

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

July 2021

(Issued August 13, 2021)



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

Airport

Reported by David Sims, Airport Manager



Date: July 2021

United Express Enplanements/Deplanements*	FBO Fuel Flow**	Jefferson Bus Lines
From 7/1/2021 – 7/31/2021	42,788 Gallons	60 Buses
Enplaned 1,003 Deplaned 1070		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at July 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Visit by “That’s All, Brother!” the C-47 that led the D-Day Invasion in 1944.
- Continued work on Taxiway A Relocation Project Phase 2
- Meetings for Terminal Planning Study
- Meet with City of Clear Lake and Clear Lake Sanitary District regarding Wastewater Lagoon Decommissioning

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2021 Airport Commission Meeting.
- Attend 4 States Aviation Conference in Kansas City
- Begin work on General Aviation Taxilane Project
- Sign contract for new Aircraft Rescue Firefighting Vehicle with Rosenbauer

*Highest passenger numbers since March 2011

**Highest since 2007/Possibly all-time record

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 Meeting 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 43 Resolutions 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 10 Alcoholic Beverages License 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 \$770.00 in animal license fees and \$500.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out various renewal letters

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: The Performing Arts Pavilion is nearly complete, both inside and out. As Council is aware, new investors are in the process of purchasing the Mall and will turn it into a retail and entertainment destination. In addition, we continue to be confident that the hotel developer is making progress on obtaining financing for the Downtown Hotel. Closing on the hotel property is expected soon.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in July. Beginning in July 2021, CoRL and DoRL applications will be considered on a competitive basis, due to limitations on funds that were not previously present. Staff began taking applications on July 14 and will accept them until August 13. The Forgivable Loan Committee will meet in late August to score the applications. New applications will not be taken again until the second half of the fiscal year. This will ensure that public funds will be used for projects providing the best return on the City's investment.

Section 657A.10 Program: Of the eight properties acquired by the City through the 657A.10 Program, six have been demolished, one has been sold (with a brand new house now completed on that property), and one is being considered for sale and renovation. Staff prepared a Request for Proposals for purchase and renovation of 328 2nd Street NW and received two proposals. After consideration, Staff recommends accepting the bid of River City Development. Approval of bids and award of the project will take place at the second Council meeting in August.

The City continues to work with the owners of the remaining properties that received notices. Of these, one was demolished, and eight are either under rehabilitation or have been brought back up to code. We have agreements with the owners of seven other properties, who intend to rehabilitate the structures and make them livable again. Two of the remaining three properties are currently showing great progress; Staff is working with our attorneys to ensure that these properties are remediated.

Staff is working with the City's attorney on six additional properties. We have begun to hear from the owners of these properties; so far, the owners are stating their intent to rehabilitate the buildings. We will continue to monitor the progress of this effort. There are an additional 10 properties being considered for future action. Of these, six are potentially subject to Section 657A.10. The others will be addressed through the nuisance abatement process.

Developments: Several residential, commercial, and industrial projects are still underway. They include:

- As noted above, the Principal Performing Arts Pavilion is nearing completion at the north entrance of Southbridge Mall.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- Interior work is ongoing at the Veteran’s Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy’s Car Wash.
- Domino’s Pizza has relocated to 1112 North Federal Avenue, the former Kleen Sweep Concrete building.
- The former All-Season Golf at 1110 North Federal Avenue has been purchased and is being converted to a liquor store with a drive-through window.
- A new office addition is being built on the north end of the Land-o-Lakes/Purina plant at 1609 19th Street SW.
- Staff is working with the new owners of the former Sears store to install a new indoor, climate controlled self storage facility.

Development Review Committee: 2 meetings held in July.

DRC Activity	July, 2021	YTD
Total Development Plans Reviewed	3	30
Concept plans reviewed/approved as a Minor Site Plan	1	14
Concept plans to be resubmitted as a Major Site Plan	1	11
Total Concept Plans	2	25
Major Site Plan Reviews Completed	1	5
Preliminary Plat of Subdivision	0	2
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	5
TOTAL ITEMS REVIEWED	3	37
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	6

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	July, 2021	YTD
Commercial, Principal Structure	2	15
Commercial, Accessory Structure	0	0
Residential, Principal Structure	3	29
Residential, Accessory Structure	5	27
Signs	3	18
Floodplain	0	1
Sidewalk Service Area Permits	0	2
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	0	5

Activity	July, 2021	YTD
Variance	2	5
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	1	1
Miscellaneous	0	0
Preliminary Plat	0	1
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	0	7
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	1
Zoning Violations		
Reported	2	21
Unfounded	2	2
Founded-Resolved without citation	2	5
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	2	21
Zoning Inspections		
Zoning – Case Request	2	22
Zoning – Complaint	0	1
Zoning –Setback	4	7
Zoning - Final	2	4
Floodplain - Final	0	0
Zoning – Landscaping Install	1	1
Removal Site Inspection	1	1
Permit Reviews		
Zoning Reviews Completed	33	243
Floodplain Reviews Completed	55	353
Historical Reviews Completed	4	28

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	July 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	22	\$ 2,903,244.25	182	\$36,238,739.15
Minor Building Permits	21	\$ 130,690.83	121	\$ 1,403,618.64
Electrical Permits	19		140	
Plumbing Permits	17		59	

BUILDING INSPECTIONS PERMIT REPORT				
Mechanical Permits	25		133	
Sign Permits	3	\$ 6,935.00	18	\$ 90,790.00
Demolition Permits	2	\$ 900.00	21	\$ 242,788.00
Structure Moving Permits	1	\$ 500.00	2	\$ 750.00
Inspections	July 2021		YTD	
Number of inspections	168		1,121	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	37	4	246
Multi-residential	0	0	0	0
Commercial	2	2	4	41
Industrial	1	0	2	5
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	6	0	41
Fees Collected	July 2021		YTD	
	\$ 11,871.82		\$ 167,331.14	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	July, 2021	YTD
Total Requests Initiated (not including snow/weeds ¹)	107	738
Staff Initiated	74	460
Non-Staff Initiated (total):	33	278
Response to Complaint	15	100
Anonymous Complaint	10	94
SeeClickFix	8	84
Case Requests Disposition		
Founded Case Requests	107	738
Citations Issued	0	2
Cases to Court	0	11
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	11
Dangerous Building	2	10
Abandoned Vehicle	8	15
Tree/Shrub Maintenance	0	0
Garbage	22	178

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, 2021	YTD
Inoperable Vehicle	8	48
Junk, Rubbish or Refuse	36	255
Other	9	82
Writ of Removal	1	11
Information Request	21	128
Snow Removal/Weeds & Tall Grass	88	702

Rental Inspections Summary:

Rental Inspection Report	July, 2021	YTD
Inspection Requests		
Initial Inspections	182	946
Reinspections	15	145
Inspection Requests	0	1
Total Inspections	197	1092
Inspection Results		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	16	91
Passed Inspections	164	919
No Shows	4	18
Unfounded	2	3
Unavailable/Denied Entry	0	0
Units White Tagged	11	60
Rental Dwelling Certificates Issued	118	291

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

Due to staff schedules, July 2021 ridership numbers are not available. We will provide the July numbers in next month's report, along with the August numbers.

