

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

July 2020

(Issued August 14, 2020)



City Administrator Comments

Mayor and City Council Members,

The city continues to make progress on several city council goals including the marketing and branding of Mason City. This week a group of individuals, including myself and the mayor, will make a presentation to the National Civic League as a finalist for the All-America City Award. Mason City is one of twenty cities recognized nationwide as a finalist and the only city in Iowa in the group of finalists. The application for this award focused on the River City Renaissance, 5210 – Healthy Mason City initiatives, and the volunteer efforts that “Make Mason City Sparkle”. This award would complement several other recent recognitions for community efforts to move forward with revitalization. These include the Gamechanger award from Main Street Iowa and the Iowa Great Places designation. Another council focus this year was supporting downtown housing and one success in this area is the River Apartments which will open before the end of the year. Leasing has already started and the apartments are seeing great interest from the public.

The economic health of the region appears to be strong with several potential projects expressing interest in the city’s opportunity zone and certified site on the south side of Mason City. Additionally, commercial development projects, like the 2 new KwikStar locations, Bushel Boy, the new VA Clinic, and Discount Tire, continue to progress toward completion. This new construction is occurring while our hospitality sector rebounds with hotel rates and occupancy rates slowly climbing back to normal. This is due in part to several venues working to host events while supporting proper precautions for COVID (like social distancing and masks). For example, the Multipurpose Arena has continued to host camps, practices, workshops and tryouts during the summer and staff is working with various partner organizations to put safety measures in place for spectators to watch various events this season.

Another focus of the council is the completion of the city solar projects. The plans have been finalized and the required land purchase will be brought forward to the council for action in the next month. With this purchase the solar installation will start before winter and start producing energy for the city. The water plant has again been eliminated from consideration because of requirements for electric equipment upgrades by Alliant Energy. If the solar improvements are made, the additional upgrade costs would make the project at this location no longer economically beneficial to the taxpayers.

On a final note the State of Iowa is releasing new funding to support local governments with a grant to compensate approximately 25% of all public safety labor costs during the COVID disaster up to a set dollar amount. For Mason City this is approximately \$650,000 and these payments combined with FEMA grants and CARES act funding will help ensure that the revenues are whole for the current fiscal year. I will continue to report on these finances and grants as payments are received for these expenses.

Sincerely,

/s/Aaron Burnett

Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: July 2020

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 7/1/2020 – 7/31/2020	23,191 Gallons	300 Buses
Enplaned 280 Deplaned 325		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at July 2020 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Continue work on plans for CARES Funds
- Received FAA Grant for Taxiway Lighting Project
- Work completed on General Aviation Taxiway Project

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2020 Airport Commission Meeting.
- Continue response to COVID-19 Outbreak
- Commemorative Air Force B-17 and P-51 Visit
- Begin installation of new terminal radiator units
- Begin Taxiway Lighting Project

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 Regular Council Meetings and one Council Worksession, and tracking items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 25 Resolutions 3 Ordinances based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 1 Tobacco License and 11 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 \$1,240.00 in animal license fees and \$1,075.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out renewal letters for various licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Staff met with members of the Mason City Foundation Board on July 28 to discuss the operational issues for the Skywalk. Electricity, fire suppression, and HVAC systems will be extended from Music Man Square, so an agreement for joint operation is needed. In addition, we continue to be confident that Gatehouse is making progress on obtaining financing for the Downtown Hotel.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met July 21 to consider a request from Brett Schoneman for a loan to renovate 109 1st Street SE for a boxing gym. The Committee forwarded a recommendation to approve the loan to the City Council.

Section 657A.10 Program: Two more dilapidated houses were demolished in July: 220 and 220½ 12th Street SE. The house at 609 4th Street SE will be demolished in August. In addition, one house in Central Heights has been purchased and is now in the process of renovation. Of the six properties acquired by the City, three have been demolished, one will be demolished in August, one has been sold (with a brand new house being constructed on that property), and one is being considered for sale and renovation.

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

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

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

- Discount Tire, on the site of the former Carlos O’Kelly’s
- “The River” apartment complex by Talon Development
- Bushel Boy Farms greenhouse on South Monroe Avenue and 43rd Street SW
- New Kwik Star at 4th Street SW and South Pierce Avenue.
- First Citizen’s Bank Exterior/Interior Remodel
- North Side Liquor Expansion
- The Veteran’s Administration Community Based Outpatient Clinic broke ground on July 27, on Tiffany Drive behind the new Tommy’s Car Wash
- A new Dollar Tree Store is planned for 565 South Illinois Avenue at Regency Plaza, in the space formerly used by the Mercy North Iowa Billing Department
- A new cabinet shop and showroom is under construction at 3325 5th Street SW, across from Metalcraft
- Construction of the third Kwik Star at 4th Street SW and South Eisenhower Avenue is expected to begin in September

Development Review Committee: 3 meetings held in July.

DRC Activity	July, 2020	YTD
Total Development Plans Reviewed	6	40
Concept plans reviewed/approved as a Minor Site Plan	2	12
Concept plans to be resubmitted as a Major Site Plan	2	11
Total Concept Plans	4	23
Major Site Plan Reviews Completed	2	17
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	7
TOTAL ITEMS REVIEWED	7	47
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	8

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	July, 2020	YTD
Commercial, Principal Structure	7	16
Commercial, Accessory Structure	0	0
Residential, Principal Structure	8	32
Residential, Accessory Structure	14	44
Signs	7	28
Floodplain	2	7

Activity	July, 2020	YTD
Sidewalk Service Area Permits	1	1
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	1	7
Variance	0	5
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	1
Miscellaneous	0	1
Preliminary Plat	0	0
Site Plan Approval	0	1
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	8
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	6
Zoning Violations		
Reported	1	7
Unfounded	0	0
Founded-Resolved without citation	1	3
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff		4
Zoning Inspections		
Zoning – Case Request	1	7
Zoning – Complaint	0	0
Zoning –Setback	0	2
Zoning - Final	0	1
Floodplain - Final	1	1
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	1
Permit Reviews		
Zoning Reviews Completed	49	223
Floodplain Reviews Completed	69	246
Historical Reviews Completed	5	22

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	July, 2020		YTD	
	Number	Valuation	Number	Valuation

BUILDING INSPECTIONS PERMIT REPORT				
Major Building Permits	42	\$6,575,566.38	165	\$41,238,122.67
Minor Building Permits	29	\$ 319,458.99	166	\$2,607,939.61
Electrical Permits	31		115	
Plumbing Permits	13		55	
Mechanical Permits	14		133	
Sign Permits	7	\$ 32,750.00	28	\$ 359,810.50
Demolition Permits	4	\$ 7,550.00	17	\$ 238,985.00
Structure Moving Permits	0	0	1	\$ 1,500.00
Inspections	July, 2020		YTD	
Number of inspections	163		1,002	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	59	4	270
Multi-residential	0	0	0	0
Commercial	2	9	7	45
Industrial	0	0	2	2
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	11	0	46
Fees Collected	July, 2020		YTD	
	\$36,392.32		\$ 201,006.33	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	July, 2020	YTD
Total Requests Initiated (not including snow/weeds ¹)	107	652
Staff Initiated	68	391
Non-Staff Initiated (total):	39	261
Response to Complaint	12	87
Anonymous Complaint	6	89
SeeClickFix	21	85
Case Requests Disposition		
Founded Case Requests	107	652
Citations Issued	1	3
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	1
Dangerous Building	0	14
Abandoned Vehicle	0	2
Tree/Shrub Maintenance	1	2
Garbage	26	144

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, 2020	YTD
Inoperable Vehicle	11	52
Junk, Rubbish or Refuse	47	243
Other	14	100
Writ of Removal	0	10
Information Request	29	120
Snow Removal/Weeds & Tall Grass	107	482

Rental Inspections Summary:

Rental Inspection Report	July 2020
Initial Inspections	93
Reinspections	84
Inspections cancelled by Landlord	40
Inspection cancelled by Inspector	0
Failed inspections	22
Passed Inspections	89
No Shows	24
Total # of Inspections	177
Rental Dwelling Certificates Issued	26
Units White Tagged	2

NOTE: the permit monitoring software we use was changed by the software company during July; these changes affect the way we report the data. Therefore, the Year-to-Date data as of July 30 is not included in this report. We expect to have this corrected by next month.

