

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

August 2016

(Issued September 16, 2016)



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

City Administrator Comments

Mayor and City Council Members,

The Community Gardens to date have generated 1,532 pounds of produce at the Willow Creek Garden and 1,702 pounds of produce at Garden Acres. Gardening has been recognized as a very healthy Blue Zones activity for the exercise and healthy food it generates.

The Development Services CoRL Loan Committee approved a new CoRL loan for Bergo Environmental at 1233 North Federal Avenue and it is presented for council approval at this council meeting. The other CoRL loan projects are making significant progress on their renovations. The NHANS house is nearly complete and we are working to schedule a viewing for the City Council at the end of September and we are planning to put the house on the market at approximately the same time frame. Code Enforcement officers were very busy in August with 140 case requests for items other than weeds and tall grass which represented an additional 80 cases.

The Engineering Department continues to work on completing multiple projects throughout the community. The current progress on each project is listed in the report and progress looks good to finish most of the projects prior to winter. The Fire Department has received their new cardiac monitors and they are conducting training to put them in to service in the ambulances.

The City had volunteers organized with the Newman School to paint over 100 fire hydrants and worked hard on the clean up of the north end and other locations. There were 535 hours donated on this date alone by the Newman volunteers with 834 hours of total volunteer hours logged in August on other projects.

Operations and Maintenance staff continues to paint and replace handrails along Highway 122 with plans to complete this project by the start of winter. The arborist crew removed 30 trees in August and trimmed an additional 34 trees. The mowing continued as the grass areas have continued to grow well in this wetter than normal summer. The Parks Department staff is assisting in clearing the undergrowth in East Park for Phase 4 of the Cannonball Terrace Garden project.

Highland Park Golf Course held 8 outings or tournaments in the month of August. The conduct of these tournaments is very important for revenue generation in the summer. There are two other tournaments scheduled for September. The clubhouse will also be busy in September and November as it is used as a voting location for the City Council election and general election.

Youth Task Force personnel have been busy at the start of the school year conducting Youth Mental Health First Aid workshops at Mason City schools from the High School to Elementary levels. These workshops are important to assist youth in having skills necessary to handle the stress of school. The Youth Task Force Annual Meeting will be held on September 28th.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: **August 2016**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2016 – 8/31/2016	30,292.60 Gallons	300 Buses
Enplaned 705 Deplaned 748		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at August 2016 Airport Commission Meeting 8/8/2016
- Routine Maintenance on Airfield and Land Side
- Attended Aviation Conference in Kansas City, MO (Operations Supervisor)
- Approved US General Services Administration Lease Agreement

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2016 Airport Commission Meeting
- Approve 2017 IA DOT Air Service Development Grant Application
- Approve IA DOT CSVI Grant Agreement

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

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Community Policy –

- Community Gardens -current tracking – Willow Creek 1532 lbs of produce, Garden Acres 1702.25 lbs of produce harvested
- Partnership for Tobacco Free CG County meeting, took two guests from Blue Zones Worksite

Schools –

- School greenhouse (Lincoln Intermediate) was delivered on 9/6

Worksites –

- Continued work with CGCDPH on Wellness Award at Chamber Annual meeting in October.
- Safety and Ergonomics visit at four worksites (two Blue Zones Worksites) promoted and attended visits. Partnership with Cerro Gordo County Public Health and their grant with Univ. of Iowa Dept. of Public Health Leadership Center

Healthy Foods (Grocery/Restaurant) –

- NI Food Coalition leadership meeting held
- Development of local Blue Zones Restaurant catering promotion being developed

Engagement –

- Fall quarter promo (Bountiful Harvest).
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter, Worksite Electronic newsletter.
- Radio Ads - Walking School Bus, Enjoy Longer Healthier Life, Oct. 5 Healthiest State Walk,
- Walking Moais - Good Shepherd continued success with walks (30 participants)
- Met with new Engagement Committee member for onboarding.
- Met with pastor of 1st Congregational Church
- Developed letter for faith based community engagement

Volunteer Center –

- Radio program 1st & 3rd
- Website - 105 volunteer opportunities are currently active
- Volunteer Reception Center – met with County EMC Steve O’Neil.
- Volunteer Centers of Iowa – promoted six webinars.

Item

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- Volunteer meetings – multiple meetings with volunteers for placement.
- Development of fact sheet, Sept. newsletter to members
- Recorded KCMR Living Well segment to begin running 9/12
- Phone conversation with Albert Lea BZP regarding beginning volunteer center
- Met with City Volunteer Service Dept. coordinator on opportunities to partner

Power 9 Committee –

- two hour meeting scheduled for 9/30

Other –

- Applied for \$25,000 pledge from Jan Again Foundation,
- Invited and attended Leadership meeting for North Iowa Trauma Initiative, recruited other participants for Business and Industry
- Worked with State Team on review and editing community book and digital web experience that will be unrolled in late September
- Provided hula hoops and mobile bike racks for two community events
- Weekly staff meetings
- Work to facilitate attendance at October Blue Zones Summit

Activities

Sept. 19 – Walking School Bus begins

October 5 – Healthiest State Initiative – Start Somewhere Walk

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

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of August:

- 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 Special/Closed Council Meeting tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 26 Resolutions and 2 Ordinances based on various requirements
- Submission of revisions to City Code to Sterling Codifiers for codification and review of entire City Code update with Sterling Codifiers
- Upload data for two Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 13 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 \$1,540 in animal license fees and \$620.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Tree Trimmers, Solicitors, Sign Hangers, Peddler/Vendor

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: August, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Southbridge Mall was finally listed on August 16. On August 19, the City Administrator attended the Due Diligence Committee meeting of the IEDA Board. While the Board was pleased to learn that the Mall is now officially on the market, they still believe that an offer or purchase is needed to show that the project can move forward. As of the end of August, no offers to purchase had been tendered.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): Jeff Bergo, of Bergo Environmental, applied for a \$15,000 loan for his property at 1233 North Federal Avenue. This project includes a new concrete parking lot, a new fence around the storage yard, new sidewalks and landscaping. The CoRL Loan Review Committee will meet early in September to review this loan and make a recommendation.

Work on four CoRL projects is nearly complete: the Young Construction project at 1625 North Federal, Platinum Motors at 145 6th Street SW, Hart Bros. Weaponry at 613 South Federal, Cooper Auto Repair at 1414 North Federal, and the Ashley Inn at 3451 South Federal. The work on these projects is starting to make a difference in the aesthetic impact of the commercial corridors.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The remodel of the NHANS home is nearly complete. We expect to conduct a final walk-through in early September. The home will have new floor coverings on the first floor, a completely new kitchen with new appliances, upgraded bathrooms, and brand new boiler and water heater. We expect to begin marketing the house in late September. This home will be a fantastic value for a first-time homeowner or young family.