The Transit Design Study findings were presented to City Council on July 20th by our consultant Bob Bourne. Staff will work with the City Council to implement the recommendations.

Safety

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	3	22%	11	78%	14
FY to Date	3	22%	11	78%	14

Burials in June were lower than projected. Cremation burials were higher than projected. Traditional burials are behind the pace with the fiscal year to date projections and cremation burials are on ahead of pace for the fiscal year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	14	0	14
FY to Date	14	0	14

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

Administration – Office staff were coordinating burials, working with families on the decorations opt out program, and continuing to update records, preparing for upcoming history walk

Operations – Grounds staff were busy mowing and maintaining grounds, in addition to preparing for burials.

Board of Trustees – Considering options for upcoming History Walk

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	1
● Water – Residential	
▪ New	1
▪ Repair	31
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	2
▪ Sidewalk Repair/Replace	10
▪ Approach New	2
▪ Approach Repair/Replace	7
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	6
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	470
● Emergency Call-outs	10
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	2

▪ Residential Building	2
▪ Demolition	2
▪ Remodel or Addition	5
▪ Moving	0
• Permit Fees collected	\$2,735.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2021 Pavement Marking Program:

The City Council accepted the work and approved final payment at the July 20th meeting. Final payment was made to the contractor and the retainage will be paid thirty days following approval.

2021 Street Panel and Curb Replacement Program:

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the locations where recent work was completed include Kentucky Court, South Tennessee Place and South Monroe Avenue near the intersection of 7th Street SW. The contractor is currently working on street repairs on North Van Buren Avenue near 10th Street NW and on 3rd Street NW near Linden Drive.

Eastbrooke Storm Water Mitigation:

A request from Henkel Construction for additional time to complete the project was received and approved; the one-month time extension was due primarily to material delivery issues in the steel manufacturing industry. More specifically, the metal decking manufacture needed to extend their delivery date; that directly impacted the delivery date of the bridge. The completion date has been extended to September 4th.

The pre-fabricated bridge is expected to be delivered during the first week in August. After the bridge the set in place, Henkel estimates approximately 3 to 4 weeks will be needed to complete the deck pan paving, finish grading for the trail and the trail paving connecting the new bridge to the existing NIACC Trail. A Supplemental Agreement to the original Professional Service Agreement with WHKS is being drafted and is expected to be on the agenda for the August 17th meeting of the City Council.

South Eisenhower Turn Lane Paving Project:

This project involves the construction of a southbound right-turn lane on South Eisenhower Avenue at the intersection with Hwy 122/4th Street SW. Two bids were received for the July 27th project letting; the low bid was submitted by Mid-Continent Contracting Inc. of Mason City, Iowa. The bids and award of contract will be on the August 3rd meeting agenda for the City Council’s consideration.

2021 Street Rehabilitation Program Project:

The precast concrete structures associated with the project were delivered and pavement saw-cutting was completed at several locations where underground utility work is planned. The first excavation is planned for the first week in August. The contractor plans to begin working on 18th Street SE between South Pennsylvania Avenue and South Massachusetts Avenue.

24th Street SW Paving Project:

A preconstruction meeting was held with SEH and the contractor, Croell Inc., on July 20th. Excavation work began the following day. The subcontractor, Navratil Excavating Inc., completed the sanitary sewer manhole replacement. The modified base material was also placed, graded and compacted in preparation for paving. The residences' mailboxes were temporarily relocated to avoid mail delivery interruption during construction.

2020 Paving Program:

The City Council accepted the work and approved final payment at the July 6th meeting. Final payment was made to the contractor and the retainage will be paid thirty days following approval.

The City Council accepted the final plat and schedule of assessments at the July 20th meeting. Assessments are scheduled to be sent to the benefiting property owner on August 10th.

Union Pacific Railroad Quiet Zone:

The City reached out to the Union Pacific Railroad's (UPRR) consultant on multiple occasions throughout the month of July. The consultant was either on vacation and non-responsive or very brief and vague in answering questions related to the final piece of construction necessary before requesting a final review of the project and approval of the Quiet Zone.

I also spoke in length with a retired Federal Railroad Administration (FRA) employee who I had worked with prior to his retirement. Although retired from the organization, he made a trip to Mason City to review the project. He had high praise of the work completed thus far and a very positive opinion that the City's project will be approved quickly when the final work on 15th Street SW is complete.

I also met with two current FRA employees in my office on August 2nd who were also in Mason City to review the project and assist the City in getting the project completed and approved. While in my office several attempts to reach separate individuals associated with the UPRR by phone was unsuccessful. Demonstrating again, the UPRR does not appear to take incoming calls. The FRA requested that I send new traffic information I've been collecting for the past three months. They will, along with me analyze the data and perform a calculation to determine the new Quiet Zone Risk Index number. Following our meeting, another email was sent to the UPRR person who oversees Quiet Zone projects, asking for a status report or expected date the City will receive approval to complete the work at the 15th Street SW crossing.

Monroe Avenue Street and Utility Rehabilitation:

A subcontractor, Bob McKiness Excavating & Grading Inc. (McKiness), completed the sanitary sewer manhole replacement and water main reroute at the intersection of 1st Street NW. McKiness also completed the replacement of all of the water service lines south of 6th Street NW. McKiness plans to begin replacing water service lines north of 6th Street NW during the first week in August.

The prime contractor, Heartland Asphalt Inc. (Heartland), followed behind McKiness, paving the voids left as a result of underground utility repair work. Heartland completed several concrete street sections in the intersection of 1st Street NW; the south side of the intersection required six separate pours to complete. Heartland also completed multiple sidewalk, curb and ADA compliant sidewalk ramp installations.

Another subcontractor, K&W Electric, Inc., performing the electrical lighting work, completed the installation of all of the new street light bases. The interconnect conduit was delivered to the site and installation is expected to begin soon. The new street light poles are planned to be installed after the new HMA surface is placed. Eighteen new LED street lights are being installed as part of the project, replacing the streetlights that are currently mounted on the Alliant Energy utility poles.

Blue Sky Solar Project:

An Acquisition Agreement and Warranty Deed for the solar project were approved by the City Council at their meeting on July 6th. The 9.45 acre parcel of property was purchased from Bob McKiness Excavating & Grading, Inc. for purposes associated with the Blue Sky Solar Co. Mason City, LLC Project.

