

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

August 2017

(Issued September 15, 2017)



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

City Administrator Comments

Mayor and City Council Members,

Mason City Airport enplaned 747 and deplaned 774 travelers in August. They also completed their 11th year of discrepancy free inspection from the FAA. The staff at the airport is commended for such an excellent commitment to safety and operations at the airport. The Active Living and Transportation Commission assisted with the Winnebago River float clean up in August. They pulled out 1,820 pounds of litter from the river. The bike share racks have been installed in front of City Hall, East Park, and at MacNider campgrounds. The City received four loaner bikes that are currently located at City Hall and are waiting for the arrival of our permanent bikes. The ALT Commission also was a sponsor for the pop up splash pad conducted on August 27, 2017 in the City Hall parking lot with approximately 130 people and dogs attending.

The Transit Department staff began the process of designing and implementing our new Transit Tracking Software that will give the public and transit staff the ability to track our buses in real time. The tracking will come via an app and internet. Riders will be able to know how long it will be until the bus arrives at their stops. We are looking forward to providing this new feature to our ridership. The Safety department began their annual workplace facility inspections in August. The inspections are done to ensure that we are addressing safety rules and remaining in compliance with OSHA regulations.

The Cemetery had 70 volunteers from Newman Catholic Schools Community Impact Project clean around 50 headstones, take 300 pictures of grave markers for the database, pulled weeds from the flower beds and picked up loose cement around the monuments. They did a great job with all tasks and it benefited the cemetery immensely.

The sidewalk program is done for the year and final quantities are being measured now for final pay request. The Street Panel and Curb Replacement program is nearly complete for this season. King Construction is working on the punch list items now. The underground utility work that is part of the Street Rehabilitation program is complete and work is continuing on the concrete street patches and curb and gutter section replacements. Once this work is completed the asphalt contractor will work on completing the overlay of the streets. Mark is continuing his work with the railroads to complete the necessary easements and permits to obtain pedestrian crossings at the two remaining locations.

Overtime in the Fire Department continues to be elevated due to having three employees from the same battalion on long term leave for various reasons. The department also had two major fires that required the call in of off shift firefighters. The department also responded to a gas leak with off shift personnel. The Mason City Fire Department Explorers group, comprised of high school aged individuals, participated in the Fire Explorer's Governor's Fire Prevention event held at the Minnesota Fair. The Explorers did an awesome job of representing Mason City and Iowa at the event. The team competed in seven different events throughout the day. The department is also planning for the Fire Department open house to be conducted on October 15, 2017.

National Night Out was celebrated on August 1, 2017 and over 2,000 people showed up for the event. The support for the event from sponsors and community is much appreciated. Avery Hubbard and Mark Tiedermann were sworn in on August 24th as our newest police officers. They will graduate from the ILEA academy in mid-December. The Police Department still has one opening and efforts to create a new list has begun. August was a busy month with volunteers as we saw 913 hours of volunteer time logged. We thank all of our volunteers for their time and commitment to the City of Mason City.

Sincerely,


Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **August 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2017 – 8/31/2017	24,113.90 Gallons	300 Buses
Enplaned 747 Deplaned 774		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at August 2017 Airport Commission Meeting 8/7/2017
- Operations Supervisor Attended Four State Aviation Conference
- Federal Aviation Administration Annual Compliance Inspection – 11th Year Discrepancy Free Inspection.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2017 Airport Commission Meeting

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Active Living and Transportation Commission held two meetings, Winnebago River 2.5 mile float results- 1,820 lbs of litter including 1 Computer Screen, 1 Microwave, 1 Dehumidifier, 8 tires and 800 lbs of metal. Most of this was sorted out and recycled! Bike share program racks are set & loaner bikes will arrive 9/8– announcement and launch will be held with permanent bikes. Facilitated gathering logos for creation of sponsorship on bikes
- Co-sponsored Pop Up Splash Pad event 8/27 with Main Street MC and MCFD, great event with approximately 130 individuals and dogs
- Letters of Support will be drafted for federal grant and DOT Hwy 65 project
- Community Garden –garden event held, fielded calls from gardeners on broken hydrant. Gardens have produced very well with much produce donated to Hawkeye Harvest Food Bank
- Bike repair station and bike rack installed by First Congregational Church, Dr. David Haas will be installing a second repair station soon in a site yet tbd
- Fielded citizen call on donating perennials
- Partnership for a Tobacco Free Cerro Gordo County meeting- tobacco litter event scheduled with MCHS students 9/29 in Central Park

Schools –

- Interest in Farm to School being researched

Worksites –

- Four worksites submitted validation packet, one other worksite will work on pledge, another worksite has schedule appointment to begin working on pledge work
- Assisted CENT CU with employee volunteer placement for their [#CENTsationalServiceinAction](https://www.facebook.com/pg/CENTCU/videos/?ref=page_internal) Month, see video testimony, nearly 200 hours donated in August
- Several emails/phone calls with three worksites on volunteer placement for large numbers of employee volunteers

