

FY 2017 Projects	P/N	Budgeted	Spent	Remaining	Status
Technology upgrade for cardiac monitors	8	180,000.00	174,747.80	5,252.20	Completed
EMS mini pump	9	170,000.00		170,000.00	Cancelled
Command vehicle	10	16,000.00	22,204.26	(6,204.26)	Completed
Bariatric transport equipment	11	25,000.00	22,700.00	2,300.00	Completed
IV pump replacement	12	21,000.00		21,000.00	Moved to FY 20
Power cots	13	19,000.00		19,000.00	Used for computers
Hemoglobin meters	14	5,500.00		5,500.00	Used for computers
Stair chair replacement	15	4,400.00	2,300.00	2,100.00	Completed
Tablet/Laptop replacement	16	2,600.00	26,765.99	(24,165.99)	Completed

Cash on Hand	215,500.00	443,500.00	248,718.05	194,781.95
Projected Revenues-capital & debt	-			
Grants				
Bonds				
Projects to amend				
Remaining from completed	(20,718.05)			
To be completed	(194,781.95)			
Preliminary Balance	-			
Required Fund Balance	-			
Excess (Deficit)	-			

Per Report 248,718.05

Difference -

City of Mason City
General Obligation Bonds
As of June 30, 2017

FY 2017 Projects	PN	Budgeted	Spent	Remaining	Status
Police	1	240,430.00	141,622.44	98,807.56	Carryover to FY 18
Police	2	24,000.00	24,000.00	-	Completed
Police	3	8,000.00	12,720.00	(4,720.00)	Completed
Police	4	22,000.00	21,840.92	159.08	Completed
Fire	6	130,000.00	130,047.56	(47.56)	Completed
Fire	7	27,000.00	27,015.08	(15.08)	Completed
DS-Building & Inspections	17	660,000.00	723,518.66	(63,518.66)	Completed
Museum	49	20,000.00	20,000.00	-	Completed
Airport	52	109,800.00	109,800.00	-	Completed
Cemetery	54	9,500.00	9,320.62	179.38	Completed
FY 2016 carry over					
Police	1	238,440.12	238,440.12	-	Completed
DS-Building & Inspections	16	597,443.14	597,443.14	-	Completed
FY 2015 carry over					
DS-Building & Inspections	22	27,233.90	27,233.90	-	Completed
Cemetery	63	27,381.08	25,956.08	1,425.00	Completed
Cemetery	65	9,586.09	9,446.67	139.42	Completed
Engineering - Street		971,157.75	872,709.21	98,448.54	Carryover to FY 18

<u>3,121,972.08</u>	<u>2,991,114.40</u>	<u>130,857.68</u>
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Cash on Hand	130,857.68
Bonds	-
Remaining from completed	130,857.68
To be completed	(0.00)
Excess (Deficit)	

Per report	<u>2,991,114.40</u>
Balance	<u>-</u>

City of Mason City
Misc
As of June 30, 2017

FY 2017 Projects		P/N	Budgeted	Spent	Remaining	Status
Police	Underground tank removal	3	15,000.00		15,000.00	
Police	Bullet proof vest	5	14,800.00		14,800.00	
Ambulance	Command vehicle	10	20,000.00	20,000.00	-	Completed
DS-Transit	Transit Rolling stock	18	193,000.00		193,000.00	In process
Development Services	Industrial site development	19	500,000.00		500,000.00	Awaiting requests
Development Services	Downtown development fund	20	250,000.00		250,000.00	Awaiting requests
Development Services	NBH Home Ownership & Stabilization	21	200,000.00	53,626.48	146,373.52	In process
Development Services	Commercial corridors revitalization program	22	200,000.00	111,082.15	88,917.85	In process
Development Services	Nat Reg of Hist Places Survey and Nomination	23	5,000.00		5,000.00	In process
City Hall	Transparency project	27	15,000.00	15,000.00	-	Completed
Parks	East Park dam #3 mitigation	33	50,000.00		50,000.00	
Recreation	Pickle ball courts	42	50,000.00		50,000.00	In process
Recreation	MacNider campground playground equipment	46	10,000.00		10,000.00	
Airport	Master Plan update	50	400,000.00	370,346.52	29,653.48	In process
Airport	State vertical infrastructure projects	51	162,772.00	13,476.60	149,295.40	In process
Cemetery	Mower replacement	54	1,000.00	1,000.00	-	Completed
Engineering - Street	Downtown parking Ramp	56	7,000,000.00	380,138.12	6,619,861.88	In process
Engineering - Street	Paving Program	61	50,000.00		50,000.00	1 application
O & M - Street	Willow Creek dam number 1 repair	68	100,000.00	71,296.69	28,703.31	Completed
O & M - Storm Sewer	Winnebago River Dam study	87	20,000.00		20,000.00	
O & M - Internal Services	Mobile lift upgrade	88	9,000.00	8,959.52	40.48	Completed

9,265,572.00	1,044,926.08	8,220,645.92
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Per report 1,044,926.08

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