The City also worked through the month with Ahlers Cooney Attorneys and attorneys representing Blue Sky on the preparation of a Lease Agreement with Blue Sky. The lease agreement allows Blue Sky to install and maintain solar equipment on City owned land. The Lease Agreement is expected to be on the agenda for the August 3rd meeting of the City Council.

Water Distribution System Master Plan:

Engineering Staff hosted a kick-off meeting with Stanley Consultant's, Inc. (Stanley) and the City's GIS department for the Water Distribution System Master Plan project for the City of Mason City. The Engineering Study being conducted by Stanley will include an analysis and evaluation of the existing water distribution system under various demand and development scenarios.

The current distribution model will be completely updated and made usable to test scenarios for predicting future development demands and plan for future water infrastructure projects.

The Master Plan goals include:

- the updated model to reflect the existing system under current demands
- an evaluation of the existing system performance and improvements to correct system deficiencies
- existing system condition assessment
- determine the future growth scenario (20 years) and model it, determine improvements needed to serve future development scenarios and determine capacity shortfalls
- generate a priority improvement project list with assigned costs.

12th Street NW Reconstruction Project:

The project is currently undergoing an audit by the Iowa DOT. Upon completion of the audit, the City along with SEH will prepare the final documents necessary for action to accept the project and close it out with the City Council and the Iowa DOT.

South Monroe Avenue RISE Project:

A final inspection of the project was performed by the Iowa DOT (DOT) and approved. The final paperwork on DOT forms was generated and the project is expected to be on the August 17th agenda for the City Council's approval. Following approval, the City will begin the application for reimbursement for the RISE Grant Funds.

Water Treatment Plant Discharge Stream:

The project is planned and being coordinated along with the Winnebago River Dam #1 project. A preconstruction meeting is scheduled for August 10th.

4th Street SE and South Kentucky Avenue Traffic Signal Project:

The new signal pole was delivered as well the re-bar and forms for a new foundation. The re-bar cage and forms were constructed for the concrete cast-in-place base. A contractor was hired to auger the shaft and set the forms. Staff from Operations & Maintenance poured and finished concrete. The traffic signal is currently being assembled and will be erected onto the new base following the appropriate cure time on the concrete.

Other Tasks Performed through the Engineering Department:

- Alliant Energy, along with Michels Power, continued working on an electric rebuild project in the southwest part of the City. The project is located south of 23rd Street SW between Fredrick Hanford Park and US 65 (South Federal Avenue). Michels Power is currently placing underground electric along 26th Street SW between South Monroe Avenue and South Jefferson Avenue.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project in the Meadowbrook area. The project is located south of 4th Street SW (Highway 122), extending to 10th Street SW and between Meadowbrook Drive and Springview Drive. Michels Power is currently placing underground electric along 6th Street SW and will be moving to South Garfield Drive soon.
- Construction Permit Applications for new water and sanitary sewer mains for the Stone Pillar 19th Subdivision have been submitted to the IDNR for approval. Engineering Staff will be providing project inspection services for water, sanitary sewer and street paving.
- Engineering Staff reviewed and provided comments on the construction drawings for the first installation of Metronet fiber, The area is generally located south of Hwy 122/4th Street SW between South Jackson Avenue and South Pierce Avenue. The project area includes a combination of underground fiber and aerial attachments to existing Alliant Energy utility poles.

Traffic Division:

- Traffic Control
 - Sign work orders 16
 - Traffic Sign Orders 3
 - Streetlights
 - New Installation 0
 - Repair Request 3
 - Fixture Replacements 2
 - Traffic Signals
 - Respond to signal issue reports 2
 - Perform traffic signal repairs 4
 - Iowa One-Call locate reviews 501
 - Locate City-owned electrical utilities 5

- Emergency Call-outs

0

Other Tasks Performed by the Traffic Division:

- Calculated the cemetery electricity bill.
- Worked with the police department to deploy and program message trailers to assist with traffic for the 4th of July fireworks at the high school.
- Performed repairs on 3 tornado sirens
- Set a special cabinet for fiber optic operations at fire station. Then pulled in fiber cable between the new cabinet and the cabinet for the South Monroe Avenue signals.
- Removed and replaced the lane directional signs on the traffic signal arms at 5th Street SW and South Monroe Avenue.
- Worked with an electrical contractor to remove existing parking lot lights and replace them with new LED units. The lighting fixtures were replaced in the lot west of City Hall and in the City lot located at the corner of 1st Street NE and North Delaware Avenue.
- Replaced several outlets in the RV electric pedestals at the MacNider campgrounds. Also ordered several new ground fault breakers to replace failed units.
- Helped provide temporary power for the stage and vendors for the Friday Nite Live event. Made sure power to pedestals was turned on.
- Removed battery power to the east side school zone flasher. Was contacted by the school maintenance director that these units would no longer hold a program. Contacted a signal vender and ordered new units that would integrate into the system in place at 4th Street SE and South Illinois Avenue.
- Completed forms to add a couple of new street lights in the new Stone Pillar addition.
- Filled out claim forms for damage to City owned property.

Water Supply Division:

- Water Production

	<u>July</u>	<u>FY 2022</u>
• Total (gal)	133,088,000	133,088,000
• Daily Average (gal)	4,293,000	4,293,000
• Daily Maximum (gal)	4,910,000	4,910,000*
• Daily Minimum (gal)	3,558,000	3,558,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Cleaned the brine feed valve on the Sodium Hypochlorite Generator
 - Replaced the filters in the brine feed line on the Sodium Hypochlorite Generator
 - Replaced the sample tap in depleted brine line on the Sodium Hypochlorite Generator
 - Replaced water leak listening unit in the customer service division
 - Replaced the filters in the CIP pump
 - CIP #2 and #4 EDR Trains

- 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

- Customer Service
 - Iowa One-Call locates 482
 - Prepare and send service repair letters 4
 - Monthly bacteria samples 30
 - Collect project bacteria samples 0
 - Check water quality at residents and businesses 5
 - Correlate water main breaks and investigate for leaks 6
 - Hydrant flow testing 0
 - Hydrant Flushing 0
 - Water Main shut down for repairs 4
 - Water shut offs for non-payment 1
 - Water shut for other 4
 - 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 30
 - Water Service Permit/Inspection
 - Repair/Replace 4
 - New Installation 15
 - Disconnections 12

- Meter Department

	<u>July</u>	<u>FY 2022</u>
• Meters Installed	9	9
▪ Industrial	0	0
▪ Commercial	1	1
▪ Residential	8	8
• Meters Repaired	3	3
• Contractor and Garden Meters Recovered	0	0
• Contractor and Garden Meters Installed	2	2
• Meters Read	11,866	11,866
• Meters Ordered	5	5
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

