



City Administrator & Staff Update

2024.07.12

- **Sunset Subdivision:** Sewer meeting July 24th at 5:30pm, City Hall
- **Beaverdale Meeting:** August 13th at 3pm.
- Trail Meeting: The committee met this week to discuss the trailhead, signage, shelters, etc. As part of that meeting, we shared the below links from IDOT on traffic counts (locally and statewide).
 - You can view counts on this interactive map here: <https://iowadot.maps.arcgis.com/apps/MapSeries/index.html?appid=0cce99afb78e4d3b9b24f8263717f910>
 - Turning Movement Count on North side of Interchange: https://www.iowadot.gov/maps/msp/traffic/turning_movements/2022/29220673199.pdf
 - Turning Movement Count on South Side of Interchange: https://www.iowadot.gov/maps/msp/traffic/turning_movements/2022/29220673599.pdf
- **Website:** Design is moving along nicely. Content will start to be transitioned over on July 12th.
- **Pool:** Month to Month comparison attached.
- **Vacant Building Registration:** FYI. I (Katie) attended the Iowa Municipal Professional Institute a few weeks ago. In one of my classes, Brent Hinson, the Deputy Administrator/Finance Director for Mason City, spoke on the best practices in city government. He covered several topics, but one that might be of interest was the removal of dilapidated buildings and vacant building registration. He worked as the City Administrator in Washington and introduced the Downtown Vacant Building Registration Process. Washington and Mason City adopted ordinances that require the owners of vacant commercial or industrial properties to register their buildings with the city. The city requires the owners to provide insurance information, an inspection, and a fee for the vacant building. This allows the city to ensure that the building has appropriate coverage and hopefully encourages owners to fill the vacant property. I wanted to share with you because I thought this could potentially be modified to implement abandoned houses.
 - <https://www.masoncity.net/pview.aspx?id=48859&catID=48>
 - <chrome-extension://efaidnbmnnibpcapcglclefindmkaj/https://masoncityia.municipalone.com/files/documents/VacantPropertyRegistrationForm1464034238051723PM.pdf>

- https://codelibrary.amlegal.com/codes/washington/latest/washington_ia/0-0-0-10766
- **Iowa:** Looking to meet with University of Iowa Professor and IISC to discuss a potential prairie project that has come up. I have sent out a couple request to see if two local organizations are interested in participating. More info...
 - Last week I had a chance to meet with Mike Fallon, the faculty member who teaches the prairie class. It sounds like Travis shared this possibility with you, and we now have a much better sense of what Mike, and his students can provide. The partner identifies potential plots for small urban prairies (approx. 1000 sq feet or less). Students evaluate the options based on information provided by the partner via a Zoom interview and/or emails, i.e. shade, does snow get dumped there in the winter, foot traffic nearby, are there city ordinances about plant height, etc. After a plot is selected, students will research best plant options for this space and provide information about their choices, including best practices for caring for them. Students will do the planting by the end of October. Mike's goals for this process: For the partner to learn more about prairies and native species. He says he often works with facilities or parks and rec staff who don't have much knowledge about native plantings, and he really wants to increase it. For students to learn not only the botanical parts of prairies but the politics of prairies, including how to advocate for getting prairie planted in urban areas. To get another patch of prairie planted! Costs: For 1,000sq feet, he'd need approximately 200 large-sized plants at a cost of \$15-\$20/each. Mike is willing to do some grant writing and go to environmental organizations that support this. He said there may also be local funding available via conservation groups.
- **Okoboji:** My family and I will be in Okoboji the Week of 7/29/2024.

IT (Newberry)

- I don't have much to talk about in this week's update. I will be in class all next week from Monday to Sunday. I will be in my office but would ask not to be bothered as it is important to attend as much of it as I can. I also have been gathering data to see what a new storage solution will cost to replace the old Compellent Storage that keeps failing. If you have any questions feel free to reach out.

Police/Fire (Logan)

- Vacation
- See attached statistics
- Dunham: A few stats to be passed on since Friday Jube 5, 2024 to Wednesday June 10, 2024. These don't include Traffic Related Stops, Routine Calls of Service Etc.
 - Theft Related Calls -4
 - Trespass Related Calls -2
 - Threat Complaint Calls -1
 - Welfare Checks -5

- DOA Calls -1
- Animal Related Calls -5
- Harassment Calls -2
- Lost Property -1
- Keep the Peace -1
- Accident-Related Calls- 4
- Burglary -1
- Parking Complaints-1 Suspicious Calls-2
- Civil Related Issues-2
- Drug related Calls-2
- Disorderly -2
- Sex Abuse Cases -1

Building (Crooks)

Building permits

- a. Three permits have been issued. One for new roof, one for a driveway, and one for a foundation repair/alteration.
- b. One application was denied for concrete slab due to impervious surface requirements.

Code Enforcement

- a. Four new nuisance violations mailed out this week.
- b. Completed follow up on ongoing nuisance issues

Miscellaneous

- a. Spoke with contractors working on Walmart remodel
- b. Spoke to new property owners regarding nuisance issue and future remodeling project
- c. Met with local business owner regarding property compliance and business license
- d. Met with tenant regarding rental complaint

Finance (Moore)

- On Friday, I did all the things that I had to do the day after the 4th, such as going through all the cash from raffle ticket sales. I was out ill on Monday and Tuesday. I worked on setting up the new pay codes and entered new pay rates for FY2024-2025 on Wednesday.