Developments: 1) TJ Maxx opened on August 21 and has been very busy. 2) The contractors have nearly completed siding on Good Shepherd's independent living complex on the north side of the 300 Block of 1st Street. Interior work and site improvements such as landscaping are ongoing. 3) Construction is ongoing on the major addition to the Prairie Ridge Treatment Center at 320 North Eisenhower. 4) A new self-storage facility is under construction just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW. 5) Site work has begun for the Orchard Glen Subdivision, a 9-lot "estate" subdivision on the south side of 12th Street NE, about 1/3 mile east of North Illinois Avenue.

Other Items of Interest: Main Street Mason City hosted the Annual Downtown Conference presented by the Iowa Main Street Program. The conference drew over 220 downtown professionals and Main Street participants from all over the state. Downtown Mason City was showcased, with a pub crawl and mobile workshops highlighting our unique architecture, artwork and development. City staff, Visit Mason City and Main Street Mason City were instrumental in making this a fantastic and well-received event.

Development Review Committee: 5 meetings held in August: 8/2/16, 8/9/16, 8/16/16, 8/23/16 and 8/30/16

DRC Activity	August, 2016	YTD
Total Development Plans Reviewed	9	53
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	6	25
Concept plans to be resubmitted as a Major Site Plan	0	18
Total Concept Plans	6	43
Major Site Plan Reviews Completed	3	10
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	1	2
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	4	7
TOTAL ITEMS REVIEWED	14	63

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	August, 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	3	16
Commercial, Accessory Structure	0	0
Residential, Principal Structure	5	43
Residential, Accessory Structure	7	41
Signs	3	44
Floodplain	0	0
Encroachment Permits	0	7
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	4
Variance	3	9
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	5

Activity	August, 2016	YTD
Miscellaneous	1	7
Preliminary Plat	0	1
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	1	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	6
Lot Splits	0	0
Final Plat (not requiring P&Z review)	1	2
Zoning Violations		
Reported	11	51
Unfounded	0	4
Founded-Resolved without citation	7	24
Citations	0	0
Open Cases (as of date of report)	3	44
Cases initiated by staff	9	43
Zoning Inspections		
Zoning – Case Request	0	41
Zoning – Violations	11	56
Zoning –Setback	12	43
Zoning - Final	0	25

Projects:

- 22nd St. SE Buyout: Asbestos abatement was completed and the houses at 311 and 317 22nd St. SE were demolished.
- North Iowa Farmer's Market: Staff continues to provide support to the NIFM Board as part of the City's Blue Zones Project. We anticipate that students from the University of Iowa will be working with the market on a marketing plan and a location study during the fall semester.
- Staff is beginning work on the various projects that will be completed by students from the University of Iowa through the Iowa Institute for Sustainable Communities. The students visited Mason City mid-month, toured the community and worked with staff on a scope of work for the Sustainability Plan and Comprehensive Plan projects.

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in August. The Commission will be disbanded as part of the City's re-codification.
- Historic Preservation Commission: The Commission did not meet in August due to lack of quorum.
- Planning and Zoning Commission: The Commission approved a zoning text amendment related to the Conservation Subdivision Zoning District (Z7-5) and a mobile vendor permit.

- Zoning Board of Adjustment: The Board met twice this month: they met for their regular meeting and a special meeting at the request of an applicant. They reviewed and approved three variances.

Other Items of Interest:

- We are continuing to work with the Iowa Emergency Management Department to close out PW 9585. We have submitted our final payment documents and are waiting for our final payment.
- Staff will be presenting a summary of the Egloff House relocation at the Preserve Iowa Summit in September.
- Staff has been asked to prepare zoning letters for seven commercial property transfers this summer. Based on discussions with the buyers, we anticipate additional commercial development and aggressive re-development in the community.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	August, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	22	\$ 1,939,594.64	165	\$27,797,882.48
Minor Building Permits	37	\$ 256,588.57	157	\$ 1,263,486.85
Electrical Permits	26		168	
Plumbing Permits	21		96	
Mechanical Permits	31		137	
Sign Permits	3	\$ 5,200.00	43	\$ 158,322.95
Demolition Permits	7	\$ 35,945.00	17	\$ 114,567.00
Structure Moving Permits	2	\$ 16,000.00	3	\$ 17,000.00
Inspections	August 2016		YTD	
Number of inspections	130		1,048	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	43	9	235
Multi-residential	0	0	0	1
Commercial	2	13	6	65
Industrial	0	0	0	5
Institutional	0	0	1	0
Other (signs, demo, etc.)	0	12	0	63
Fees Collected	August 2016		YTD	
	\$ 21,287.95		\$ 151,340.87	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	August, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	140	653
Staff Initiated	82	465
Non-Staff Initiated (total):	58	188
Response to Complaint	35	81
Anonymous Complaint	19	89
SeeClickFix	4	18
Case Request Disposition		
Founded Case Requests	140	703
Citations Issued	0	2
Cases to Court	0	2
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	5	9
Dangerous Building	3	10
Abandoned Vehicle	2	9
Tree/Shrub Maintenance	3	12
Garbage	38	148
Inoperable Vehicle	22	114
Junk, Rubbish or Refuse	53	253
Other	10	84
Writ of Removal	4	55
Information Request	0	7
Snow Removal/Weeds & Tall Grass	80	351

Rental Inspections Summary:

Rental Inspection Report	August, 2016	YTD
Initial Inspections	50	302
Reinspections	70	383
5 yr. Inspections	153	1058
Complaint Inspections	21	126
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	22	188
Inspection cancelled by Inspector	21	89
Failed inspections	35	214
Passed Inspections	98	838
No Shows	29	125
Total # of Inspections	224	1487

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.