Other Tasks Performed through the Water Supply Division:

<u>Meters Installed July 2021</u>			<u>Meters Ordered July 2021</u>		
5/8"	8		5/8"	0	
3/4"	0		3/4"	0	
1"	0		1"	0	
1 1/2"	0		1 1/2"	0	
2"	1		2"	5	
3"	0		3"	0	
4"	0		4"	0	
	Total	9		Total	5
<u>Meter Inventory August 1, 2021</u>					
			5/8"	0	
5/8"	19		3/4"	0	
3/4"	7		1"	0	
1"	9		1 1/2"	0	
1 1/2"	3		2"	0	
2"	7		3"	0	
			4"	0	
	Total	45		Total	0

- Replaced the hard drive in the office computer and reinstalled SCADA software
- Reset total well flow in well 16
- Replaced the base plate for #4 High Service Pump.
- Performed troubleshooting on the motor soft start on High Service Pump #3. Removed soft start from #4 High Service Pump to replace failed #3.
- Replaced motor soft start on #4 High Service Pump.
- Short cycle CIP on #1 EDR Train to restore the normal flow rate that had been reduced due to plugging in the membrane stacks
- 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
- 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
- Mowing at Water Plant, Booster Stations, Water Towers, and outer well sites as needed

Abbreviations:

CIP	Clean-in-Place
ECIP	Electrode 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 Finance Department Staff

Finance	July	Fiscal Year- to- Date
Prepare payable checks	686	686
Prepare receivable invoices	13	13
Prepare payroll checks	1235	1235
Certify invoices to County	0	0
Send letters to State Offset Collections	10	10
Record State Offset collections	\$ -	0
Sort Mail		0
Ambulance accounts sent to collections	33	33
Record ambulance receivable	155	155
Scanned invoices for myView point processing	1076	1076
Process utility payments		0
Utility Collections		
Record ACH activities	29	29
Prepare utility adjustments	114	114
Finals & charge offs	297	297
Issue utility bills	10301	10301
Answer phone calls	1469	1469
Respond to voicemail	243	243
Complete utility service orders	334	334
Complete landloard tasks	12	12
Issue shutoff notices	401	401
Process customer paid utility bills	5253	5253
Process customer deposits	438	438
Replace meters	9	9
Complete monthly sales tax report/hours		

Information Systems Coordinator

Routine Activities for July:

- Connect Krystal G to Jeannett W's data drive.
- Install Zuercher mobile on Kirby B's desktop.
- Move finance printer back to Krystal G's office.
- Order printer for Mark R.

- Order USB-C to HDMI adapter for Rec.
- Pay invoices.
- Finish with mobile connections for PD tablets.
- Help Diana B with her Granicus account on her Ipad.
- Look at security system for Diane Y.
- Order Adobe Pro for Matt L at Water Treatment.
- Reboot Task Force server to correct error.
- Find or restore file for Danielle C at PD.
- Get Jeannett W's laptop set up for Krystal G.
- Order fuel for generator.
- Remove Chandler S from AD.
- Remove Corby F from AD.
- Remove Logan H from AD.
- Send information about updating PCs and Servers.
- Set up and close out users at PD.
- Fix default app file for Krystal G.
- Get Krystal G hooked up to Jeannett W's email.
- Help Brian P with his email issue.
- Pick up laptop from Jason H at PD first thing in the morning.
- Remove Alex R from AD.
- Re-image Jason H's laptop.
- Clean up user accounts for Recreation.
- Order DVD burner supplies for PD.
- Set up new user for Recreation.
- Update Government Channel and HR Display PCs.
- Get RSM to check and see why Mpower is not accessible outside City network.
- Get Tracs reinstalled on Jason H's laptop.
- Look at desktop for Don T.
- Install new hard drive and rebuild PC for Don T.
- Meeting with YTF at YTF.
- Order spare PC hard drive.
- Search security per Diane Y's request again.
- Test Mpower on network other than Verizon.
- Create shortcut for printer script on Jason H's laptop.
- Finish computer for Don T.
- Get with Aaron B and Water Billing staff about issue with customer.
- Install signature pad for Jason H at PD.
- Install software on PCs for FD.
- Look at laptop for David S at Airport.
- Look for missing emails for Aaron B at City Hall.
- Move Jason H's desktop items back to his laptop.
- Restore file for Jen M in Finance.
- Complete server updates Monday morning.
- Get with Brad at RSM about media room connections for library.
- Get with Brad at RSM about temporary changes for YTF.
- Get with Lucas about PC for media room at library.

- Have Recreation and O and M force reboot of their servers.
- Help John J with his Granicus account on his Ipad.
- Install Office on one of the PCs in the media room at the library.
- Run updates on all servers over weekend.
- Finish testing power switch on Airport laptop.
- Go to library and install office on media room PC.
- Look at Brian P's PC for non-responsive issues.
- Reboot PD Shoretel phone system.
- Recreate local profile for Brian P on his PC.
- Check branch switch at Museum for power issues.
- Check status of Granicus encoder at library.
- Configure new Training Room PC for PD.
- Download and program council meeting on Government Channel.
- Fix nightly backup for Water Reclamation.
- Get Training Room PC Connected to network for PD.
- Install Adobe Pro on Matt L's PC at Water Treatment.
- Look at Steve V's PC for update error issue.
- Take new monitor to PD and install.
- Add users to FD user group for Aaron B at FD.
- Call Granicus about error connecting to encoder.
- Check status of Car 6 video downloads.
- Get media room PCs at library on domain and complete configuration.
- Get DOT to install Tracs on PD Training Room PC.
- Get with RSM about starting to build a public WiFi for the City.
- Look for missing emails for Erik B at FD.
- Contact Getac about software that the PD wants to Demo.
- Get spare Cradlepoints to Water Reclamation to try in sewer van.
- Help Tricia S get reactivated with mobile security.
- Install Lockview software on tablets for FD.
- Look at flood sensor adapters for FD.
- Look for missing email for Mark R.
- Look for missing emails for McKenna W at PD.
- Delete HP files on PCs for Jon G and Heather B to see if it clears popup error.
- Fix drive letter assignment on West Workroom PC at PD.
- Generate new PC list.
- Get quote for new PCs.
- Have Granicus test connection to encoder.
- Look at update issue with South Workroom PC at PD.
- Remove PD users from AD.
- Restart Granicus encoder.
- Run updates on IT tablet.
- Create user in L-3 for PD.
- Get public WiFi demo up and running with RSM.
- Order access points.
- Send information out regarding Guest WiFi.
- Send instructions for body cam firewalls configuration to Brad at RSM.