Public Works (Williams)

- Vacation
- Trail progress meeting next Thursday
- Tree Removal on trail completed this past Thursday
- Mesecher:
 - Water lab
 - Locates
 - Sewer lab
 - Clean trucks
 - Clean equipment at shop
 - Recycling and trash

- Sweep streets
- Haul brush and leaves
- Mow city properties
- Mow at sewer plant
- Dig out and pour sidewalk on Glasgow Alley between Schwartz and Spring
- Dig out and pour approach for Glasgow Alley between Schwartz and Spring
- Set up for July 4th celebration
- Clean up from July 4th celebration
- Cut down tree 100 block of Leffler

		April 2023	May 2023	June 2023	April 2024	May 2024	June 2024
Revenue							
<u>001-440-4545</u>	POOL ADMISSIONS	\$ -	\$ 815.39	\$ 34,553.79	\$ -	\$ 1,617.83	\$ 29,683.40
<u>001-440-4700</u>	OPERATING CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>001-440-4745</u>	SALE OF SALVAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>001-440-4752</u>	POOL CONCESSIONS	\$ 92.05	\$ -	\$ 17,496.09	\$ -	\$ -	\$ 12,247.29
Revenue Total:		\$ 92.05	\$ 815.39	\$ 52,049.88	\$ -	\$ 1,617.83	\$ 41,930.69
Expense							
<u>001-440-6030</u>	LIFEGUARDS SALARIES & WAGES	\$ -	\$ 232.88	\$ 13,212.22	\$ 348.00	\$ 96.00	\$ 7,129.19
<u>001-440-6031</u>	POOL MANAGER/ASST MANAGER SALARIES & WAGES	\$ -	\$ 1,206.00	\$ 4,382.75	\$ 166.50	\$ 540.00	\$ 2,636.06
<u>001-440-6034</u>	CONCESSIONS SALARIES & WAGES	\$ -	\$ -	\$ 8,439.81	\$ -	\$ -	\$ 2,323.20
<u>001-440-6040</u>	OVERTIME WAGES - PUBLIC WORKS	\$ -	\$ -	\$ 617.40	\$ -	\$ -	\$ -
<u>001-440-6110</u>	FICA	\$ -	\$ 110.08	\$ 2,065.99	\$ 39.36	\$ 48.65	\$ 924.82
<u>001-440-6130</u>	IPERS	\$ -	\$ -	\$ 58.28	\$ -	\$ -	\$ -
<u>001-440-6160</u>	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.16
<u>001-440-6230</u>	TRAINING, LICENSING, MEETINGS, & CONFERENCES	\$ -	\$ 582.50	\$ 209.60	\$ -	\$ 153.78	\$ -
<u>001-440-6310</u>	BUILDING MAINTENANCE & MATERIALS	\$ 12.46	\$ 139.53	\$ 211.17	\$ -	\$ -	\$ 30.25
<u>001-440-6320</u>	GROUNDS MAINTENANCE & REPAIRS	\$ -	\$ 2.10	\$ 1,125.00	\$ -	\$ 66.35	\$ 147.52
<u>001-440-6350</u>	EQUIPMENT MAINTENANCE/POOL	\$ 6,966.24	\$ 3,288.17	\$ 780.40	\$ -	\$ -	\$ 2,153.00
<u>001-440-6351</u>	EQUIPMENT MAINTENANCE/CONCESSIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>001-440-6371</u>	UTILITIES	\$ 164.76	\$ 175.16	\$ 4,391.98	\$ -	\$ 156.52	\$ 4,517.27
<u>001-440-6373</u>	TELEPHONE/INTERNET SERVICE	\$ 147.27	\$ 178.31	\$ 210.16	\$ 115.37	\$ 150.20	\$ 209.18
<u>001-440-6408</u>	INSURANCE/PROPERTY	\$ -	\$ -	\$ -	\$ 150.30	\$ -	\$ -
<u>001-440-6413</u>	PAYMENTS TO OTHER AGENCIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>001-440-6414</u>	PRINTING & PUBLISHING EXPENSE	\$ -	\$ 109.13	\$ 255.00	\$ -	\$ 204.00	\$ -
<u>001-440-6499</u>	MISCELLANEOUS/CONTRACTUAL	\$ -	\$ 1,221.58	\$ 421.00	\$ -	\$ 1,000.00	\$ 435.00
<u>001-440-6501</u>	CHEMICALS	\$ -	\$ 2,538.50	\$ 2,716.59	\$ -	\$ -	\$ 2,983.40
<u>001-440-6503</u>	CONCESSIONS	\$ -	\$ 159.98	\$ 9,915.69	\$ -	\$ -	\$ 6,756.67
<u>001-440-6504</u>	MINOR EQUIPMENT	\$ -	\$ 1,482.96	\$ 274.62	\$ -	\$ 298.05	\$ 1,568.23
<u>001-440-6506</u>	OFFICE SUPPLIES	\$ -	\$ -	\$ 21.68	\$ -	\$ -	\$ 71.79
<u>001-440-6507</u>	OPERATING SUPPLIES	\$ 84.60	\$ 395.48	\$ 1,987.18	\$ -	\$ 584.38	\$ 2,134.81
<u>001-440-6508</u>	POSTAGE/SHIPPING	\$ -	\$ -	\$ -	\$ -	\$ 59.05	\$ -
Expense Total:		\$ 7,375.33	\$ 11,822.36	\$ 51,296.52	\$ 819.53	\$ 3,356.98	\$ 34,053.55
Total Surplus (Deficit):		\$ (7,283.28)	\$ (11,006.97)	\$ 753.36	\$ (819.53)	\$ (1,739.15)	\$ 7,877.14
	Hours Open	0	35	175			