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of July, Mason City Transit provided 8,052 rides on its Fixed-Route; that is an average of 350 rides per day. This is a decrease of 6,301 rides compared to July 2019. (likely due to COVID-19)

Beginning on April 20th we required a face mask to ride all Mason City Transit services for health and safety reasons. We gave away 428 masks in April/May/June, and another 94 in July. This requirement has been extended for the foreseeable future.

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

Safety

During the month of July, the Safety Department continued its response to COVID-19, as well as met with Argent to discuss the previous year's workers compensation totals.

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

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
July	6	38%	10	62%	16
FY to Date	6	38%	10	62%	16

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
July	1	3	4
FY to Date	1	3	4

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

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

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

Board of Trustees – Postponed Cemetery Walk until further date due to COVID situation

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	7
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	2
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	17
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	1
▪ Sidewalk Repair/Replace	11
▪ Approach New	1
▪ Approach Repair/Replace	8
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	4
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	522
● Emergency Call-outs	4
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	2

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Review contractor Traffic Control Plan • Permit Review & Approval - City <ul style="list-style-type: none"> ▪ Commercial Building ▪ Residential Building ▪ Demolition ▪ Remodel or Addition ▪ Moving • Permit Fees collected • Sanitary Sewer records drawn and scanned (GIS) • Field Book updates (GIS) 	<p>4</p> <p>1</p> <p>1</p> <p>4</p> <p>9</p> <p>0</p> <p>\$1,835</p> <p>0</p> <p>0</p>
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2020 Pavement Marking Program:

Quality Striping Inc. completed the remaining work on this project. Final quantities have been measured and approval of final payment is expected to be on the agenda for the August 4th meeting of the City Council.

2020 Street Panel and Curb Replacement Program:

Mid-Continent Contracting’s contract and bonds were approved at the July 7th meeting of the City Council. A preconstruction meeting was held with contractor on July 16th and work began during the week of July 17th. The project got started with street repairs in the 1600 block of North Carolina Place. Work is currently being performed in the intersection of South Illinois Avenue and Regency Lane and Eastmoor Drive.

2020 Street Rehabilitation Program:

A preconstruction meeting was held with Heartland Asphalt and their subcontractors on July 8th. One subcontractor began with the concrete work during the week of July 13th. This work includes the removal and replacement of alley approaches and pedestrian sidewalk ramps adjacent to the streets planned for Hot Mix Asphalt rehabilitation. A large street repair was completed in the intersection of Briarstone Drive and Hwy 122 Frontage Road. Approximately 190’ of 6” perforated subdrain was installed along the east edge of one Cemetery Road that will be reconstructed later on as part of the program. Pavement scarification, or milling, of South Jefferson Avenue and South Georgia Avenue between 5th Street SE and 6th Street SE is planned for the week of August 3rd.

2019 Sidewalk Replacement Program:

Mid-Continent Contracting, Inc. completed the work on this project. Final quantities have been measured and tabulated for final approval. Acceptance of work and Approval of final payment will be included on the on the agenda for the August 4th meeting of the City Council.

Mar Oak Drainage Improvements:

The contractor, Mid-Continent Contracting, Inc., is expected to revisit the project nearer to the reopening of the Iowa DOT seeding window. There are a number of areas to be “touched up”. The concrete in three driveway culvert crossings will also be replaced before closing-out the project.

27th Street SW Force Main Project:

The punch list items identified in the June 17th project review have not all been completed. The project requires some reseeding which cannot be done until mid to late August.

Downtown Traffic Signal Replacement Project:

The punch list items are being worked through with K & W Electric.

Plymouth Road Storm Water Mitigation:

The Driller, a subcontractor of Bob McKiness Excavating and Grading, Inc. (McKiness) completed the bore and jacking of a 30” casing under the Canadian Pacific Railroad (CPRR) on July 8th. During the performed work, CPRR flaggers were assigned to the project and coordinated flagging efforts with the contractor. WHKS Surveyors continued collecting elevation data of the rails as part of the CPRR settlement monitoring requirement. All of the data collected reflected results within CPRR tolerance. Following the 30” casing installation, McKiness installed a 10” outlet control pipe through the casing and removed the coffer dam adjacent to the pond. By the end of July both ponds had stabilized at the planned base elevation. The remaining work consists of shaping and surface restoration. A project final review will be conducted prior to project close-out.

12th Street NW Reconstruction Project:

Bob McKiness Excavating & Grading, Inc. (McKiness) closed 12th Street NW on July 13th. Alliant Energy’s contractor mobilized for the first week of the closure to relocate and place new natural gas infrastructure within the project corridor. McKiness began removing the existing pavement during the week of July 20th. Eight sanitary sewer manhole structures were replaced and McKiness is currently installing the new 31”x51” concrete arch storm sewer pipe. Several residential lead water service lines were replaced with new 1” copper pipe. The existing lead services are being replaced as the new storm sewer pipe installation progresses. Engineering Staff began attending weekly progress meetings with SEH, McKiness, local private utility providers and representatives from the Iowa Department of Transportation. City Engineering Staff and Water Supply Staff continued to be a constant assistant for locating city utilities and recording the GPS locations of new utilities.

South Monroe Avenue RISE Project:

Wicks Construction completed the fine grading during the third week of June. A pre-pour meeting mainline paving was held on June 30th; mainline paving began on July 1st and was completed on July 2nd. Chosen Valley Testing conducted air testing of the concrete mix every one-hundred cubic yards with the results verified during the paving operation. The tie-in for the new South Monroe Avenue to 43rd Street SW was completed on July 7th. All of the manhole box outs and the driveway approaches to the ITC facility were paved. Linahon Electric mobilized and completed with the installation of street light bases, hand boxes and the interconnecting underground conduit. The remaining electrical work consists of the erection of the street lighting poles and fixtures, placement of the street lighting control and metering cabinet and pulling wire. The disturbed areas have been treated with top soil and rough graded; seeding is expected soon.

Eastbrooke Storm Water Mitigation:

The City and property owner reached a verbal agreement in regards to the amount of property and the cost of acquiring that property to complete the project.

Water Treatment Plant Discharge Stream:

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

Union Pacific Railroad Quiet Zone:

The City Engineer resumed working with the Union Pacific Railroad (UPRR) and the Federal Railroad Administration (FRA). City Staff are preparing a final listing of project requirements to be completed as soon as possible along with the preparation of an ASM application to the FRA Administrative Authority in Washington DC for approval of substitution for the non-compliant SSM portion of the grade crossing on 6th Street SW.

Water Meter Replacement Program:

The City has directed Ferguson Waterworks to begin start-up of the program. They are preparing for mass mailings of notice and expect to resume installation of meters in September.

Monroe Avenue Street and Utility Rehabilitation:

Engineering Staff met with WHKS Staff on July 30th for the initial project walkthrough review. The limits of the project begin at 5th Street SW and extend to 12th Street NW. Several hundred water and sewer records were compiled by Engineering and Water Supply Staff for submission to WHKS for review and use during design and estimating of the project costs.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued working on construction and bidding plans for the remaining bike trail segment on South Monroe Avenue between 6th Street SW and the driveway approach to Airgas.
- Alliant Energy continued work on their rebuild of the electric system along Monroe Avenue. The work is being performed between the limits of 4th Street SW (Highway 122) and 12th Street NW. Engineering Staff was busy locating city utilities along the corridor and also coordinating sidewalk and pedestrian ramp repair with Alliant’s paving subcontractor.
- Engineering Staff met with a representative from a design company representative working with a cellular provider concerning the installation of 5G antennas throughout the city. Installation locations could include existing utility poles, street lights and traffic signals, or independent of the City’s infrastructure. Approximately 35 node locations are being considered.