- Fix connection for FD flood sensor.
- Get Car 11 tablet and look at connection issue.
- Get with Granicus to try and reconnect to encoder again.
- Have Granicus update all software on encoder.
- Install Taser cam software for Ed W at PD.
- Look at funding information from Aaron B at City Hall.
- Run updates on Car 11 tablet.
- Take a look at power issue for tablet from museum.
- Update security software on Car 11 tablet.
- Check with RCC about phone connections for Conference Rooms at City Hall.
- Get extra key for manual lock for front doors of City Hall.
- Get quote for second conference room phone for City Hall.
- Have RCC move Jeannett W's phone back to first floor of City Hall.
- Order certificate for Recreation.
- Order conference room phone.
- Take Car 11 tablet back to PD after testing.
- Get with Mike S at PD about Car 11 tablet.
- Look at arena switch port configuration.
- Look through statement from Insight Parts.
- Make cable for arena scoreboard.
- See about getting Krystal G access to Verizon phone accounts.
- Update media room encoder at library.

Future activities planned and other comments:

- Finish configuring guest network for departments on fiber ring.
- Continue upgrading servers to newer version of server OS.
- Start planning process to upgrade email system.
- Order new PCs for this fiscal year.

GIS Department

Airport

Cemetery

City Administrator

- Update and complete Tree Inventory Web app for public facing web page
- Work on a StoryMap for Tree inventory/ Sustainable Urban Tree Program

Development Services

- Run script and create 1st and mid-month parcels CSV file
- Troubleshoot address search in online imagery service
- Download and review preliminary plat

Engineering/Water Treatment/Customer Service

- Attend meeting with consultant firm for water distribution master plan project

- Discuss missing data needed before uploading data to consultant group
- Discuss County concern over some apartment / condo addressing
- Discuss road name and make edit to existing road centerline layer

Fire

- Look up user name and password, provide website for online GIS/asset management system
- Review data for call location map, duplicates found, sent back to Fire department for edits
- Look up diameter of water service line and check for others running to that building
- Add water service line diameter labeling to Fire department GIS/asset management online map

Finance

- IT/Rec-Highland: reset user password
- IT/PPD: computer not connecting to J: drive, reboot worked
- IT: cover IT calls x 4 days
- IT: change backup tapes and check server room x4 days
- IT/Fire: reported that user unable to access city network, questioned if it was password related
- IT: ping computer as requested by IT
- IT/Engineering: troubleshoot mapping site not connecting through cellular networks, referred to IT
- IT/Police: staff lost folder on their R: drive. Discuss options to search for it, forward to IT department

Human Resources

- Create, export & email map with 30 mile buffer from city limits

Operations / Utilities/ Water Reclamation / Parks

- Look up easement information on property x2
- Fix hydrant layer by removing old joined table
- Troubleshoot slow print processing from online GIS, connection to intranet slow

Police

- Provide link to online zoning map and discuss options for online GIS/Asset management map

Recreation

General

- Update Downtown Vacant Property web app for Main Street Mason City
- Download Pictometry add in toolbar to upload data to their site online
- Update online map for use at County Emergency Management center

- Attend IA GIS User Group quarterly meeting online
- Attend County Emergency Operations table top exercise
- Attend virtual GIS/Software user conference x 4 days
- Discuss street view imagery capture for 2021 with sales rep
- County Auditor: email, discuss software options to work with 2020 census data for redistricting
- Download and test ArcGIS toolbar for districting and test functionality for census redistricting process
- Research and test emergency response web applications

Future Tasks and Activities:

- 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

ACTIVITY	July 2021	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	81	437
EMS	481	3,159
Total Calls for Service (Fire & EMS)	562	3,596
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
430	39	11
Personnel Training Hours		
EMS	196.00	2,628.00
FIRE	988.57	6,767.20
Total Training Hours	1,184.57	9,395.20
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	204	1,451
Existing Building Inspections	16	135
Plan Reviews	14	119
Fire Investigations	1	11
Liquor/State License Inspections	8	76
Community Involvement		
Public Tours of the Fire Station (Number)	2	6
Public Fire Safety Appearances/Trainings (Number)	5	34
EMS/Fire Students - Ride-Along	1	11
Preceptor Training Hours	24.00	509.66
National Fire Statistics - YTD 08.03.2021	Line of Duty Deaths	Civilian Fire Deaths
	62	1,441
Fire Property Loss Report – Mason City		
Estimated Property Value	\$59,400	\$3,956,480
Estimated Property Loss	\$34,300	\$484,528
Total Saved	\$25,100	\$3,471,952

Overtime Hours

Fire	103.25	744.75
EMS	554.25	2,137.25

Significant Events

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	16	27
Engineering	16		16
Finance	11		11
Fire	45		45
Human Resources	2		2
Library	12	1	13
Museum	6	2	8
Operations & Maintenance	66		66
Police	44	1	45
Recreation	7		7
Youth Task Force	4		4
Grand Total	235	24	259
Plus 159 Seasonal employees			

Staffing

Activity

Hiring Activity:

- Police Officer-12 openings (Police): In the midst of a aggressive Civil Service recruitment with emphasis on hiring certified officers,

Deputy City Admin/Finance Dir - 1 opening (Finance): Position was filled externally, new hire will start on August 9.

Asst Finance Dir - 1 opening (Finance): Interview conducted and job was filled with internal promotion.

Head of Adult Services - 1 opening (Library): Conducted recruitment, interviewed and offered position to an external candidate who will start work in August.

	Library Assistant II - 2 openings (Library): Interviews conducted and filled with internal promotions.
	Library Assistant I - 1 opening (Library): Interview conducted and filled with internal promotion.
	Library Clerk PT - 2 openings (Library): Recruitment underway externally.
	Library Assistant I - 1 opening (Library): Recruitment underway externally.
	Firefighter/EMT - 3 openings (Fire): Establishing a new Civil Service list, testing conducted. Interviews in August.
	Water Supply Operator - 1 opening (Water Supply): Establishing a new Civil Service list, testing conducted. Interviews in August.
	Payroll/Accounting Clerk - 1 opening (Finance): Establishing a new Civil Service list, testing conducted. Interviews in August.
	Custodian II PT - 1 opening (Library): External applicant was hired. Begin a new recruitment for an opening in August.
Positions Filled:	- Hired 1 seasonal employee during the month, 1 Reg part-time (Custodian II-Library)
Turnover:	- 7 voluntary separations: 5 Police Officers, 1 Firefighter, 1 Seasonal during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 2 fulltime and 1 seasonal hires. Conducted 3 exit interviews
Recruitment Strategy:	- Developed new Police recruitment marketing plan and hiring incentives.
Civil Service Commission:	- One meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: Two open grievances, 2 grievance meetings held. - Teamsters: One open grievance, grievance meeting held. - AFSCME: No open grievances.
Labor Negotiations/Relations:	- Teamsters: Negotiated across the board competitive wage increase and 2 year contract extension.