Healthy Foods (Grocery/Restaurant) –

- No report

Engagement –

- Third quarter promo (Bountiful Harvest – Taste the Difference of Local Food).
- Chamber newsletter featured volunteering

Item

- PR & Marketing - development of Facebook posts for both BZP and MCVC,
- Radios Ads feature: Active Living, Volunteering, Family Dinner Night, 5 Ways to Enjoy a Longer Life
- Scheduled spring speaking event for BZP/MCVC – 21st Century Club/Clear Lake

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO, highlighted Disaster Drill with Mercy Medical Center – North Iowa, IOOF Home and Community Therapy Center's Alzheimer's Walk, and Matt Bradley, Marketing Director with CENT Union.
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity featured City of Mason City, Recreation Department Youth Coaches, Cerro Gordo County Emergency Management Disaster VRC Training, One Vision volunteer friend for sporting events, IOOF Home and Community Therapy Center men's group leader, NIVC Services Inc. lunchbox assistant, United Way of North Central Iowa back pack buddies, and Newman Catholic Foundation SCRIP volunteer.
- August Newsletter to member organizations (34) and volunteers (522) to be sent out week of August 10th. Here is a sample of the August Volunteer Newsletter <https://us13.admin.mailchimp.com/campaigns/show?id=1122017>
- Website – 130 volunteer opportunities are currently active. Upcoming volunteer opportunities include the 48th Annual One Vision Benefit Walk on September 17th in Clear Lake, Mercy Medical Center – North Iowa's disaster drill on September 19th, IOOF Home and Community Therapy Center's 2017 Walk to End Alzheimer's on September 30th, and MCVC and Cerro Gordo County Community Foundation's Education Event on October 10th.
- 35 member organizations; met with Children's Discovery Center, who is considering becoming a member, August 7th, met with KCMR Radio to interview Mason City Volunteer Center staff August 15th, met with Laura Grommesh, teacher at Mason City High School, to discuss MCHS – 2017 Day of Service August 15th, met with Heath Hupke, Associate Executive Director at Mason City Family YMCA, to discuss partnership expectations and YMCA Back to School Night August 17th, and attended Youth Task Force meeting at Music Man Square August 30th.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at City of Mason City, CASA, Crisis Intervention Service, Main Street Mason City, Salvation Army, and KCMR Radio.
- Perspective Member meetings – Children's Discovery Center,
- Worked with three businesses and have meetings scheduled with an additional one to facilitate employee volunteer engagement
- Received inquiries from two vocational rehabilitation companies that need volunteer placements

Item

- Recruited 4 volunteers to assist with MacNider Art Museum's approximately 325 piece mailing
- Assisting MCHS in placement of 1000 students for their Community Impact Day event during homecoming festivities 9/29
- Received nomination of a volunteer for our website spotlight

Power 9 Committee –

Other –

- Weekly staff meetings

Upcoming Dates:

- Sept 14, 15, Volgistics training/DSM
- October 10, 9:00 a.m. – 3:30 p.m., MCVC Education Event – Creation and Use of a Case Statement & Strategic Development Plan

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 Meeting and one Closed Meeting and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 23 Resolutions based on various requirements
- Upload data for 2 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 8 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 \$1,380.00 in animal license fees and \$585.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: August, 2017

Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: As the timeline to meet various deadlines has tightened, Development Services staff have been diligent to prepare outlines for the revised Iowa Reinvestment District application. Once the numbers from the City – Gatehouse Pre-Development Agreement are sent by Gatehouse, we will take the time necessary to ensure that the application is ready for re-scoring by the IEDA Board.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met August 14 to consider an application for a loan of \$5,477 to renovate the building at 520 North Federal Avenue (just north of Birdsall's). This project includes replacement of the roof and parapet to prevent leaking and degrading of the building walls. The Committee recommended approval of this application (approved by Council on 9/5).

The Forgivable Loan Review Committee also met on August 28 to consider two DoRL loan requests. The owners of 11-15 East State Street need to do extensive tuckpointing and window replacement of this building just east of Moorman Clothiers, containing an insurance office. The Committee showed concern that replacement with vinyl windows of the upper floor windows on the front façade would affect the historic status of the building within the National Register Historic District. The \$30,000 loan recommended for approval will be used for the tuckpointing and for windows on the side and rear (this was approved by Council on 9/5).

The Committee also recommended approval of a \$30,000 loan to K&D Enterprises for renovations to 124 North Delaware Avenue (Market 124). This building also needs extensive tuckpointing. In addition, all 28 upper story windows need replacement (also approved by Council on 9/5).