Traffic Division:

- Traffic Control
 - Sign work orders 54
 - Traffic Sign Orders 0
 - Streetlights

▪ New Installation	0
▪ Repair Request	4
▪ Fixture Replacements	16
• Traffic Signals	
▪ Respond to signal issue reports	21
▪ Perform traffic signal repairs	17
• Iowa One-Call locate reviews	554
• Locate City-owned electrical utilities	8
• Emergency Call-out	0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Deployed and returned message trailers on Iowa Highway 122 for the July 4th fireworks display at North Iowa Event Center.
- Repaired several grounding connections on street lights along 6th Street SE. The issues were discovered during a recent utility locate.
- Conducted a survey of trees blocking street lighting east of Federal Avenue. A list was compiled and forwarded to Operations & Maintenance for removal.
- Conducted a survey of traffic signs in the NE quadrant of the City in need of replacement. A work order for repair was prepared and forwarded to Operations & Maintenance.
- Conducted a field survey of the traffic control devices throughout the railroad quiet zone crossings. Performed an inventory count of devices components in storage.
- Reviewed the Downtown Traffic Signal Replacement Project punch-list items to determine what remains to be completed.
- Reviewed the status of the walkway lights on the Meredith Willson foot-bridge following a citizen report of lights out.
- Continued to evaluate and replace the bike trail signage with fading issues.
- Removed and replaced old Battery Backup Units at Hwy 122 & South Illinois Avenue, Hwy 122 & Crescent Dr., Hwy 122 & South Monroe Avenue and Hwy 122 & South Grover Avenue. Also began new installations at 19th Street SW & South Taft Avenue and Hwy 122 & South Virginia Avenue.
- Performed inspection of paint markings and directed the contractor to redo some of the markings. Finalized quantities and submitted final pay request. Began logging additional items to be addressed next year as well as an evaluation of entire project for next season.

Water Supply Division:

- Water Production

	<u>July</u>	<u>FY 2021</u>
• Total (gal)	162,953,000	162,953,000
• Daily Average (gal)	5,256,000	5,256,000
• Daily Maximum (gal)	6,616,000	6,616,000*
• Daily Minimum (gal)	3,856,000	3,856,000**

*Indicates Yearly High
 **Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Troubleshoot fault in Feed Pump #2 VFD drive. The main board had failed and the drive is no longer supported; the drive will be replaced with a new one.
 - Feed Pump #3 was installed after rebuild but leaked at the seal during start up. The pump was removed and will be replaced. Feed Pump #3 will be installed when a new drive is installed; the main board from the #3 drive was used to get Feed Pump #2 back up and running.
 - High Service Pump #4 dropped in flow and is being pulled for a rebuild. Flow dropped from 4,250 gpm to 1,200 gpm.
 - Currently troubleshooting interference conductivity issues between EDR Trains #1 and #2; no resolution at this time.
 - Replaced the brine filters on the Hypochlorite Generator.
 - Cleaned the degasify canister on the Hypochlorite Generator.
 - CIP #1 EDR train
 - Packard Electric was brought in to clean wires and contactors on the overhead rail crane at the Pumping Plant.

○ Customer Service

● Iowa One-Call locates	519
● Prepare and send service repair letters	3
● Monthly bacteria samples	30
● Collect project bacteria samples	4
● Check water quality at residents and businesses	5
● Correlate water main breaks and investigate for leaks	2
● Hydrant flow testing	0
● Hydrant Flushing	2
● Water Main shut down for repairs	1
● Water shut offs for non-payment	0
● Water shut for other	15
● Water service re-connects	2
● Assist with installation of Water Meters	1
● Repair Water Meters and collect reading	0
● Deliver Red or Tan Tag	0
● Update shut off data base and maps	114
● Water Service Permit/Inspection	
▪ Repair/Replace	16
▪ New Installation	3
▪ Disconnections	0

○ Meter Department

July FY 2021

- Meters Installed 35 35
 - Industrial 0 0
 - Commercial 3 3
 - Residential 32 32
- Meters Repaired 0 0
- Contractor and Garden Meters Installed 3 3
- Meters Read 11,772 11,772
- Meters Ordered 24 24

<u>Meters Installed July 2020</u>			<u>Meters Ordered July 2020</u>		
5/8"	30		5/8"	24	
3/4"	0		3/4"	0	
1"	2		1"	0	
1 1/2"	0		1 1/2"	0	
2"	3		2"	0	
3"	0		3"	0	
4"	0		4"	0	
	Total	35		Total	24
<u>Meter Inventory August 1, 2020</u>					
			5/8"	0	
5/8"	33		3/4"	0	
3/4"	9		1"	0	
1"	17		1 1/2"	0	
1 1/2"	9		2"	0	
2"	5		3"	0	
			4"	0	
	Total	73		Total	0

Other Tasks Performed through the Water Supply Division:

- Mason City Water Plant is serving as a distribution point for Region #2 for FEMA issued face masks. We began distribution of masks on Wednesday May 6, 2020. City's set up a time to pick up one package of 5 washable cloth masks for each front line operator who cannot social distance in their work. This was set up by Des Moines Waterworks with distribution points across the state. On June 22, 2020 the Mason City Water Treatment facility began distribution of infrared thermometers to Region #2.
- Began lead and copper sampling (3-year cycle)
- Completed Water Source Forms for Mercy One locations
- Completed Monthly Safety Inspections and Reporting
- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed

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

Abbreviations:

CIP	Clean-in-Place
WTP	Water Treatment Plant
DRC	Development Review Committee
EDR	Electrodialysis Reversal
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition
CPRR	Canadian Pacific Railroad
UPRR	Union Pacific Railroad

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for July

Finance

Prepare payable checks	648	648
Prepare receivable invoices	19	19
Prepare payroll checks	1,027	1,027
Certify invoices to County		-
Send letters to State Offset Collections	17	17
Record State Offset collections		\$ -
Sort Mail	5,850	5,850
Ambulance accounts sent to collections	24	24
Record ambulance receivables	120	120
Process utility payments	56	56

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

Utility Collections

Duties	July	Fiscal Year-to-Date
Record ACH activities	28	28
Prepare Utility adjustments	71	71
Estimate billings		-
Issue utility bills	10,341	10,341
Answer phone calls	817	817
Respond to voicemail	138	138
Complete utility service orders	346	346
Complete landlord tasks	93	93
Issue shutoff notices	487	487
Process customer paid utility bills	4,940	4,940
Process customer deposits	333	333
Replace meters	19	19
Complete monthly sales tax report/hours		-

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

Cycle	Customers past due	Dollars Past Due	Avg Past due	Customers past due over 2 months
1	15	\$ 2,477.79	\$ 165.19	6
2	34	\$ 7,203.45	\$ 211.87	19
3	10	\$ 9,722.45	\$ 972.25	6
4	58	\$ 9,129.27	\$ 157.40	18
5	32	\$ 9,578.99	\$ 299.34	15
6	18	\$ 4,026.04	\$ 223.67	0
Totals	167	\$ 42,137.99	\$ 252.32	64

Information Systems Coordinator

- Check network connectivity for Cemetery.
- Get Edith connected remotely.
- Get email certificate renewed.
- Get quote for new server for Cemetery.
- Go through to do list for FD.
- Order new server for Cemetery.
- Set up new user for Finance.