Rental Inspection Report	August, 2016	YTD
Rental Dwelling Certificates Issued	12	490
New Landlord License Issued	14	44
Units White Tagged	8	31

ANIMAL CONTROL

AUGUST		2016	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	TOTAL YTD
700	800	= 4	42
800	900	= 8	67
900	1000	= 9	60
1000	1100	= 11	76
1100	1200	= 12	72
1200	1300	= 15	66
1300	1400	= 13	88
1400	1500	= 10	81
1st shift sub total			
			82
1500	1600	= 14	78
1600	1700	= 13	75
1700	1800	= 10	62
1800	1900	= 9	48
1900	2000	= 10	49
2000	2100	= 12	48
2100	2200	= 7	26
2200	2300	= 3	25
2nd shift sub total			
			78
2300	2359	= 3	18
0	700	= 11	54
3rd shift sub total			
			14
TOTAL for Month			
			174
			242
Continued on next page			

ARRESTS		
Animal Sanitation		1
Chase/bite nuisance violation	4	9
Cruelty/Welfare of Animal		3
Vicious Animal	1	3
Disturbing the Peace		2
No Rabies Vaccination		16
No City License		10
Animal At Large	<u>2</u>	18
	Total People Arrested	
	<u><u>7</u></u>	64
Animal Bites	<u>9</u>	57
Wild animal calls	<u>30</u>	106
Pickup slips animal count	132	768

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
August	3	33%	6	67%	9
Year to Date	12	52%	11	48%	23

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
August	3	2	5
Year to Date	12	2	14

Lot sales were lower than projected and niche sales were higher than projected for the month. Both lot sales and niche sales were as projected for the year.

Projects - Outside projects were at a standstill in August due to the wet weather and contractors getting behind on their work schedules.

Administration – History walk planning continues. The Certified Local Government grant was approved by the City Council and submitted to the State. Corrections to links in the Cemetery Information Management System continued through August mostly in the Original Free Ground and Old County Ground sections where records were limited.

Operations –Mowing and trimming continued to be a challenge as the ongoing wet weather promoted rapid grass growth. Blanchard Tree Service was hired to cut three large branches hanging from trees from a past storm.

Board of Trustees – Board members voted not to allow concrete foundations under flat markers installed flush to the ground as it would make it much more difficult to level them when they eventually sink into the ground. The revised Cemetery Information Booklet was reviewed.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	16
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	6
▪ New Installation	1
▪ Disconnect	4
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	7
▪ New Installation	2
▪ Curb Cut	0
● Pedestrian Ramp survey & design	8
● Driveway Approach permit & inspection	6
● Iowa One-Call locates	379
● Emergency Call-outs	5
● Emergency Call-out after hours	2
● 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	1
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	3
▪ Demolition	0
▪ Remodel or Addition	1
▪ Moving	1
● Permit Fees collected	\$495
● Sanitary Sewer records drawn and scanned (GIS)	0
● Field Book updates (GIS)	8

2016 Sidewalk Program:

Mid-Continent Contracting will be continuing with sidewalk replacements on North Federal Avenue between 6th Street and 9th Street. Sidewalk replacements on 4th Street NE between North Pennsylvania Avenue and the East Park entrance are nearly completed. The program included sixty-five notices to repair sidewalks.

2016 Street Panel and Curb Replacement Program:

Mid-Continent Contracting has approximately 70% of the project completed. Several street patches have recently been completed including patches on College Circle and on North Hampshire Avenue & 3rd Street NE. Work is currently taking place in the 100-block of 17th Street NE and on North President Avenue & 16th Street NW.

2016 Pavement Marking Program:

Quality Striping has completed all the pavement markings and punch list items. A final pay request is being assembled. The acceptance of project and approval of final payment will come before the City Council in September.

2014 Pedestrian Trail Improvements – Phase 2:

The new concrete street approach from North Illinois Avenue onto Birch Drive has been placed. Also, a new residential driveway approach off North Illinois Avenue has been installed. Backfilling and seeding has been completed at several locations along the completed trails.

Monroe Avenue Pedestrian Trail:

The asphalt trail has been placed between 15th Street SW north to the concrete portion of the trail, excluding that section across railroad right of way. Two concrete approaches have been placed north of the railroad viaduct.

Downtown Street Lighting Project:

K&W Electric completed the direction drilling operation and the new underground conduit is installed. New light poles are currently being installed and the remaining eight street light bases along Washington Avenue will be installed soon. Wire is being pulled inside of the new conduit and the new LED street lights are expected to be energized within the next couple of weeks. The removal of the old street light poles and bases will begin soon afterward.

Engineering Staff rewired the power service and modified the existing cabinet at East State Street & Delaware Avenue. These modifications were needed to accommodate new circuits for street light that will be mounted on the signal pole. Staff also placed a concrete base next to new cabinet on 3rd Street NE & North Delaware Avenue for a future battery back-up unit for the traffic signals.

Drainage District No. 17:

The contractor has completed the clearing and grubbing operation. All of the waste material has been chipped and removed from the project site. The shaping of the open ditch is greater than 50% complete. Following the shaping of the open ditch, the contractor will begin to install the buried storm sewer piping.

19th Street SE Street and Utility Extension Project:

Many of the final operations were completed during the month of August including backfilling, street lighting, signing and pavement markings, and clean up. The street was opened to the public on Monday, August 15th. Other remaining issue will be addressed before closing out the project for final acceptance.

Union Pacific Railroad Quiet Zone:

There have been no comments received since the mailing of the Notice of Intent. The 60-day review period expires on September 19, 2016. A Diagnostic Team Field Exam will be scheduled following the 60-day review period.

South Federal Avenue Elevated Storage Tank:

An on-site meeting was held on August 31st to identify and discuss any remaining items that need to be addressed to complete the project. The remaining work is expected to be finished within the next few weeks; keeping the contractor on schedule for substantial completion by September 28, 2016.

Downtown Multi-Level Parking Structure Project:

WHKS and their design team continued with the design of the parking structure. During the past few weeks, details regarding security, access control, signing, parking assignment, lighting and the addition of a charge station have been addressed with most of them finalized at this time. The project is on schedule for a November letting.

North End Improvements Project:

A preconstruction meeting was held with Mid-Continent Contracting and their subcontractors on August 26th. Work is planned to begin in September.

2015 Bridge Repair and Maintenance Program:

Minturn, Inc. has completed the repairs on the 12th Street NW Bridge and on the North Pierce Avenue Bridge. Final inspection of the repairs will be completed when the water level in Willow Creek recedes. The repairs are on-going with the 13th Street NE Bridge. Repair work was delayed due to a conflict with overhead utility lines, requiring the contractor to obtain a different type of aerial side-lift truck for gaining access under the bridge for the remaining repair.