Iowa Initiative for Sustainable Communities Projects: Staff met with the students and faculty from the School of Urban and Regional Planning on August 14 to learn more about the North End. A neighborhood plan for the North End will be their year-long project. We are collaborating with the Cerro Gordo Public Health Department to create a broad plan that integrates health outcomes and public health planning with land use, housing and economic issues. The University of Iowa group had lunch at Little Chicago and met with North End stakeholders and property owners, and were given a tour of the neighborhood. This group, along

with several other student groups working on a public health plan, a digital update to the 1977 Architectural Heritage Book, and the mural artist who began the work on the back of Brick Furniture, will be present at the September 15 Friday Night Live and the 9/16 Great River City Festival to meet with residents and provide information to the public on their upcoming projects.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is under construction. 2) Furniture Mart, USA, has begun renovations to the façade of the former Kmart building at 2006 4th Street SW, for an Ashley Furniture Store and Mattress Outlet. This project includes interior renovations as well as preparing the rest of the façade for occupancy by additional retail businesses. 3) Harbor Freight Tools has a permit for façade and interior renovations to the easternmost portion of the former Kmart building. 4) The new Blue Heron Bar and Grill, which was renovated with funds through the City's Corridor Revitalization Loan (CoRL) program, opened in August and has been very busy. 5) Menard's is constructing an additional warehouse and will enclose that portion of the store that is currently sales of outdoor plants and materials. 6) The former North Iowa Christian School, at 811 North Kentucky Avenue, has been purchased by Li'l Angels Day Care Center. The day care intends to expand the building to accommodate new programs.

Development Review Committee: 4 meetings held in August: 8/1, 8/8, 8/22/ and 8/29.

DRC Activity	August, 2017	YTD
Total Development Plans Reviewed	6	30
Concept plans reviewed/approved as a Minor Site Plan	4	19
Concept plans to be resubmitted as a Major Site Plan	1	9
Total Concept Plans	5	28
Major Site Plan Reviews Completed	1	2
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	11
TOTAL ITEMS REVIEWED	6	41

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	August, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	4	18
Commercial, Accessory Structure	0	0
Residential, Principal Structure	9	43
Residential, Accessory Structure	8	44
Signs	7	42
Floodplain	0	4
Encroachment Permits	0	5

Activity	August, 2017	YTD
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	1	5
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	1	5
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	1	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	1	1
Zoning Violations		
Reported	11	28
Unfounded	1	3
Founded-Resolved without citation	5	18
Citations	0	0
Open Cases (as of date of report)	6	N/A
Cases initiated by staff	11	23
Zoning Inspections		
Zoning – Case Request	11	27
Zoning – Violations	0	7
Zoning –Setback	11	37
Zoning - Final	1	11
Permit Reviews		
Zoning Reviews Completed	38	271
Floodplain Reviews Completed	30	255

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	August, 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	28	\$ 4,006,464.36	178	\$24,298,788.07
Minor Building Permits	34	\$ 243,088.00	125	\$ 988,981.65
Electrical Permits	32		141	
Plumbing Permits	14		106	

BUILDING INSPECTIONS PERMIT REPORT				
Mechanical Permits	42		203	
Sign Permits	7	\$ 84,150.00	46	\$ 315,577.00
Demolition Permits	2	\$ 5,390.00	25	\$ 181,605.00
Structure Moving Permits	0	0	1	\$ 5,000.00
Inspections	August, 2017		YTD	
Number of inspections	120		830	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	48	8	236
Multi-residential	0	0	0	1
Commercial	0	12	2	49
Industrial	0	1	0	6
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	9	0	72
Fees Collected	August, 2017		YTD	
	\$28,284.90		\$ 148,574.13	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	August, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	166	1318
Staff Initiated	104	818
Non-Staff Initiated (total):	62	500
Response to Complaint	21	185
Anonymous Complaint	20	268
SeeClickFix	21	47
Case Request Disposition		
Founded Case Requests	166	1309
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	9
Cases by Type:		
Dead, Diseased or Dying Tree(s)	2	26
Dangerous Building	0	16
Abandoned Vehicle	1	7

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	August, 2017	YTD
Tree/Shrub Maintenance	1	14
Garbage	31	245
Inoperable Vehicle	18	170
Junk, Rubbish or Refuse	76	518
Other	36	268
Writ of Removal	1	30
Information Request	0	24
Snow Removal/Weeds & Tall Grass	66	430

Rental Inspections Summary:

Rental Inspection Report	August 2017	YTD
Initial Inspections	42	224
Reinspections	2	248
5 yr. Inspections	12	511
Complaint Inspections	15	102
Unregistered Unit Complaint	2	2
Inspections cancelled by Landlord	8	140
Inspection cancelled by Inspector	0	21
Failed inspections	25	148
Passed Inspections	94	467
No Shows	30	119
Total # of Inspections	171	939
Rental Dwelling Certificates Issued	41	376
New Landlord License Issued	5	37
Units White Tagged	5	21

TRANSIT AND SAFETY

Transit

During the month of August, Mason City Public Transit provided 12,813 rides on our Fixed Route; which averages to be over 557 rides per day.