- Check FD Chief's phone WiFi settings.
- Add Danielle C to permission for folder on Shared drive.
- Coordinate moving server a museum on Sunday.
- Change WiFi settings for GIS.
- Get computer from Highland to rebuild for HR.
- Configure new computer for HR lobby system.
- Order battery for FD server.
- Order cables for HR display computer.
- Remind RSM about housing VPN.
- Set up new user for HR Promotional Display.
- Start coordinating Finance server migration.
- Upload press conference to government channel.
- Order replacement hard drive for Water Billing computer.
- Install display computer in rack.
- Update Adobe Reader for Airport.
- Reset user's password for Airport.
- Get State Tracs connected to server for update.
- Look at AVL issue for PD.
- Configure new server for Cemetery.
- Double check netlogon server on museum server.
- Get museum server clone to permanent over weekend.
- Get with Perry about remote access.
- Help Dennis W with email on his new phone.
- Order keyboard adapter for museum server.
- Take cemetery server to cemetery and install.
- Go through invoices and turn in.
- Look at GPS settings in Cars 9 and 11.
- Fix Youth Task Force Calendar again.
- Get YTF up and running after cabinet remount.
- Look at getting extra mobile time clock for FD.
- Look at network connections on Jason H's computer at PD.
- Order four license for Windows Server.
- Order hard drive for cemetery backup.
- Order replacement power cord for Robert S at O and M.
- Program press conference in granicus.
- Take battery to FD.
- Upload and program press conference to government channel.
- Close out Donna B's account at PD.
- Look at Outlook issue for Jason H.
- Recreate Jason H's profile on his computer.
- Look for missing emails for FD.
- Look at GPS in Car 11 again.
- Program Car 4 GPS.
- Re-install Zuercher in Car 11.
- Close out Randy O's account.
- Call company about electronic records for Kevin.
- Check with RSM about Housing VPN again.
- Get Heather B setup for remote networking.
- Get with Zuercher about Car 11.

- Get WR set up with VPN.
- Got to museum and figure out issue for moving office.
- Look at Car 11 with Zuercher again.
- Reboot firewall at Rec.
- Reinstall Zuercher before contacting tech support for Car 11.
- Take hard drive to cemetery and get new nightly backup setup.
- Help Kevin with his Granicus password.
- Get two new switches from Staples.
- Take tablet home to get set up for Heather B.
- Check with RSM about Heather B's access.
- Clean up files in old server.
- Clone hard drive for Water Billing computer.
- Demote old City Hall server.
- Download and program council video.
- Get Car 10 tablet GPS fixed.
- Make twenty foot cat5 cable made for FD Chief.
- Program press conference in granicus.
- Test housing VPN.
- Upload press conference to government channel.
- Test housing connection again.
- Order memory for Heather B's PC.
- Remove former employees for Animal Shelter.
- Run registry fix on GTIS server for Danielle D.
- Get with Heather B to show her how to use VPN system.
- Change Kevin's granicus password again.
- Set up new laptop for Jeff B.
- Move data files to cemetery server over weekend.
- Look at boot issue with Heather B's PC.
- Install memory for Heather B.
- Fix Adobe default for Rachel V.
- Demote old cemetery server.
- Add Ed W to Lieutenants group for PD.
- Configure temp server to run O and M.
- Final prep on two servers before shutting them down permanently.
- Fix netmotion server.
- Get Tracs installed on Jeff B's new laptop.
- Get with RSM about VPN issues.
- Look at software issue for Lindsay at museum.
- Pick up temp server from musem.
- Start changing security software to new server.
- Take new laptop to Jeff B.
- Add new laptop to all access points for Jeff B.
- Fix scanning folder for Cemetery.
- Check permissions on S drive for Matt L.
- Change IPs and shutdown two old servers.
- Check network switches at O and M.
- Final configuration for new O and M server.
- Fix audio issues for government channel.
- Get nightly backup set to run on temp O and M server.

- Hook up cable to HR computer and finish installation.
- Program press conference in granicus.
- Take new server to O and M.
- Update adobe reader on Randy E's tablet.
- Upload and program press conference to government channel.
- Order new firewall and switches for O and M.
- Get quote for printer for Diana B.
- Look at printer issues for Diana B.
- Finish VNC project for HR.
- Get George to rerun HDMI cable for HR project.
- Look at photo printing issues for Jim S.
- Look at printing issues for Ray Q.
- Troubleshoot software for museum.
- Zoom Breakout meeting test.
- Turn in invoices.
- Program new building key for Tiffany H.
- Pickup key fobs from Central Lock.
- Order new hotspots for FD.
- Order four monitor extension cables for HR.
- Finish changing printer scripts for O and M.
- Change password for users at FD and O and M.

GIS Department

Airport

Cemetery

- Check with CIMS company on system set up to ensure server upgrade does not affect the system
- Follow up with report of CIMS not working, IT problem with new server

City Administrator

- Discuss details and create map for grant

Development Services

- Run script and create 1st and mid-month Parcels files, export as CSV file
- Discuss downtown property layer: updating and fixing building outlines
- Troubleshoot map project save error, user should shut down projects and computer each night and restart
- Troubleshoot user stating online mapping not working, restart browser and computer, works fine

Engineering/Water Treatment/Customer Service

- Discuss staff accidental deletion of photos linked to infrastructure

- Follow up with parcel data question
- GIS user unable to enter links to service orders, permission error, contacted IT department
- Troubleshoot TBC software not opening for staff, remoted into computer and program opened fine. Referred to IT dept.
- Water: attached service order to GIS entry in Asset mgmt. system
- Water: have user demonstrate problem in linking PDFs
- Research and convert kmz file to ArcGIS shapefiles, assist user in adding the data to map project
- Attach PDFs to Water Service Database in online GIS/ Asset mgmt. system
- Convert kmz file to ArcMap viewable format
- Look into sewer video link issue, only shows 90ft instead of full 322ft

Fire

- Create 400ft buffer around fire hydrant, symbolize, export as PDF and email to staff as requested
- Look up fire hydrant type for staff, label and send an image of the location
- Zoom meeting: overview of online mapping system
- Discuss with user if ArcMap software license is being used or should be reallocated
- Work on online map system, adjust layer visibility and labels
- Add layers and adjust map display per requests

Finance

- Look up balance of funds for this fiscal year
- IT: discuss security error messages when logging into online mapping software
- IT: research possible problems with TLS version on GIS server and SQL server that mapping software uses, send to IT
- IT: VPN access quit working
- IT: discuss water staff GIS user having trouble attaching PDFs to GIS system, discuss possible problems
- Cover IT x2 days
- Change backup tapes and check server room x 2 days
- IT: Animal shelter: troubleshoot printer not connecting to the network
- IT: forward email to IT that the problem with the mPower website is outdated software on our server
- IT: resend email to IT with links found on information to update registry on old server

Operations / Utilities/ Water Reclamation / Parks

- Error / security message when logging into online mapping, isolated to one PC, update found security issue
- Discuss time to go over labeling for a building layer

Police

- Verify data in fireworks exclusion zones web app and send web link to staff

Recreation

- Assist user with marking up and measuring in map
- Create map of the Multi-Purpose Arena with new aerial imagery, save as PDF and email

General

- Look up best bike route for resident of Mason City from residence to YMCA
- Create 2020 Moonlight bike ride map, save as PDF and email
- North IA Corridor: Create 3 maps showing property location with utilities, zoning and contour info, export as PDF
- Attend ESRI software user conference online x 3 days
- Update road closure map x6
- MSMC: make changes and updates to maps x3 and web app for vacant properties
- Set up FY 20/21 budget and expense spreadsheet
- Watch webinar on new types of web apps
- Update COVID webpage with new CDC guidelines
- Attend IGIC quarterly meeting online

August initiatives

Finance Department

- Work on July financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Continue work on FY 20 CAFR
- Work on hiring grant coordinator
- Work on Street Finance Report

Information Systems Coordinator

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

GIS Department

- Provide training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data

- Continue updating GIS/Database management system
- Continue staying informed of new and changing ArcGIS software and updates
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Participate in County GIS meeting (if scheduled)
- Participate in EOC meeting
- Participate in Quarterly Iowa Geographic Information Council meeting

Fire Department

Reported by Erik Bullinger, Fire Chief



Mason City Fire Department July 2020

Monthly Council Report

ACTIVITY	July 2020	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	71	429
EMS	551	3,708
Total Calls for Service (Fire & EMS)	622	3,507
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
501	43	5
Personnel Training Hours		
EMS	132.5	1,954.45
FIRE	1,024.75	5,519.06
Total Training Hours	1157.25	7,473.51
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	206	1,386
Existing Building Inspections	22	65
Plan Reviews	21	120
Fire Investigations	1	15
Liquor/State License Inspections	16	293
Community Involvement		
Public Tours of the Fire Station (Number)	0	2
Public Fire Safety Appearances/Trainings (Number)	1	4
EMS/Fire Students - Ride-Along	0	14
Preceptor Training Hours	0	285
National Fire Statistics - YTD 8.4.2020	Line of Duty Deaths	Civilian Fire Deaths