Other Tasks Performed through the Engineering Department:

- Engineering Staff surveyed the Canadian Pacific Railroad crossing on South Kentucky Avenue to formulate plans and an estimate for an unplanned railroad crossing replacement. The Canadian Pacific Railroad is moving forward with the replacement of the crossing located near 13th Street SE, including defective rail. The City is responsible for the reconstruction of the concrete approach sections to the crossing. On very short notice, City Engineering Staff coordinated scheduling with Canadian Pacific Railroad personnel, will prepare plans and procure a contractor to perform the approach and street paving work for the city. The project is expected to begin on September 7, 2016. A section of South Kentucky Avenue within the work zone will be closed to all traffic during the duration of the project. The duration of the project will be approximately two weeks.

- Engineering Staff has been updating the pedestrian ramp GIS inventory. These updates include photos along with descriptions of the new ADA compliant ramps that have been installed. As of the end of August, 410 ramps have been updated in the GIS.
- Pedestrian ramp survey and designs were completed at the intersections of Pennsylvania Avenue & 4th Street NE, Kentucky Avenue & 6th Street SE, Federal Avenue & 21st Street SE and on Moonstone Court.
- Performed coordination with Progressive Rail for the replacement of a railroad grade-crossing on South Taft Avenue paralleling 19th Street SW on the north side. Engineering Staff developed a traffic control plan, outlined the detour route and set up the mobile message boards to give advanced notice of the road closure.

Traffic Division:

- Traffic Control
 - Sign work orders 4
 - Stake sign locations 0
 - Retrieve reported downed signs 0
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 14
 - Traffic Signals
 - Respond to signal issue reports 18
 - Perform traffic signal repairs 7
 - Iowa One-Call locate reviews 255
 - Locate City-owned electrical utilities 8
 - Emergency Call-outs 0
 - Tornado Siren Repairs 4

Other Tasks Performed by Traffic Control:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Reviewed and responded to several parking sign issues in downtown district.
- Set up and performed a traffic count study in the 700 block of 9th Street NW.
- Scheduled a visit with Danko Equipment to service tornado sirens.
- Assisted with signage layout for the Quiet Zone project.
- Reviewed then laid out the new signage to be installed in downtown business district following the completion of the street lighting project.

Water Supply Division:

- Water Production

	<u>August</u>	<u>FY 2017</u>
• Total (gal.)	160,953,000	318,249,000
• Daily Average (gal.)	5,192,000	5,133,048
• Daily Maximum (gal.)	5,700,000	6,865,000
• Daily Minimum (gal.)	4,638,000	3,979,000

- Water Plant Maintenance and Repair
 - Wash Down EDR stacks and perform voltage checks
 - CIP #2 and #3 EDR trains
 - Replace filters 8-10 day run time
 - Service on-line analyzers
 - Clean ground rods on #3 EDR train
- Customer Service
 - Iowa One-Call locates 375
 - Prepare and send service repair letters 7
 - Monthly bacteria samples 30
 - Collect project bacteria samples 0
 - Check water quality at residents and businesses 9
 - Hydrant Flow Testing 2
 - Correlate water main breaks and investigate for leaks 3
 - Water Main shut down for repairs 18
 - Water shut offs for non-payment 25
 - Water shut offs for other 10
 - Water service re-connects 10
 - Assist with installation of Water Meters 4
 - Repair Water Meters and collect reading 3
 - Deliver Red or Tan Tag 4
 - Update shut off data base and maps 55
 - Water Service Permit/Inspection
 - Repair/Replace 7
 - New Installation 4
 - Disconnections 7
- Meter Department

	<u>August</u>	<u>FY 2017</u>
• Meters Installed	82	215
▪ Industrial	0	0
▪ Commercial	1	1
▪ Residential	81	214
• Meters Repaired	0	0
• Contractor and Garden Meters Installed	1	1
• Meter Reads	11,771	23,542
• Water Meters Ordered	138	138

Other Tasks Performed through the Water Supply Department:

- Began repairing river monitors
- Calibrate flow instruments in plant
- Collected daily water quality samples
- Collected Radium samples

- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Mowed grass at the Water Treatment Plant and well sites

Abbreviations:

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

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for August:

Finance

Item	August	Fiscal Year-to-Date
Prepare payable checks	618	1,189
Prepare receivable invoices	83	141
Prepare payroll checks	777	1,672
Certify invoices to County	-	48
Send letters to State Offset Collections	4	7
Record State Offset collections	\$ -	\$ 11,522.50
Sort Mail	5,850	12,050
Record ambulance receivables	219	428
Process utility payments	135	1,697

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Golf Course direct deposits
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for July
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue work on FY 16 CAFR
- Review 2016 CAFR fund balances
- Continue working with Socrata on financial transparency
- Implement the Socrata financial transparency website

- Continue working on Timekeeping System

Utility Collections

Item	August	Fiscal Year-to-Date
Record ACH activities	71	145
Prepare Utility adjustments	50	100
Estimate billings		-
Issue utility bills	10,939	21,864
Answer phone calls	798	1,448
Respond to voicemail	272	523
Complete utility service orders	385	693
Complete landlord tasks	35	70
Issue shutoff notices	455	943
Process customer paid utility bills	6,725	12,975
Process customer deposits	483	934
Replace meters	197	357
Complete monthly sales tax report/hours	3.00	6.50

Information Systems Coordinator

- Configure new tablet for Water Reclamation
- Help with software install for computer in Neighborhood Services
- Secure new computers in storage area
- Configured two new computers for Museum
- July monthly backup duties
- Restore demo laptop for PD to factory defaults
- Reboot Water Treatment server to fix antivirus issue
- Get with Water Reclamation user for cell connection and final configurations for tablet
- Take new computers to museum and install
- Get with City Electrician about his software issues
- Configure new computer for City Clerk
- Take new computer to City Clerk and swap out
- Contact Tech support about license for City Clerk Wave pedal
- Check on remote connection to safety computer for HR
- Start changing password reminders on all Windows 7 computers
- Order a new video card for new computer at Museum
- Get with GIS analyst about installing newer version of ArcGIS
- Set up new user for Animal Shelter
- Configure new computer for Recreation Department
- Install new computer at Recreation Department
- Look at VNC issue for Water Reclamation
- Configure new computers for Cemetery
- Get with NewCom about Cemetery database install