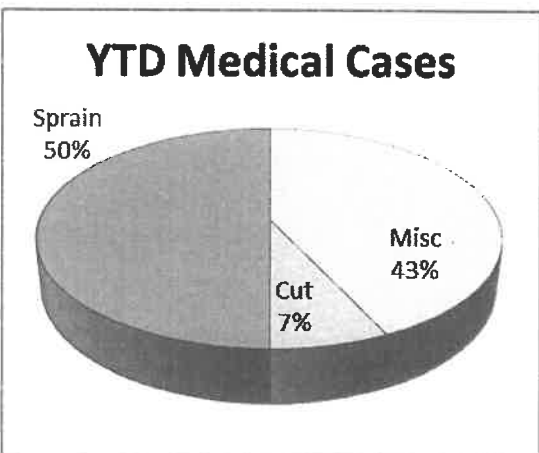
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.
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Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Explored dental plan options with benefits broker.

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.
Unemployment Claims:	- Participated in unemployment hearings.
Compensation Plan:	- Worked on a competitive wage increase for sworn Police command staff in conjunction with bargaining unit wage increases.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	0	14	13
# of OSHA Injuries	0	14	12
# of Days Missed	0	15	197
# of Employees Off	0		

July Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In the month of July the Museum continued to work to return to normalcy at the Museum. This month saw an uptick in visitors as people start to travel. As always staff completed a number of routine activities that kept the Museum operating smoothly. Duties include daily tasks such as sweeping, vacuuming, and dusting the Museum. Answering the phone, processing mailings, and creating publications such as the newsletter and class flyer. Staff attended service clubs to promote the Museum when requested. The Museum worked to plan a variety of events for patrons. The Museum also paid invoices, processed payroll, and assisted with visitor requests. Staff maintained the Museum's collection including rotating of artworks, care of the hvac, and care of the artworks. Much of the staff time revolves around the attention to visitors.

The Museum hosted visitors from around the Midwest, as tourist travel started to pick up. Out of town visitors made up of the majority of the everyday visitors. The Museum also hosted several rentals which is common for this time of year. The Museum staff is currently working to develop a plan for rentals that bring alcohol into the Museum when they have not made prior arrangements. The Museum Board of Trustees plans to craft a policy to take on this issue at the upcoming board meeting.

The Museum began working on its Artoberfest fundraiser, which will take place on October 8th. Tickets this year will be \$50 and space will be limited. There will be an online auction like the prior year, however the majority of the event will return to in person. At this time the museum is seeking sponsors for the event. Committees have begun working on the event with volunteers in various capacities.

Special attention was paid this month to the yard to keep the lawn and plantings alive despite the drought. The lawn also takes a beating from all of the kids using the imagination playground. Daily watering has kept it alive, as well as supported the old oak trees that are located around the property.

Gallery attendance	882
tour attendance	0
event attendance	50
Classes	128
Playground	264
Outreach	33
TOTAL	1357

199 members

21 Business memberships

7 City Memberships

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	0
Water Main Taps	1
Valve Installations	8
Cement (Valve Installations)	7
Fire Hydrant Installations	5
Fire Hydrant (Cement)	2
Fire Hydrant Repair	1
Road Box Repair (VAC)	2
Safety Inspections	1
Customer Complains Low PSI	2
Leak Detection	1
Sanitation	3
Tree Crew	0
TOTAL:	33

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair Engineering vehicles
Service and repair 12 fire trucks and ambulances
Service and repair 4 park vehicles
Service and repair 5 police cars
Service and repair 2 Rec Department vehicles
Repair and service 5 Sanitation trucks, brakes, etc.
Repair and service 15 Street Department vehicles
Service and repair 1 Water Reclamation vehicle
Service and repair 1 Water Utilities vehicle
Service and repair 0 Water Supply vehicles

Electrical

Street light repairs
Traffic Signal repairs
Install charging stations at City Hall
Repair lighting at the adult ball diamond concessions
Repair motor at Water Reclamation
Repair outlets at Georgia Hanford Park

Repair door locks at Georgia Hanford Park
 Set up electrical for the Cannonball Days
 Repair exhaust fan at Street Department
 Repair lights at the tennis courts at West Park
 Repair outlet at Campground
 Set up electrical for Friday Night Live event
 Repair electrical for Water Reclamation TV van
 Repair electrical in thickener at Water Reclamation

Wastewater Division:

Division: Wastewater

- Wastewater treatment:

Monthly Total:	160.514	million gallons
Daily Average:	5.178	million gallons per day
Daily Maximum:	7.712	million gallons per day
Sludge processed	1.49	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 1
- Worked on TV camera

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 2 industrial pretreatment inspection
- Completed 5 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
- Installed new pump in pump station #1
- Changed oil in two belt thickener drives
- Replaced sampler fridge
- Poured new base for pump #1
- Replaced odor control fan bearings
- Started work on new sidewalk to lab building
- Cleaned UV system
- Ran thickener
- Hauled 390,400 gallons of biosolids
- Replaced rubber seal on south finale clarifier
- Cleaned and calibrated DO probes
- Replaced operating mechanism on diaphragm pump

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	534.63 tons	3,322.71 tons
Recycling collected	113,700 pounds	842,030 pounds
Yard waste collected	110.29 tons	547.61 tons
Large item number of stops	71	460
Materials collected:		
Large furniture	41	284
Small furniture	31	223
Tubs & toilets	5	29
Appliances & TVs	40	172
Electronics	1	5
Request for service calls	313	2,091

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 Office
- Clean up accident debris, various locations
- Repair and rebuild storm drains as needed
- Pick up dead deer
- Set up for Friday Night Live
- Clean storm drains as needed
- Haul old appliances to salvage yard
- Haul Mulch
- Trim and respond to 43 tree requests, remove 59 trees
- Grade roads, alleys and shoulders

Sweep streets
Pothole maintenance

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
Haul mulch
Trim trails
Mow and trim parks
Support for Steak Challenge, Pickleball Tourney, Class Reunion
Haul supplies for shelter reservations
New asphalt overlay in Lester Milligan Park trails around the Black Pit
Soccer field and Ball diamond maintenance
Paint playground equipment, East park, Fredrick Hanford Park
Repair the door at the band shell
Trim the Lime Creek trail from East park to the LCCA sign along the
Winnebago River
Install benches along the Lime Creek trail
Repair fascia on the East Park Maintenance Garage
Till playground areas grown over with weeds