	46		1,282
Fire Property Loss Report – Mason City			
Estimated Property Value		2,775,210	14,508,973
Estimated Property Loss		46,000	844,132
Total Saved		2,729,210	13,664,841
Overtime Hours			
	Fire	154.25	1,047.00
	EMS	403.00	2,029.75
Significant Events			
7.27.2020	Building fire at 2510 19 th St SW		
7.31.2020	Building fire at 618 S Maryland Ave		

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	10	21	31
Engineering	17		17
Finance	10		10
Fire	48		48
Human Resources	2		2
Library	11	1	12
Museum	6	2	8
Operations & Maint	59		59
Parks	6		6
Police	47	2	49
Recreation	7		7
Youth Task Force	4		4
Grand Total	238	30	268

Staffing	Activity
Hiring Activity:	- Police Officer-7 openings (Police): Civil Service testing was conducted in July. Interviews scheduled for August.
	Police Lt - 1 opening (Police): Internal job promotion made.
	Swing Worker - 1 opening (O&M): Job posted and filled internally subject to Council approval in August.
	Custodian II - 1 opening (Library): Recruitment conducted and interviews were completed.
	Head of Adult Services - 1 opening (Library): Recruitment conducted and interviews to be held in August.

	- Grant Administrator - 1 opening (Finance): Civil Service hiring list was created, and interviews conducted. Internal job offer was made subject to Council approval.
Positions Filled:	- Hired Water Billing Cashier during the month.
Turnover:	- 1 retirement, 2 voluntary resignations, and 1 seasonal resignation during the month.
Employee Orientations/exit interviews:	- Conducted orientation for new regular hire.
Civil Service Commission:	- Held one Civil Service meeting.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - AFSCME: No open grievances.
Personnel Policies:	Assisted library with updating of their personnel policy.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Processed release of updated Medical Plan SPD's.

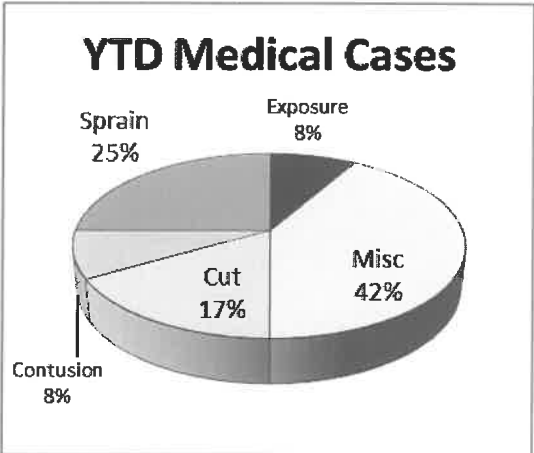
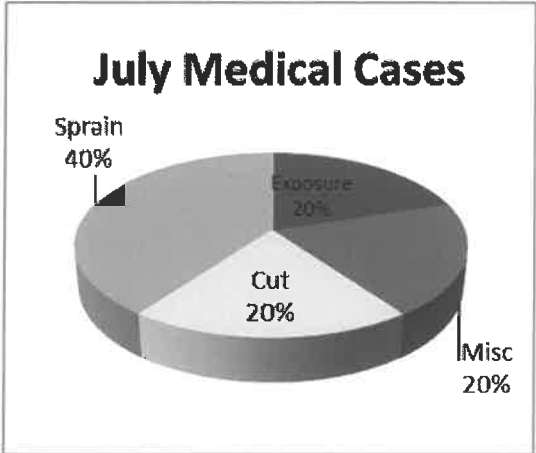
Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Professional/Community Support:	Participated in IAPELRA Annual Board Planning retreat via zoom meeting.

Safety Statistics	Month	2020 YTD	2019 YTD
# of Work Comp Cases	5	13	22

# of OSHA Injuries	5	12	22
# of Days Missed	23	142	52
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In the month of July, the Museum continued to be open during the ongoing COVID-19 pandemic. Staff completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for classes and outreach kits, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and talked with persons interested in rentals of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and distributed kits to care facilities in the area. Museum administration attended some virtual community events, as well as conducted the monthly board meeting via zoom.

This month, plans to hold the annual MacNider Arts Festival and Outdoor Art Market were finalized. The event will be held entirely online August 27th-29th from 4-6pm. A subcommittee made up of Board members and staff decided to make the festivities virtual due to community safety concerns during the pandemic. Art projects, live entertainment, and artwork from local artists will still be front and center during this beloved community tradition. The art projects will be available to pick up as Festival Kits during that week of August at several locations in the area. There will be no charge for the kits and project tutorial videos will be posted as part of the online content. Kits will be first come, first served. Distribution locations are still being arranged and will be announced on the Museum website and social media closer to the time of the event. There will also be a MacNider ONLINE Art Market. Several artists will show their artwork using videos and picture slideshows. The public will still shop their fantastic work. Staff have been busy preparing content and art kits for this special year celebrating local art.

In July, one new exhibit opened. The Iowa Watercolor Society's 2019-2020 Traveling Show, opened Wednesday, July 8, in the Museum's Center Space Gallery. The Iowa Watercolor Society (IWS) is an organization with over 170 members that are beginning, amateur and professional artists. The IWS offers the opportunity for watercolorists of all skill levels to network with artists statewide. This exhibit of thirty paintings was selected from a juried main exhibition of the organization and includes the five IWS Awards of Excellence, Best Transparent Watercolor and Honorable Mentions.

Also, this month one studio class, one Kids Club online class, and art classes for the Rec Department were taught by the Museum's Program Associates. The studio class was titled Under the Rainbow. Three children aged 8 and 9 explored all the colors as everything created in this class was exploding with rainbow color. Masks were required to be worn for class, participants

distanced at least six feet apart, and individual supplies distributed to avoid sharing germs. For the online Kids Club, fifty art kits were picked up by families. Participants received supplies and tuned in to recorded videos of staff describing how to do crafts with the materials provided. Partakers made items surrounding this month’s theme of Model Magic.

Since mid-March the Museum had not held any rental events until July. Between closing and having state and local restrictions regarding gatherings many events were cancelled. Finally, on the last Wednesday of July the United Ways of Iowa held a workshop with ten socially-distanced attendees. Many rentals continue to cancel or postpone their events and the staff is working hard to adjust to the needs of new circumstances and requirements. For instance, the Museum’s Lunch n’ Learn programs have transitioned to online videos posted the last Tuesday of each month instead of the in person lecture that the series used to provide. This month, the Museum Curator discussed How to Cut a Mat and talked about matted artworks.

Again, both the Foundation Board and Board of Trustees meetings were held via Zoom this month. The Board of Trustees discussed COVID procedures for staff including temperatures being taken two times a day and masks continuing to be required for all staff outside of their offices. Also, the current mask policy was debated regarding implementing policy for patrons who refuse to comply once inside the building. Patrons who are unwilling to wear masks will just be asked to leave. The Acquisitions Committee recommended and successfully passed a motion to accept a miniature portrait by Gertrude Pew that had been offered in donation from the MacGregor family into the museum’s collection. The new Festival format was visited and plans for activities and entertainment suggested. Finally, Museum Foundation Board appointments of Molly Watson, Charlotte Locher, and Peggy Bang were accepted for renewal of their next terms and sent as a slate to the Foundation Board from the Board of Trustees.

Membership:

Members: 283

Attendance:

Gallery/Open Studio / Shop: 257

Programs: 0

Outreach: Rec Child Care Class (61 kids), Outreach Kits (100 adults), Volunteers (3 adults)

Tours: 0

Rentals: United Way Workshop (10 adults)

Classroom: Under the Rainbow (3 kids), Kids Club-online (50)

Playground: 0

2020 July Attendance

Gallery attendance	257
Tour attendance	0
Event attendance	10
Classes	53
Playground	0
Outreach	164
TOTAL	484

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

<u>Repair Type</u>	<u>Repair #</u>
Fire Hydrant Installations	4
Valve Installations	8
Cement (Hydrant Installation)	3
Cement (Valve Installations)	4
Hydrant Repair	4
Valve Repairs	3
Sanitation	10
Paint Hydrants	39

We had a man fill in at Sanitation for 10 days this past month. We also covered for them 8 days in June and another 6 in May. This is putting a strain on the utility department and what can be accomplished. Sanitation may have to change up their routes, work longer days or even put in some overtime going forward instead of relying on other department to cover for them all the time.