- Take new computers to cemetery and swap license for ArcGIS
- Speak to RSM about swapping phone switch at PD
- Check Car 11 mobile unit for software issue
- Install new video card in computer at Museum
- Check email issue for Museum user
- Get a quote for a new laptop for Museum
- Look at YouTube issue for Museum user
- Look for new laptop for PD
- Set up global group for City Wide Email
- Check laptop configuration for Water Reclamation
- Fix email and excel issue for Water Reclamation user
- Get remote computer at Water Reclamation working for HR
- Fix 2nd Detail computer at PD with Java update
- Look for replacement printer for PD user
- Order replacement computer for PD user
- Help GIS with printer issues
- Check phone and computer in community room at PD
- Look through proposals for new mobiles at PD
- Get with Keltec about computer questions for PD
- Call APC about battery issues at City Hall
- Contact Zoll about new medical equipment for FD
- Install service pack for Engineering user
- Program keys for HVAC contractors
- Update BIOS for three computers at PD to see if it fixes issue
- Set up new user for Airport
- Configure printer to connect to new computers at Cemetery
- Configure new computer for Development Services user
- Install new computer for Development Services user
- Find board to connect card reader to new computer for Development Services
- Get with Webb Wireless about moving radio on roof of City Hall
- Install software for user at FD
- Set up scanner folder for user at Museum
- Get RSM to look at email issues for user at PD
- Configure new computers for FD
- Get a quote for a new general use printer for PD
- August monthly backup duties
- Set up new account for Fire Department Chief

GIS Department

Cemetery

- Map prepared of cemetery with storm sewer layer
- Prepared updated cemetery section map
- Assist with cemetery GIS software update on two cemetery computers

Development Services

- Review CAD file Dean Second subdivision for alignment in GIS
- Review CAD file Asbury 10th subdivision for alignment in GIS

- Discussion about an address in GIS records
- Troubleshoot data import file for use in Smart Gov
- Assistance and troubleshooting hyperlinking issue and layer update

Engineering/Water Treatment/Customer Service

- Training staff member on editing GIS data
- Discussion about GPS photo project. Troubleshooting how photo taken and correction of photo error link from photo to GPS point
- Discussion about GPS photo pedestrian ramp project, Adjustments to attribute table to accommodate second photo
- GPS preparation for pedestrian ramp data collection and also transfer of said data from collector back to the computer server
- Training demonstration on how to use the GPS equipment
- Assistance adding layers to map
- Assist staff member with railroad crossing layer
- Sort out fiber GPS data South of fairgrounds
- Import utility and street light GPS data
- Discussion and assistance converting GIS street names into CAD file
- Discuss operation of handheld GPS unit
- Assist staff in providing coordinates on a traffic sign
- Assist staff in water valve records removal in GIS system
- Hyperlink discussion with staff member

Finance

- Updated cemetery major features map for grant
- Provided cemetery section map to grant writer for grant activities
- Create cemetery architect map for grant writer, Also later made edits to said map
- Help IT Coordinator move equipment
- IT backup help: Assistance with faulty computer mouse at water plant
- IT backup help: Assist with questions relating to Microsoft outlook email
- IT backup help: Tape backups

Operations / Water Reclamation

- Prepare Toughpad for GIS project, Also made adjustments on multiple separate occasions
- Training staff member with map legend adjustments
- Answered question interpreting legal description relating to public land survey system
- Training for staff member removing and adding data to a project
- Assistance with a property map

General

- Update codelist used in GPS
- Prepare GPS for stakeout to utilities
- Update IDOT GIS data on local server and review data
- Safety training discussion related to Safety Committee duties

- Citizen question pertaining to property size
- Citizen question about property lines in GIS system
- Future aerial photography planning
- Adjustments to address layer

September initiatives

Finance Department

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

Information Systems Coordinator

- Continue working with Finance on new time keeping system
- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- Complete expansion of the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Start updating IE 10 to IE 11 after testing
- Change password expiration warning time on Windows 7 computers

GIS Department

- Research if there is any railroad Geographic data at the federal level
- Update traffic symbols for consistency between projects
- Assist with import of pedestrian ramp GIS data
- Make amendments to zoning map
- Import GPS data for utilities
- Assist with tree inventory project
- Assist IT Director when individual is out of the office
- Provide training and support for GIS users within city government
- Provide maps at the request of city departments
- Edit and maintain GIS layers
- Provide ongoing staff support for city utility and traffic GIS datasets
- Assist with Cemetery GIS mapping project
- Participate in quarterly IT meeting
- Attend and assist with the Homeland Security Advisory Committee

Fire Department

Reported by Doug Janssen, Acting Fire Chief

Personnel Hours Worked

Battalion	7,038.75	58,450.25
Office/Administrative	812.75	7,884.25

Overtime Hours

Fire	115.50	1,548.50
EMS	376.75	3,522.75

9-1-1 Calls/Emergency Calls

Fire	81	485
EMS	327	2,544

Non-Emergency Calls

Fire	11	58
EMS	111	813

Personnel Training Hours

On-Site	559.00	4,784.25
Off-Site	104.00	722.50

Fire Bureau Inspections/Site Visits

New Construction/Remodel	53	733
Existing Building Inspections	105	741
Plan Review	5	94
Fire Investigations	1	17

Community Involvement

Public Tours of the Fire Station (Number)	2	15
Public Fire Safety Appearances/Trainings (Number)	5	53
EMS/Fire Student Ride Along Preceptor Training Hours	8.00	661.75

Significant Fire Calls

None

Other Significant Events

Al Dyer, from Lincoln Park MI Fire Department, was appointed as the new Fire Chief of the Department effective October 24, 2016.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6		6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	18	29
Engineering	18		18
Finance	10		10
Fire	44	1	45
Human Resources	2		2
Library	15		16
Museum	6	2	8
Operations & Maintenance	56	1	57
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	243	28	272

Staffing

Activity

Hiring Activity:	<ul style="list-style-type: none"> - Fire Chief - Coordinated interviews, Assessment Panel, Open Houses - Wastewater Operator - Posted job, created civil service list, Filled job internally subject to Council approval - Library Clerk (PT) - Posted & advertised vacancy, coordinated interviews - Airport Custodian (PT) - Posted & advertised vacancy, coordinated interviews & background checks, hired external applicant - Seasonal Jobs - Processed 2 additional seasonal hires
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Positions Filled:	- 1 regular staff hired: Airport Custodian part-time & 2 seasonal staff hired
Turnover:	- 1 resignation: Library Clerk part-time & 3 seasonal terminations
Employee Orientations/exit interviews:	- Conducted 3 employee orientations
Civil Service Commission:	- One meeting conducted during the month and one Civil Service Test administered

Labor Relations/Legal

Activity

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

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Annual Insurance Review:	- Participated in annual insurance plan review with BLA and city staff

Employee Involvement

Activity

Wellness Activities:	- Participated in planning session for Fall Festival and annual biometric screenings
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Government Efficiency