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	1314	1206	1489	1478	1724	1749	1772	0	0	0	0	0	8960
Alarm - Business	48	36	61	36	50	49	51	0	0	0	0	0	280
Animal	36	34	52	56	58	82	76	0	0	0	0	0	318
Burglary	14	12	18	10	12	17	19	0	0	0	0	0	83
Collision - Prop Damage	62	80	62	54	72	52	65	0	0	0	0	0	382
Collision - Pers Injury	3	3	5	5	5	8	7	0	0	0	0	0	29
Collision - Hit and Run	13	13	12	21	23	22	22	0	0	0	0	0	104
Disorderly	116	105	135	153	163	141	156	0	0	0	0	0	813
Domestic - Physical	8	11	15	14	9	15	14	0	0	0	0	0	72
Domestic - Verbal	24	35	25	31	27	34	25	0	0	0	0	0	176
Fireworks	2	2	0	3	3	47	83	0	0	0	0	0	57
Harassment	64	48	43	55	69	49	62	0	0	0	0	0	328
Medical	69	69	74	68	86	92	86	0	0	0	0	0	458
Motorist Assist	29	48	21	16	15	23	23	0	0	0	0	0	152
Parking	55	47	40	39	51	49	36	0	0	0	0	0	281
Stray Animal	20	21	45	48	47	65	62	0	0	0	0	0	246
Suspicion	121	106	171	183	219	214	164	0	0	0	0	0	1014
Theft	60	47	68	49	74	66	79	0	0	0	0	0	364
Welfare Check	81	74	100	87	101	105	120	0	0	0	0	0	548

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	144	111	137	151	148	0	0	0	0	0	763
New Investigations	355	341	421	365	422	392	405	0	0	0	0	0	2296
Traffic Citations	93	105	95	83	97	59	87	0	0	0	0	0	532
Written Warnings	114	67	76	60	49	66	58	0	0	0	0	0	432
Crash Reports	62	78	71	68	80	63	74	0	0	0	0	0	422
Parking Tickets	518	802	274	213	105	27	19	0	0	0	0	0	1939
Traffic Stops	167	131	149	117	103	132	108	0	0	0	0	0	799
Extra Patrol Checks	902	568	675	582	440	430	426	0	0	0	0	0	3597

Business Checks	147	105	92	91	76	79	53	0	0	0	0	0	590
Offender Checks	23	31	24	19	28	23	38	0	0	0	0	0	148
Open Records Requests	381	460	460	462	524	554	519	0	0	0	0	0	2841

July has been the busiest month of the year so far in terms of calls for service in patrol. This follows a normal summer trend line that we usually see.

The work done by patrol is often wide and varied and it included response to 83 fireworks complaints.

Second Detail responded to a call regarding human remains. Officers determined that the deceased was a missing person. With assistance of the Mason City Fire department and the County Medical Examiner’s office, the remains were recovered and the family notified.

They also continue to monitor local liquor establishments on a regular basis.

Third Detail responded to a variety of incidents this month including a gunshot wound at the ER that was self-inflicted, fatality collision, public intoxication, burglary, and NCO violations.

Criminal Investigations

CID opened fifteen new cases in July, including three death investigations, one of those was a suicide, and two search warrants were served, two LEIN submissions, three CPC interviews attended, and case updates sent for CPC quarterly case reviews.

Charges filed this month include the following: One charged with 2nd degree sex abuse.

Parking/Animal Control

We have an employee out on long-term leave at this time. This is impacting parking enforcement. For July, 19 parking tickets were issued to violators. Four vehicles were towed for overtime parking.

During July, MCPD personnel had another busy month responding to 141 animal-related calls for service. The most prior to this in a month was 153 in June 2021 and 142 in August 2020.

There were two human bite cases this month – 1 dog and 1 cat. The dog had a prior bite history and the owner decided to euthanize the dog. There were ten charges filed for animal offenses in the month of July.

We had the second highest number of cats taken to shelter this month, due to one residence that had health code violations signed over 20 cats. For the month, 69 animals went to shelter, 18 dogs and 51 cats.

Administration

MCPD has a sitting committee of sworn staff who are working through the process of identifying a body worn camera solution to be implemented during the 2022 fiscal year. The committee has chosen two body cam vendors they feel will best fit the Mason City Police Department’s needs.

In July, we rolled out the new recruitment. We are soliciting applications for police officers at the entry level and certified officers. We have had a great response on social media with our new video.

We were awarded a grant for a new position that will help victims of crime know their rights. Our Crime Victim Specialist had her first month in July. She followed up on 95 cases, successfully contacting 79 victims by phone or face-to-face appointments. She provided the following services: eight referrals to Crisis Intervention, five referrals to community resources, assisted and submitted two Crime Victim Compensation Fund applications, and one application received approval for assistance. She has acted as a liaison between officers and victims following up with 16 cases by tracking video, statements, and other miscellaneous details.

MCPD Social Media	June 2021	July 2021	Difference
Facebook	9,225	9,343	+118
Twitter	2,007	2,016	+9

Public Library

Reported by Mary Markwalter, Library Director

The library has hired a new Adult Services Librarian.

The library is in the process of hiring other positions, both part time and full time.

<i>Circulation-Books</i>	21-Jul	YTD	LYTD
Adult Fiction	1252	1252	509
Adult Non Fiction	495	495	109
Large Print	777	777	297
Young Adult	544	544	178
Juvenile Fiction	1548	1548	301
Juvenile Non-Fiction	336	336	86
Middle School	240	240	0
TOTAL BOOKS	4952	4952	1480
<i>Circulation-Other</i>			
Audio/CD/Playaway	225	225	79
Periodicals	102	102	4
Software	0	0	0
Other(puppets, misc)	7	7	52
DVD	802	802	123
Tumblebooks	1	1	0
Creativebug (users)	14	14	5
Heritage Quest	0	0	0
Ancestry.com	47	47	0
Bridges	1744	1744	1412
Ebsco (sessions)	0	0	3
Newsbank	62	0	0
Hoopla!	722	722	696
Total-Other	3726	3726	2506
Grand Total Circ.	8678	8678	3986
Item Records Added	532	532	208
Patrons Registered	65	65	19
Renewals	693	693	426
Holds Filled	234	234	120
Holds Placed	472	472	1110
Discs Cleaned	0	0	0
Photocopies	1834	1834	150
MeetingRoomGuests	335	335	72
Meeting Room Used	17	17	12