Internal Service Division:

Mechanical

Service and repair 2 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 7 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 8 police cars
Service and repair 0 Rec Department vehicles
Repair and service 14 Sanitation trucks, brakes, etc.
Repair and service 23 Street Department vehicles
Service and repair 0 Water Reclamation vehicles
Service and repair 2 Water Utilities vehicles
Service and repair 2 Water Supply vehicles

Electrical

Repair receptacles and install power for TV at City Hall in 2nd floor conference room
Work with Alliant Energy to refeed power to the ball diamonds at Frederick Hanford
Repair streetlights on S. Federal, State and Penn parking lot, Central Park, 4th and N. Federal, 19th and S. Eisenhower, 4th and N. Delaware, 19th and S. Monroe, S. Pierce and S. Taft, 2nd and S. Washington parking lot, Southbridge parking lots, N. Penn Ave.
Repair and replace a pole base at the Frederick Hanford ball diamonds
Repair kitchen lighting at the Golf Course

Repair traffic signals at 122 and Taft, 122 and Illinois, 122 and Indianhead, 122 and Pierce,
 122 and Virginia, 19th and S. Taft, 6th and S. Kentucky
 Check crane operation at Water Supply.
 Run power for TV at City Hall, 1st floor
 Help install power for new water fountain in East Park at the duck pond
 Repair lighting in Sanitation office
 Repair conveyor and receptacles at Water Reclamation
 Repair lighting at Cannonball Gardens and shelter #4
 Repair motor at Water Reclamation
 Review video footage at the Cannonball for vandalism
 Test alarm at the Campground storm shelter
 Wire solenoid valves for skid steer broom
 Repair lighting in Street Dept. shop and breakroom
 Repair wiring for TV truck camera at Water Reclamation
 Repair receptacle at the campground
 Repair lighting in concession building at adult ball diamonds
 Repair scoreboard at the youth complex
 Repair the sign on mast arm at 122 and Village Green
 Trouble shoot power draw on 2413
 Repair door locks on bathrooms at Parker's Woods Park

Wastewater Division:

- Wastewater treatment:

Monthly Total:	202.006	million gallons
Daily Average:	6.516	million gallons per day
Daily Maximum:	7.842	million gallons per day
Sludge processed	1.49	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4
- Televised and cleaned sewer lines in the Highland area of town

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Tested E.Coli 5 x/month for DNR reporting
- Completed 5 industrial pretreatment inspection
- Completed 2 industrial pretreatment sampling inspection
- Issued 4 NOVs to Industries
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- Mowed plant grounds
- Replaced final brushes
- Cleaned and repaired UV system
- Checked oil in all lift pumps
- Cleaned one million gallon tank
- Ziegler's did a load test on the plant generator
- Pumped Plymouth road pond
- Replaced grit pump motor after being repaired
- Worked on Houle wagon
- Started the process of replacing polymer tank
- Drained south aeration basin to clean diffuser membranes
- Ran thickener
- Cleaned intermediate clarifiers
- Repaired raw sampler
- Cleaned and calibrated DO probes
- Changed oil in large electric blower
- Completed Industrial inspections
- Replaced operating mechanism on diaphragm pump

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	563.36 tons	3,498.29 tons
Recycling collected	121,440 pounds	1,034,700 pounds
Yard waste collected	116.54 tons	741.40 tons
Large item number of stops	81	417
Materials collected:		
Large furniture	51	298
Small furniture	48	359
Tubs & toilets	0	11
Appliances & TVs	18	101
Electronics	0	5
Request for service calls	341	2,093

Street Division:

Clean and maintain shops and equipment as necessary
Fill potholes with cold patch and hot patch
Install signs as directed by City Engineer's Office
Clean up accident debris, various locations
Hang banners on the street scape
Repair storm intakes as needed
Pick up dead deer
Install banners for the youth complex
Clean storm drains as needed
Haul old appliances to salvage yard
Sweep streets as needed
Trim and respond to 42 tree requests, remove 51 trees
Deliver mulch as needed
Haul spoil
Mow wild parsnip at the arboretum
Grade and gravel roads and alleys

Park Department:

Clean shelters as needed
Repair and maintenance on equipment and shops as needed
Feed and care for deer
Clean and pick up dog waste stations
Pick up trash in the parks on Mondays and Fridays
Mow and trim grass as needed
Paint tables, do playground safety check and trim trees at campground
Paint over graffiti on bridge
Trim and cleanup all the weeds around the hockey arena
Install 3 donated benches
Shelters #1, #2 and #3 were painted by a volunteer

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1417	1304	1343	1393	1635	1922	1851	0	0	0	0	0	10865
Alarm - Business	48	48	46	30	52	42	52	0	0	0	0	0	318
Animal	49	32	34	62	72	76	63	0	0	0	0	0	388
Collision - Prop Damage	92	65	36	38	48	48	56	0	0	0	0	0	383
Collision - Pers Injury	8	5	2	7	6	8	8	0	0	0	0	0	44
Collision - Hit and Run	14	15	16	10	14	16	9	0	0	0	0	0	94
Disorderly	101	88	117	124	135	192	140	0	0	0	0	0	897
Domestic - Physical	6	8	10	9	13	13	11	0	0	0	0	0	70
Domestic - Verbal	26	22	30	20	42	28	46	0	0	0	0	0	214
Fireworks	5	0	2	7	8	169	98	0	0	0	0	0	289
Harassment	40	43	49	43	72	73	65	0	0	0	0	0	385
Medical	124	118	93	101	93	104	108	0	0	0	0	0	741
Motorist Assist	71	32	9	20	17	15	20	0	0	0	0	0	184
Parking	55	40	46	36	36	39	43	0	0	0	0	0	295
Stray Animal	33	35	14	18	30	46	39	0	0	0	0	0	215
Suspicion	126	129	195	210	189	203	204	0	0	0	0	0	1256
Theft	56	65	52	53	72	67	60	0	0	0	0	0	425
Welfare Check	83	106	94	102	120	122	154	0	0	0	0	0	781

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	165	0	0	0	0	0	911
New Investigations	388	371	331	299	398	414	440	0	0	0	0	0	2641
Traffic Citations	101	92	60	69	67	63	75	0	0	0	0	0	527
Written Warnings	152	115	89	66	88	62	62	0	0	0	0	0	634
Crash Reports	94	69	45	40	54	59	65	0	0	0	0	0	426
Parking Tickets	1085	790	187	30	132	162	186	0	0	0	0	0	2572
Traffic Stops	211	169	129	131	150	122	110	0	0	0	0	0	1022
Extra Patrol Checks	935	937	974	1122	1174	687	753	0	0	0	0	0	6582
Business Checks	64	148	195	160	121	98	86	0	0	0	0	0	872
Offender Checks	35	29	18	8	22	28	34	0	0	0	0	0	174

Open Records Requests	512	387	358	321	310	397	406	0	0	0	0	0	2691
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In early July, we responded to numerous complaints about discharge of fireworks that was occurring outside of approved times for use on July 3 and July 4. These complaints generated feedback from our community about the excessive use by noncompliant residents. We presented this information to City Council at their second meeting in July and are currently working as a city with our State Representative to address potential solutions to some of these issues.

On July 3, 2nd Detail responded to a gun call in the 1700 block of N Pennsylvania and made one arrest after a gun was recovered. On July 5, they responded to a domestic call with a firearm involved and arrested the defendant on several charges including firearms and drugs.

3rd Detail received lab reports back from a drug investigation they started back in April where drugs were found in a vehicle following a collision and execution of a search warrant. Based on the results from the crime laboratory testing, warrants were issued for the driver for possession with intent to deliver methamphetamine, a class B Felony, and failure to affix a drug tax stamp, a class D felony.