Activity

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

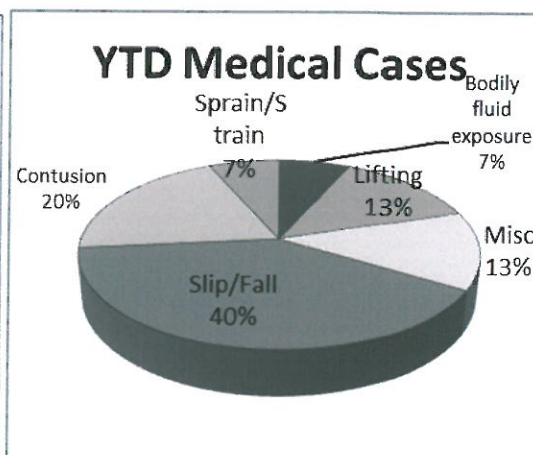
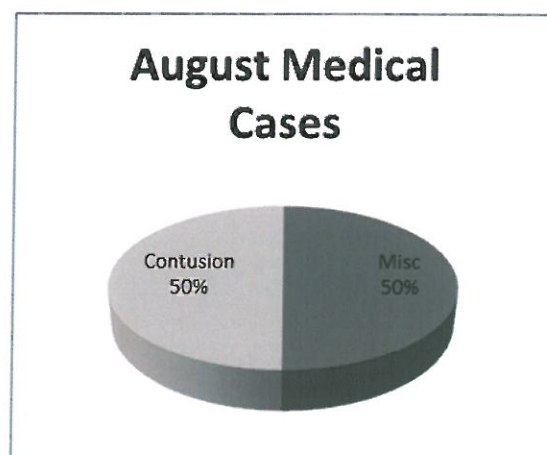
Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and management team on multiple claims, and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month

Safety:	- Worked with Interim Safety Director on improvements to safety program
Professional/Community Support	- Planning United Way kickoff - Attended HR Association board meeting

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	2	13	26
# of OSHA Injuries	2	15	21
# of Days Missed	1	154	43
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: August 2016

Routine Activities:

In the month of August the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, and hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working conditioning, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in a rental of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting.

As one of the main summer duties the custodian kept the lawn trimmed and edged and the garden beds in good shape. With the large amount of rain that we have received this summer this has been an issue and the spread of weeds has been problematic. The Museum received a donation of funds by a patron to purchase a new push style lawn mower, as the current lawnmower is over 20 years old and has been having a lot more mechanical difficulties lately. The Imagination Playground Blocks have been in the Museum's front yard most days, except when it is just too wet. The Museum has hauled the blocks to both Friday Night Live down town and National Night Out. This introduces the Museum to audiences that may not traditionally utilize the Museum.

The Museum received a special donation to its foundation by Ruth Paine, a former docent and Museum patron. She and her husband were lifelong supporters of the Museum. Although she moved to Wisconsin later in life to be closer to family, she remembered the Museum in her later years with this special gift in the months shortly before her death. The Museum Foundation announced the gift at its anniversary celebration of 20 years.

The Museum has been busy all summer with Historic Architecture Walking Tours each Saturday in the morning. The tours are led by a Museum volunteer docent and take a tour of the Rock Crest / Rock Glen neighborhood. The tour admission is \$5 per person and usually is attended by about half a dozen visitors each weekend.

The summer months are the busiest time for the Museum in regards to visitors and tours. The Museum hosts a variety of bus tours that require a variety of services from guided tours to self-directed tours that may only require an introduction. Family groups and individuals vacationing are also frequent users of the Museum's facility. August is the last big "push" for traveling

visitors before kids return to school and the tourist industry slows down. After this the Museum goes back to mostly day trip and local visitors.

Special Events / Programs:

Here I will list the classes we offer, as well as special programs.

Classes offered: Lunch 'n' Learn (10), Kids Club (8 kids, 2 adults), Art Bugs (0 Adults, 0 kids), Art Camp (102 kids, 23 adults), Day Care (5 adult, 15 kids), NIVC (3), World of Puppets (3 adult, 6 kids),

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (49), Kentucky Ridge Outreach (3), Salvation Army Outreach (23), Manly Outreach (4), Girl Scouts (2 adults, 14 kids)

Outreach / Specialty Tours:

Groups touring: -- Iowa Downtown Conference Architectural Tour (25), Sculpture Tour (11) Architectural Walking Tours (9).

Outreach locations: Prairie Ridge Outreach (49), Kentucky Ridge Outreach (3), Salvation Army Outreach (23), Manly (4), National Night Out-Blocks (150 kids)

Membership:

348 members

Attendance:

Gallery / Open Studio / Shop: 1,008

Programs: N/A

Outreach: 229

Rentals: Salsbury (241 adults, 11 kids), birthdays (1 adult, 14 kids)

Classroom: 193

Playground: (124 kids, 58 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(6 Cement Work)
Dirt Work	(1 Dirt Work)
Highway lane closure	(1 Highway lane closure)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(7 Hydrant Repair)
Hydrant Repair (paint)	(25 Hydrant Repair (paint))
Manhole Repair	(1 Manhole Repair)
Public Notification	(1 Public Notification)
Road Box Repair	(2 Road Box Repair)
Storm Sewer Repair	(1 Storm Sewer Repair)
Valve Installation	(5 Valve Installation)
Water Main Repair	(1 Water Main Repair)

We would like to thank Volunteer Coordinator Drew Verstegen and a group of volunteers who spent part of their Saturday painting fire hydrants for us. This group painted over 100 hydrants and did a fantastic job.

Internal Service Division:

Mechanical

Service and repair electrical inspector vehicle

Service and repair 8 fire trucks and ambulances

Service and repair 10 police cars

Repair and service 9 Sanitation trucks, brakes, etc.