SILO request unfilled	2	2	0
SILO request filled	16	16	6
SILO MCPL Request Filled	1	1	0
SILO MCPL Request Unfilled	2	2	0
Attendance	10000	10000	232
Children's Programs	3	3	3
Childrens Program Attendance	112	112	282
Young Adult Programs	0	0	0
YA Program Attendance	0	0	0
Adult Programs	0	0	0
Adult Program attendance	0	0	0
In Library Use	2000	2000	0
Faxes Received	14	14	11
Faxes Sent	101	101	31
Scan	30	0	8
Handouts, Brochures, etc.	700	700	100
Genealogy Referrals	0	0	1
Archive Referrals	8	8	1
Photo Prints	4	4	0
OCLC Borrowed from MCPL	0	0	0
OCLC Borrowed by MCPL	0	0	0
Reference Questions	1000	1000	832
Internet Users	325	325	128
WI-FI Sessions	1291	1291	1147
Microfilm Users	0	0	0
Website Visits	2414	2414	2582
TOTAL PUBLIC SERVICES	22205	22205	7481
GRAND TOTAL SERVICE UNITS	30883	30883	11647
VOLUNTEER HOURS	7	7	14

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Fun N Sun
- 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:

Total People Served in 2021 through July: 238,529
 Total People Served in 2020 through July: 139,181
 Nights stayed at MacNider Campgrounds in 2021 through July: 3,891
 Nights stayed at MacNider Campgrounds in 2020 through July: 2,679

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2021</u>
Family	33	32
Class A	169	185
Class B	30	29
Youth	16	28
Daily Cart and Green Fees	\$60,232	\$62,994
Rounds Played	7,726	8,362

- 2,450 rounds played at Highland this month
- Mowed greens 48 times including double mowing
- Rolled greens 23 times
- Mowed tees and collars 19 times
- Mowed fairways 18 times
- Mowed all rough 5 times and cutting holes 2-5 an extra 3 times
- Changed the cups 19 times
- Changed practice cups 8 times

- Sprayed green with plant protectants and fertilizer 3 times
- Sprayed clover in rough on front and back twice 10 loads
- Sprayed tees for crabgrass and clover backside tees
- Mowed mounds 6 times at 3.0 inches
- Fixed tire on tractor
- Top-dressed all greens 2 times
- Verticut all greens 3 time and mow
- Back lap greens mowers 10 times
- Back lap tee mowers and grease 4 time
- Back lap fairway mowers 4 times
- Weeded the course 4 times
- Fertilized tees and approaches
- Raked and push up sides on traps 17 times

Arena Monthly Activities

- Host North Iowa Fights MMA
- Host the Hairball

Recreation Special Activities/Accomplishments:

- Held 13 pool parties at the Family Aquatic Center
- Hosted the 2021 River City Steak Challenge
- Finished the installation playground unit at the Mason City Family Aquatic Center
- Continued to run the bike rental programming
- Continue to fix grass issues at the Soccer Complex
- Community Garden program
- Attended the Cerro Gordo Community Foundation Grant Ceremony – 2 Grant Award
- Complete the MacNider Full Hook Up Expansion Project

Highland Park Golf Course Special Activities/Accomplishment:

- Worked on a lead for outings in 2022
- Ran the Senior Amateur Tournament
- Hosted the Mohawk Booster Outing
- Ran the Men's Season Pass Championship Tournament
- Hosted the ServPro Outing
- Hosted a Couples Golf and Dinner Event
- Ran our Junior golf league has 42 golfers

Arena Special Activities/Accomplishment

- Continue to work out the issues on our New Ticketing Software
- Gave 3 different business tours

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 Fall Sports
- Run for Spring Soccer
- Run Archery Program
- Run Adult Softball
- Help host the River Steak Cook-off Challenge

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 11th
- Run the Highland Park Men's Season Pass Championship – July 17th
- Host the first Couples Golf and Dinner Event 30th
- 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

Arena Work to Be Completed in Coming Month

- National Night Out – August 2nd
- Marc Martel – August 6th
- Install Ice the week of August 9th
- Youth Hockey Camp - August 16th
- Mason City Bulls Try Outs August 20th – 22nd
- Mason City Toros Try Outs August 20th – 22nd
- Mason City Bulls Report to Mason City to start practice week of August 23rd

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of July 2021:

- Volunteer supplies, bags for litter cleanup coordination.
- Assisted, find volunteers for weeding and cleanup project.
- Attended Meeting with committee on River Cleanup, organized volunteer drone pilot to cover event.
- 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.
- 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 on National Night Out assisting with the need for volunteers.
- Updated pictures of Beautification Gardens.
- Worked with Beautification vendors to get invoices paid.
- Worked with community service individuals.

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	83.5
Recreation	Soft Ball/soccer	2828.5
Beautification	Garden Maintenance/Cleanup	346.5
Earth Day	River Clean up	20.0
457	Maintenance	105.0
Total Hours		3,383.5

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

Federal and state grant project liaisons continue ongoing support to grant sites. Grantees around the state/country communicate collaboratively through list serves and virtual meetings. Sponsors continue to promote free educational opportunities in grant-related areas. All Youth Task Force (YTF) staff attended role-appropriate training.

Conversations/meetings with school administrators and staff continue to plan for upcoming school-year youth programming.

Youth Task Force continues the ongoing search for appropriate grant funding sources/donations.

YOUTH TASK FORCE GRANTS

IDPH - Improving Tomorrow: Prevention Focused Mentoring & OJJDP - Iowa Mentoring Partnership Grants

The Iowa Department of Public Health (IDPH) approved the Disparity Impact Plan as submitted (a grant requirement under the *Improving Tomorrow: Prevention Focused Mentoring* grant). With help from the volunteer Mentoring Advisory Board, we will begin next steps.

The *Improving Tomorrow: Prevention Focused Mentoring* FY22 budget was approved, but still waiting on IDPH approval of the submitted workplan.

Youth Task Force program participant surveys for the year were submitted prior to the June 4 deadline, but at the time of this report we have not yet received Qualtrics survey data through the state, usually reportable by the end of June.

In addition to the state-required survey questions, participants completed our own agency standard survey questions to track progress. The goal was to increase/maintain positive response to relationship building and social skill development. We were pleased with the responses reported by our mentees. Our goal was that 70% of mentees increase/maintain their positive response.

Mentees were asked the following questions at the time they enter the program year and at the end of the year, or upon leaving:

- Adults in my community care about people my age = 75.8% Maintained/Improved positive response
- I can get help and support when I need it from someone in my home = 93% Maintained/Improved positive response
- I have friends at school I can trust = 82.7% Maintained/Improved positive response

Under the OJJDP - *Iowa Mentoring Partnership Grant*, periodic group activities must be offered to Mentees & Mentors. Families of the Mentees are encouraged to participate as well. Planning continues for the upcoming school year.

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Youth Mental Health First Aid (YMHFA) training for Mason City Community School District staff (350+) has been finalized. Eight day-long sessions will be provided on August 17 & 18 to train approximately 220 educators and staff. Workshops will first train those from MCCSD High School, John Adams, Lincoln, and Pinecrest Center. We will partner with IA Dept. of Ed instructors, but due to instructor availability the remaining employees will be trained on November 4 (first available on district calendar). The school receives the mental health training at no cost to the district or the City of Mason City.