Patrol personnel regularly encounter people with mental health issues while responding to calls for service. We are documenting these encounters as part of our record-keeping for grants, but also to work to provide some services through the Justice Coordinator position. This is part of our ongoing effort with County Social Services to try to improve outcomes for mental health consumers who regularly have contact with police.

Criminal Investigations

Nine new cases were assigned to CID in July. Eight of those cases were closed and one new case was cleared by arrest.

- An adult male was charged with sexual abuse of a child, a class C felony
- An adult male was charged with sexual abuse, a class C felony, and prostitution, a class D felony – he is already a registered sex offender
- Two interference charges were filed in connection with a warrant check

Other casework included an attempted suicide investigation, a shooting investigation, two child protection center interviews, and assisting with the service of several narcotics search warrants.

Additional time was spent on a missing person case following the discovery of human remains in the Winnebago River. Dental records allowed for us to confirm the identity of the remains and to make notification to the family.

Parking/Animal Control

In July, 186 parking tickets were issued by MCPD. One vehicle was towed for overtime parking/being abandoned.

We had six bite cases this month and 7 citations were issued for animal offenses. Seventeen cats and 10 dogs were taken to the Animal Shelter.

We did have three dogs that were deemed vicious under the animal ordinance. Following notification to owners and giving them due process, these dogs were euthanized.

Administration

We continue to deal with the impact of COVID-19 in operations. We have returned to near normal operations from a building perspective and are requiring temperature screenings for employees when they return to work. Employees are required to wear masks on duty indoors and when in close proximity to people where social distancing isn't possible.

We promoted Officer Ed Walthall to Lieutenant on July 31, effective August 1, 2020. Walthall fills a vacancy created by Lt. Ron VandeWeerd's retirement on August 1 after 32 years of service to the City of Mason City and its residents.

We are currently working through a police officer recruitment with Human Resources. Background investigations should begin soon.

MCPD Social Media	Jun 2020	Jul 2020	Difference
Facebook	8,211	8,244	+33
Twitter	1,996	1,992	-4

Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	20-Jul	YTD	LYTD
Adult Fiction	509	509	1914
Adult Non Fiction	109	109	858
Large Print	297	297	1247
Young Adult	178	178	848
Juvenile Fiction	301	301	2685
Juvenile Non-Fiction	86	86	448
TOTAL BOOKS	1480	1480	8000
<i>Circulation-Other</i>			
Audio/CD/Playaway	79	79	501
Periodicals	4	4	177
Software	0	0	2
Other(puppets, misc)	52	52	169
DVD	123	123	2186
Tumblebooks	0	0	51
Creativebug (users)	5	5	11
Heritage Quest	0	0	30
Ancestry.com	0	0	127
Bridges	1412	1412	1161
Ebsco	3	3	0
GALE Databases (sessions)	13	13	15
Newspaper Archive	71	71	117
Hoopla!	696	696	455
RB Digital (e-audiobooks)	0	0	0
Zinio	117	117	121
Credo Reference	2	2	5
BRAINFUSE	0	0	0
Total-Other	2577	2577	5128
Grand Total Circ.	4057	4057	12794
Item Records Added	208	208	425
Patrons Registered	19	19	103
Renewals	426	426	1415
Holds Filled	120	120	259
Holds Placed	1110	1110	269
Discs Cleaned	0	0	0

Photocopies	150	150	3068
MeetingRoomGuests	72	72	1546
Meeting Room Used	12	12	220
SILO request unfilled	0	0	9
SILO request filled	0	0	0
SILO MCPL Request Filled	0	0	4
SILO MCPL Request Unfilled	0	0	5
Attendance	0	0	26000
Children's Programs	3	3	0
Childrens Program Attendance	282	282	0
Young Adult Programs	0	0	0
YA Program Attendance	0	0	0
Adult Programs	0	0	0
Adult Program attendance Programs	0	0	0
Program Attendance	0	0	13
In Library Use	0	0	1706
Faxes Received	0	0	6500
Faxes Sent	11	11	4
Scan	31	31	79
Handouts, Brochures, etc.	8	0	0
Genealogy Referrals	100	100	7000
Archive Referrals	1	1	2
Photo Prints	1	1	10
OCLC Borrowed from MCPL	0	0	0
OCLC Borrowed by MCPL	0	0	0
Reference Questions	832	832	5000
Internet Users	128	128	1425
WI-FI Sessions	1147	1147	685
Microfilm Users	0	0	0
Website Visits	2582	2582	2110
TOTAL PUBLIC SERVICES	7243	7243	57810
GRAND TOTAL SERVICE UNITS	11300	11300	70938
VOLUNTEER HOURS	14	14	15.5

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Total People Served in 2020 through July: 139,181
 Total People Served in 2019 through June: 228,627

Nights stayed at MacNider Campgrounds in 2020 through July: 1,923
 Nights stayed at MacNider Campgrounds in 2019 through July: 3,774

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2019</u>
Family	33	30
Class A	169	176
Class B	30	22
Youth	16	13
Daily Cart and Green Fees	\$88,117	\$71,777
Rounds Played	7,726	6,922

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

- Back lapped fairways mower 3 times
- Weed eaten whole course 2 times
- Sprayed all front nine for clover and all fairway back nine
- Sprayed all fairways to control grubs
- Fertilized and treat all tees for grubs
- Fertilized back fairways
- Pushed up the sides of the traps and rake them twice
- Ordered food and beverages for concession

Multipurpose Arena Monthly Activities:

Research ways to operate the arena during COVID 19

- Host a number of youth camps

Recreation Special Activities/Accomplishments:

- Continued to assist a neighborhood on a playground project
- Meet with local Steak Cookoff Association Representatives on expansion of current events
- Assisted the Childcare Centers and help solved problems related to COVID 19
- Continue the research on best practices and implantation strategies during COVID 19 for actives: Adult and Youth Sports, Aquatic Facilities, Camp Grounds, and other Recreation Programs.
- Gave five interviews
- Reviewed different ways we could expand Community Gardens Project
- Worked on the Sand Volley Ball Courts Project
- Worked on the Aquatic Center Bathhouse Project
- Started preparing the Bike Share Rental Program for the summer

Highland Park Golf Course Special Activities/Accomplishment:

- Dug up leaking heads on 5, 16 and 17 greens
- Sprayed greens with fertilizer and plant regulator and protectants 3 times
- Fixed four garage doors
- Trimmed limbs on cart paths 1, 2, 3, 4, and 5
- Ordered cold mix and patch paths on 1, 2, 3, 4, 6, and 17
- Filled divots on all par 3 with compost sand and seed and smooth
- Sprayed clubhouse planting area for weeds and grass
- Ran the Highland Park Amateur Tournament - July 5th
- Ran the Highland Park Men's Season Pass Championship – July 12th
- Ran the Heaven and Hell Tournament (3 Divisions) (first year event) – July 18th
- Hosted Loins Club Steak Dinner – July 21st
- Continue to run the Running Ryder's Cup Challenge (first year event)

Recreation Work to Be Completed in Coming Month:

- Childcare for essential workers in North Iowa
- Continue to create plans for modification for reopening of programs and facilities
- Virtual Bingo kids challenge
- Run Fun N Sun

- Plan Flag Football
- Plan Youth Soccer
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis

Highland Park Golf Course Work to Done in Coming Month:

- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity
- Power wash storage sheds
- Host 2 Man Senior Tournament – August 1
- Host Men’s Senior Amateur – August 11
- Host Ladies Club 4 Gal Best Shot – August 20
- Host the 4 Person 8 Inch Cup – August 23
- Host the Highland 2 Person Best Shot – August 30

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and hold events and camps in the MPA

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of July 2020:

- Volunteer supplies, bags for litter cleanup coordination.
- Assisted library, find volunteers for weeding and cleanup project..
- Follow up with committee on River Cleanup..
- On-going :Education with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Sent out emails to all volunteers about volunteer opportunities and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up.
- Assisted Museum with mask project.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for painting projects at parks made supervisors aware of volunteers wanting to assist with project.
- Worked with KCMR on projects are available and the need for volunteers.
- Updated pictures of Beautification Gardens.