Repair and service 8 Street Department vehicles

Repair and service 2 Water Reclamation vehicles

Repair and service 1 Water Supply vehicle

Electrical

Repair and replace ballasts and lamps for elevator lights at City Hall

LED project at City Hall , Perry's office and hallway

Program main lot lights at Southbridge mall for book club event

East Park pickle ball project , remove lighting around tennis courts

Replace roof top exhaust fan motor at Water Reclamation

Replace faulty receptacle and circuit breaker in carpenter shop at East Park

Replace redlight and visors on signal heads at 122 and Eisenhower

Check operation of the UV cleaners, check boards and fuses, replaced bad fuse

Repaired timer at the duck pond in East Park

Install dark sky lenses at 9th Street SW

Install new battery backup unit and new signal wiring for the signal at 19th SW and S. Monroe

Repair street light at 1st NE and N. Pennsylvania

Repair score board #1 at the youth softball complex

Replace outside lower level lights at City Hall

Repair street light at 122 and Taft Avenue

Help boring company to locate conduits at 2nd NW for the street light project

Repair score boards #2 and #5 at the youth complex

Repair lighting at the shelter due to vandalism at Frederick Hanford Park

Repair lighting at East Park tennis courts

Install 240 receptacle at Ray Rorick for the Calvary Church event

Replace lighting under 12th Street NW overpass to LED style

Repair street lights in the Northbridge area

Update street light conduit and wiring at 122 and Garfield

Reset the float switch level at Sunset Lake

Repaired street lights in the S. Federal Avenue area

Checked operation of traffic signal not picking up northbound traffic at 19th and S. Eisenhower, have traffic technician widen traffic zone to pick up vehicles

Order and replace fire alarm induct smoke detector for lower level exhaust at pump station #2, Water Reclamation

Check street light calls and submit to Alliant Energy for repair

Replaced receptacle at campsite #8

Repair traffic signal at State and Delaware

Repair street lights on Federal streetscape

Check and replace receptacles at the Prairie Playground restrooms and shelter

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager

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

Division: Wastewater

- Wastewater treatment:

Monthly Total:	250.334	million gallons
Daily Average:	8.075	million gallons per day
Daily Maximum:	15.005	million gallons per day
Sludge processed	2.08	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4

- Replaced 2 manhole box outs

Laboratory/ Pretreatment Activities:

- Notify Industries of delinquencies
- Completed DNR Monthly Operating Report
- Industrial inspections
- Industrial sampling
- Continued interaction with industries

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries in delinquencies in reporting
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Hauled 373,600 gallons of biosolids
- Replaced old sidewalk
- Power washed all clarifier weirs
- Checked all v-belts on vent fans and replaced as needed
- Removed small fence around storage pond
- Replaced air compressor in pump station #1
- Check all pump oil
- Mowed plant grounds
- Cleaned final weirs
- Preformed general maintained on UV system
- Replaced side skirting on east gravity bely thickener

Sanitation Division:

	<u>July</u>	<u>Year-To-Date</u>
Refuse collected	486.41 tons	3,195.52 tons
Recycling collected	144,140 pounds	1,115,240 pounds
Yard waste collected	121.08 tons	653.68 tons
Large item number of stops	65	375
Materials collected:		
Large furniture	28	227
Small furniture	67	326
Tubs & toilets	2	42
Appliances & TVs	21	108
Electronics	0	1
Request for service calls	299	1,760

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch.

Repair storm sewers that are falling apart

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep the east areas of Mason City

Set up handrails

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

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Supply mulch and support for volunteer groups

Water and mulch new trees as needed

Pick up trash along roadsides and dead end areas as needed

Remove 30 trees and trim 34 along with others

Set up barricades for the Cannonball Cyclecross event in East Park

Check on and repair citizen complaints on standing water as needed

Defer to City Engineering where road surface needs to be redesigned

Mow thistles in buyout lots

Support for Newman's service day, barricades, tables, cans, tools, etc.

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Clean up debris from Cannonball gardens

Haul tables and cans for all events in August

Install new bench at Bandshell area for Mike Herman

Clean and pick up dog waste stations

Repair climber at the Monroe Park Playground

Trim and mow around all the original plantings at the Art Gerk Arboretum

Clean Plaza in the downtown area

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

Do repairs at the Aquatic Center to meet the inspection guidelines

Clear all brush from the bridge in East Park from wind and high water

Repair bleachers at the Frederick Hanford ball diamonds

Mow all parks, buyouts and city property

Power wash shelters and restrooms as needed

Trim trails along the Winnebago River

Mow the viaducts

Mow Eastbrook trail

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: August – 2,456; YTD – 16,713

CFS Type	Month Total	Year To Date
Traffic Contacts	297	2,208
Medical	236	1,690
Suspicion	225	1,498
Disorderly/Disturbance	201	1,299
Animal	171	1,085
Theft	134	733
Welfare Check	111	822
Collision	106	804
Alarm	83	645
Lost/Found	62	312

1st Detail worked a wide variety of cases this month. One case involved an officer making a stop on a suspicious vehicle that resulted in the seizure of a lawn mower and EBT card. Further investigation revealed that the items were stolen and an arrest warrant was issued.

Officers also arrested a suspect who fled in a low-speed vehicle pursuit after he ran from his vehicle and tried to hide at his residence. Officers were successful in pursuing him into his residence and took him into custody there, without incident.

Patrol personnel assisted with burglary investigations and worked on identifying suspects. This resulted in the identification of two suspects.

Criminal Investigations

CID served several search warrants in August related to ongoing burglary investigations and stolen bicycles. Work is continuing with patrol to identify suspects.

Administration

We represented MCPD at numerous events and meetings this month, including the following: workplace safety presentations, Youth Task Force Mental Health Symposium, Drug Court, ongoing training for area teachers in Youth Mental Health First Aid, and the Development Review Committee.

National Night Out was August 2. By all accounts this was an overwhelming success. We estimate there were over 2,000 participants. We are already working to plan our 20th anniversary celebration for NNO 2017.

Social media continues to be a useful outreach tool for MCPD. We received our 2000th like on Facebook in mid-August. We currently have 2,184 likes on Facebook with 232 new this month. Twitter is also growing and we have 1,086 followers there, after adding 56 new ones this month. Our message is continuing to focus on what we do as a department and how we interact with our community.

Public Library

Reported by Mary Markwalter, Library Director

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

August was a planning month, although the library offered live music each Friday in August and on Sept. 2 from 11:00 to 2:00 in the Commons Area. The library raises all of the money for the live music series from private donors.