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects (mask)	303.50
Recreation	Volley/soccer	19.0
Beautification	Garden Maintenance/Cleanup	155.75
Earth Day	Misc.	0
457	Maintenance	135.0
Library	Misc. Jobs	16.0
Cemetery	Misc.	0
Transit Tokens		0
Parks	Tree Planting	0
Police	Misc.	0
Total Hours		629.25

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

FY20 Youth Substance Abuse Prevention report submitted on time - Youth Development
 Final Youth Substance Abuse Prevention 5-year project report submitted on time - Youth Development

*Additional adult Youth Development training stats will be provided next month.

Project Youth Engagement: City of Mason City (Mason City Community and Newman Catholic School Districts) Grant Project Period: FY16, FY17, FY18, FY19, FY20

5-Year Youth Development Population of Focus	Grant Project Goal Over 5 Years	Actual Project Participation
John Adams 7 th graders – Receive instruction on substance-use prevention evidenced-based curricula (2) presented each school-year to 100 over the project period <i>To reduce substance abuse of school-aged youth in Iowa</i>	500	1,208
High-school students – At least 25 high school Youth Action Team (YAT) participants are engaged in the Strategic Prevention Framework (SPF) process each school-year through grant-specific activities, including Cultural Competency and Leadership <i>To increase youth development skills, leadership skills, and character development in school-aged youth and provide opportunities to practice those skills in meaningful ways in communities in Iowa.</i>	125	142

keepin' it REAL, Rural

Goal 1. To increase or maintain 30 day non-use of alcohol, tobacco, and marijuana among 100 7th grade youth from a baseline average of 95%. (2014 Iowa Youth Survey)

*Director and Youth Coordinator co-facilitate keepin it REAL, Rural / Positive Action evidence-based curricula to at least two groups of 50 Mason City youth in 7th grade at the John Adams Middle School during each school year. (NOTE: 2020 2nd semester students were not surveyed due to COVID-19)

OVERALL 5 YEAR PROJECT AVERAGE – MET 97.3% (+/maintained) 30-day non-use of

alcohol, tobacco, and marijuana

SMART Objectives MET – 5-year averages available next month

1.A:To increase or maintain a perception of great risk of alcohol, tobacco, and marijuana use among 100 7th grade youth from a baseline average of 58% through delivery of the keepin' it REAL, Rural (& Positive Action) evidence-based program between 9/1/15 and 6/30/20

1.B:To increase or maintain average perception of social disapproval-wrong or very wrong-for alcohol, tobacco, and marijuana use among 100 7th-grade youth from baseline average-85% through delivery of keepin' it REAL, Rural (& Positive Action) between 9/1/15 & 6/30/20

Youth Action Teams (YATs)

Goal 2.To increase or maintain 30 day non-use of alcohol, tobacco, and marijuana among 25 high school age youth participating in Youth Action Teams from a baseline average of 82%. (2014 Iowa Youth Survey)

*Youth Action Team (YAT) Coordinator facilitates workplan activities with support from Director/Executive Committee intended to increase youth development skills, leadership skills, and character development.

OVERALL PROJECT AVERAGE=MET-96.1% *To determine overall project success, FY20 project year not included in average due to circumstances

SMART Objectives MET

2.A:To increase or maintain a perception of great risk of alcohol, tobacco, & marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 50%, through engagement in the SPF process between 9/1/15 and 6/30/20

2.B:To increase or maintain perception of social disapproval-wrong or very wrong-for alcohol, tobacco, and marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 41% through the SPF process 9/1/15-6/30/20

PREVENTION THROUGH MENTORING / PREVENTION FOCUSED MENTORING

FY20 Youth Substance Abuse Prevention report submitted on time – Prevention Through Mentoring

Final Youth Substance Abuse Prevention 5-year project report submitted on time - Prevention Through Mentoring

*Additional adult education/training stats provided under the program will be provided next month.

One on One Mentoring/Peer Mentoring

SMART Objectives

1.A. To provide 59 Cerro Gordo County youth, ages 5-18, with a mentor through adult/youth and peer mentor matches in the certified One on One Mentoring program between 8/1/15-6/30/20.

MET

Mentees served: FY16= 68; FY17=68; FY18= 60; FY19= 60; FY20= 59

1.B.To increase or maintain perception of risk of harm of tobacco, alcohol and marijuana use at 60% among 59 Cerro Gordo County youth, ages 5-18, with mentors between 8/1/15-6/30/20.

MET

Alcohol (FY16-80.9%, FY17-85.7%, FY18-94.7%, FY19- 96.7%, FY20-100%)

Tobacco (FY16-83%, FY17-85.7%, FY18-92.1%, FY19- 100%, FY20-93.3%)

Marijuana (FY16-83.8%, FY17-77.4%, FY18-78.6%, FY19- 90.5%, FY20-86.7%)

1.C.To reduce 30 day use or maintain 30 day non-use of tobacco, alcohol, and marijuana at 92% among 59 Cerro Gordo County youth, **ages 5-18**,with mentors between 8/1/15- 6/30/20. **MET**

(Measurement responding no use in past 30 days)

Average of non-use of Alcohol, Tobacco, & Marijuana: (FY16-100%, FY17-100%, FY18-95.2%, FY19- 95.2%, FY20-93.3%)

1.D. To increase relationship building/skill development 60% among 59 Cerro Gordo County youth, ages 5-18, with mentors between 8/1/15-6/30/20. **MET**

85.7% of mentees increased/+maintained their relationship building/skill development during the Project Period (average of these 3 questions)

Measure IYS questions:

*** Adults in my community care about people my age**

(FY16-81.5%, FY17-77.6%, FY18-89.5%, FY19- 75%, FY20-92.3%) Avg: 83.18%

***I can get help and support when I need it from someone in my home**

(FY16-79.5%, FY17-85.7%, FY18-94.7%, FY19- 87.5%, FY20-93.3%) Avg: 88.08%

***I am good at making friends**

(FY16-90%, FY17-90%, FY18-82.9%, FY19- 78.8%, FY20-86.7%) Avg: 85.68%

Over the 5-year project period, the Mentoring Coordinator, Peer Coordinator and Outreach Coordinator provided multiple resources (handouts, activities, videos, etc.) to mentors, parents, and Mentoring Advisory Board Members.

Improving Tomorrow: Prevention Focused Mentoring

Youth Task Force continues implementation phase to begin IDPH grant *Improving Tomorrow: Prevention Focused Mentoring*. All staff are involved with this grant in some manner and have been attending virtual trainings with IDPH and other grantees throughout the month of July. FY21 Contract fully executed. \$91,213.

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

We continue collaborative conversations with our Substance Abuse and Mental Health Services Administration (SAMHSA government program officers and other MHAT grantees to discuss barriers others are seeing around the country. Grantees share ideas they are working on individually to meet grant activity requirements and/or work to promote mental health awareness. SAMHSA has relaxed grant GPRA (Government Performance and Results Act) Measures for this grant year as many are unable to proceed as planned to meet goals. They are allowing “alternate” activities surrounding mental health, but activities must be approved before counting actual numbers within the reporting system.

*Youth Task Force received a Notice Of Award for continued funding through Year Three (Sept. 30, 2020 – Sept 29, 2021). The award provides \$125,000 toward continued efforts.

STAFF / OTHER

Youth Task Force continues close communication with the Iowa Department of Public Health (IDPH), SAMHSA, Iowa Mentoring Partnership (IMP) concerning COVID-19 and programming/projects.

PREVENTION EDUCATION SERIES 7/8-“Continuum of Care” 7/8-"Prevention" 7/21-"Multiple Pathways of Recovery"

MHAT COLLABORATIVE SERIES: 7/14, 7/16, 7/21, 7/23

IDPH GRANT-RELATED TRAINING – ALL STAFF

7/20-Improving Tomorrow: Prevention Focused Mentoring Introduction 7/23-Fiscal Management 7/24-Evaluation Webinar 7/28-IowaGrants Overview 7/31-Your Life Iowa Overview