Circulation in August was still high at 9024 and Non Book Circulation was which is higher than during summer reading. Non-Book circulation includes database usage, puppets, DVD's etc.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Softball
- Adult Tennis
- Fun N Sun
- Swim Lesson
- Youth Nature Camp
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 1068 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Monday	592
Tuesday	758
Wednesday	534
Thursday	418
Friday	534
Saturday	444
Sunday	456

Total People Served in 2016 through May: 211,754

Total People Served in 2015 through July: 207,519

Nights stayed at MacNider Campgrounds in 2016 through May: 4,437

Nights stayed at MacNider Campgrounds in 2015 through May: 3,861

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
○ Family	31	37
○ Class A	211	218
○ Class B	26	28
○ Youth	30	40
○ Punch Cards	57	58

- Season Concession Sales:

	2016	2015
	\$42,180.90	\$37,713.05

- 3142 rounds played at Highland

- Ordered food and beverages for concession
- Blow acorns daily from greens and tees and pick up
- Changed cups 19 times
- Changed practice cups 7 times
- Adjust and back lap fairway reels 3 times and grease
- Adjust and back lap greens reels and adjust, grease 4 times
- Mowed mounds 5 times
- Dug up leak on practice tee and fix repair valve
- Raked traps 17 times
- Mix up and apply divot mix to par 3 tees 3 times
- Mowed tees and collars 17 times
- Mowed greens including double cuts 46 times
- Rolled greens 19 times
- Weed eat
- Maintain ball washers and trash receptacles

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 3 new summer staff
- Held 5 pool parties at the Family Aquatic Center
- Worked with the North Iowa Sports Authority
- Addressing Fall & Winter Staff needs (email/letter)
- Held a booth at National Night Out
- Staffed booths at multiple schools during registration
- Closed out all Spring and Summer Programs
- Read through Spring and Summer Program Evaluation
- Recruited and ran background checks for 55 youth coaches
- Hosted first ever City Wide Tennis Rally with National Day of Play by Nickelodeon
- Hosted our annual Dog Dip roughly 104 dogs with 205 people
- Answered more questions for FEMA about Proposed Disc Golf Course
- Worked with our Argent Company on new forms
- Worked on the CIP to chip seal the Frederick Hanford Field Road
- Worked on the CIP to create new Pickleball Courts
- Hosted the First Mason City Wide Childcare Olympics
- Assisted with planning with North Iowa Spin Cannonball Cross

Highland Park Golf Course Special Activities/Accomplishment:

- Ran the Highland Park Men's Senior Amateur Tournament – August 2nd
- Ran the Highland Park Men's Tailgaters Bar and Grill Outing – August 6th
- Ran the Highland Park CENT Outing – August 7th
- Ran the Highland Park Ladies Club 4 Gal Best Shot – August 18th
- Ran the Highland Park 4 Person 8 Inch Cub (Big Cup) Tournament – August 24th
- Host the River City Cup – August 27th
- Run the Highland Park Senior 2 Person 8 Inch Cup (Big Cup) Tournament – August 28th
- Run the Highland Park 2 Person Best Shot – August 28th
- Hosted 2 Mason City High School Home meets
- Finished qualifying for the River City Cup held at the country club on Aug. 15th.
- Hired, safety trained, and gave hands on training to 1 new summer staff
- Cut 8 inch cups for 8 inch cup tournament, and sod back in place
- Topdressed greens once
- Fixed 4 cart sheds 2 required springs and 2 needed adjustment
- Mowed police shooting range and spray with preemergent spray
- Sprayed greens with protectants 3 times

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run the Camp Grounds
- Run Youth Soccer
- Run Youth Flag Football
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Tennis
- Run Adult Archery
- Run NFL Punt, Pass and Kick
- Prepare for Youth Soccer
- Prepare for Flag Football
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Host a First Aid and CPR Classes for staff
- Assist in the Employee Appreciation Luncheon
- Schedule and execute safety walk through for all departments

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland 2 Couples Best/Alternate Shot Tournament – September 18^h
- Run the Highland 1 Person Best Shot Tournament – September 25th
- Host 2 Mason City High School Home meets

- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Removal of dead damage trees
- Aerify greens
- Prepare for fall conditions leaf vacuum order plant protectants
- Fall spray clover and other broadleaf weeds

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- NIACC XC Team Projects
- Tracking hours
- Channel 4 updates
- Park Watch
- Beautification program
- Trinity Lutheran Project planning
- Adopt A Street cleanup
- Newman Service Day event
- Earth Day Meetings
- Walk, Roll, and Stroll planning
- Mason City Service Planning
- River Cleanup planning

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Cleanup teams	12
Total		12
Beautification Project	Garden Maintenance	78.25
Total		78.25
Earth Day	Meetings	14
Total		14
Miscellaneous Projects	Housing Authority	18
	Police Department	24.5
	Newman Service Day	585
Total		627.5
Park Watch Ambassadors	Park Watch Tour	22
Total		22
Parks and Streets Projects		
	Weed Whipping or Pulling	40
	Mulching and Landscaping	40
Total		80
Grand total		833.75

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Youth Engagement staff conducted recruitment activities for the new school year at the YMCA Back to School Night, Newman school registration, and MCHS New Mohawk Day.
- Youth Chairs & Vice Chairs participated in the Executive Committee planning meeting in August.

Health / Safety Focus Areas

- Youth Mental Health First Aid workshops were conducted for staff at Mason City High School/Alternative High School; John Adams Middle School; and Lincoln Intermediate School in Mason City on Aug. 25.
- Youth Mental Health First Aid workshops were conducted for elementary and high school staff in Garner and middle school staff in Ventura on Aug. 16.
- 55 people, from 9 counties, attended the YTF youth behavioral health summit on Aug. 10.
- Staff assisted with a workshop for 31 community leaders, from six counties, as part of the North Iowa Trauma Initiative on August 25.
- Activity and results of IA Dept. of Public Health funded projects was presented by the Director to the Cerro Gordo County Board of Health on Aug. 19.

Marketable Skills / Effective Education Focus Areas

- No activity in August.

Relationships / Volunteering Focus Areas

- There are 34 active mentor/mentee matches in Cerro Gordo County (22-Mason City and 12-Clear Lake) and 17 youth waiting for a mentor.
- Mentor recruitment flyers were distributed at the YMCA Back To School night.
- Staff participated in the United Way campaign kickoff event.

Staff/Other

- Individual Executive Committee member meetings were held with Kevin Pals, Jean McAleer, and new Mason City Schools representative, Dr. Jadie Meyer.
- The Executive Committee held a FY17 planning meeting on Aug. 18. Jay Hansen announced he is retiring from the Youth Task Force Executive Committee position. An election will be held in Sept. to replace him.

MEETING & EVENT SCHEDULE

- Sept. 6- Executive Committee meeting
- Sept. 14- North Iowa Trauma Initiative follow up Leaders meeting
- Sept. 16-Marketable Skills Promise Team meeting
- Sept. 20- MCHS Youth Action Team meeting

- Sept. 21-Co-sponsor Opioid & Heroin public meeting with U.S. Attorney's Office and Prairie Ridge Integrated Behavioral Health
- Sept. 22-Newman Youth Action Team meeting
- Sept. 22- Co-sponsor Human Trafficking Training with Crisis Intervention Service
- **Sept. 28- Youth Task Force Annual Meeting**