Also during August, Mason City Public Transit began the process of designing and implementing our new Transit Tracking Software. In time, this program will give the public and transit staff (via an app and through the Internet) the ability to track our buses in real time. Riders will be able to know how long it will be until the bus arrives at their stops. This program will be a great asset to the public and to our staff.

Safety

During the month of August, the Safety Department began their annual facility inspections of the various City Departments. These inspections are to help enhance OSHA compliance and correct any obvious safety issues in the workplace.

The Safety Department also coordinated CPR/First Aid classes for Operations & Maintenance crew members; as well as continued training new full-time and seasonal employees for various departments within the City.

ANIMAL CONTROL

AUGUST		2017	YTD	
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
700	800	=	6	46
800	900	=	10	68
900	1000	=	7	57
1000	1100	=	10	78
1100	1200	=	12	84
1200	1300	=	14	73
1300	1400	=	16	85
1400	1500	=	9	57
1st shift sub total			84	548
1500	1600	=	11	79
1600	1700	=	8	63
1700	1800	=	12	62
1800	1900	=	9	49
1900	2000	=	8	44
2000	2100	=	6	40
2100	2200	=	9	33
2200	2300	=	12	32
2nd shift sub total			75	426
2300	2359	=	7	14
0	700	=	22	58
3rd shift sub total			29	72
TOTAL for Month			188	1046
ARRESTS				
Animal				
Sanitation			0	0
Chase/bite nuisance violation			2	14
Cruelty/Welfare of Animal			0	1
Vicious Animal			0	2
Disturbing the Peace			0	3

No Rabies Vaccination		5	25
No City License		6	23
Animal At Large		4	18
	Total People		
	Arrested	17	86
Animal Bites	6		42
Wild animal calls	46		111
Pickup slips animal count		162	817

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	6	38%	10	62%	16
Year to Date	11	41%	16	59%	27

Burials in August were above projections, especially cremations. Traditional burials were slightly above projected and cremation burials were above projected for the year at 59% of total.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
August	2	1	3
Year to Date	5	3	8

Lot sales were well below projected and niche sales were slightly above projected for the month. Lot sales are lower and niches slightly higher than the year to date projections.

Administration – Office staff were busy preparing for and overseeing 70 volunteers from Newman Catholic Schools' Community Impact Project. The volunteers cleaned 40-50 historic gravestones in the St. Joseph section of the cemetery, took 300 pictures of grave markers that were not in the cemetery's database, pulled weeds from flowerbeds and picked up loose cement around monuments. They did a great job with all the tasks which benefited the cemetery immensely. Organizing the Cemetery History Walk continues.

Operations – Grounds staff were very busy with burials. With the continuing rain in August mowing and trimming the grass has added to the time and cost for seasonal staff which will strain the budget. Pouring foundations for markers and monuments was also done.

Board of Trustees – The Board of Trustees reviewed the first draft of the nomination papers for the National Register of Historic Places, considered perpetual flower and flag requests and discussed past planting of trees for memorials.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	6
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	6
▪ Disconnect	4
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	3
▪ Repair/Replace	9
▪ New Sidewalk/Approach	3
▪ Curb & Gutter	1
▪ Curb Cut	1
• Pedestrian Ramp survey & design	2
• Driveway Approach permit & inspection	10
• Iowa One-Call locates	461
• Emergency Call-outs	7
• Emergency Call-out after hours	3
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	4
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	6
▪ Review contractor Traffic Control Plan	3
• Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$60.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2017 Sidewalk Program:

Mid-Continent Contracting completed all the work on this project. Final quantities are being measured and a final pay request is being prepared.

2017 Street Panel and Curb Replacement Program:

King Construction completed the street panel work on this project and is currently working on punch list items. The intersection of North Fillmore Avenue and 9th Street NW was reconstructed and the pedestrian ramps at the intersection were also brought into ADA compliancy. Engineering Staff coordinated with nearby property owners to relocate sump pump discharge lines during the reconstruction of the intersection. Final quantities are being measured and a final pay request is being prepared.

2017 Street Rehabilitation Program:

McKiness Excavating completed all of the underground utility work on the project. Work continues on the remaining concrete street patches and curb and gutter section replacements. Upon completion of the concrete work, the asphalt subcontractor will begin working on the Hot Mix Asphalt overlay of the streets.

An abandoned Alliant steam pipe containing asbestos was discovered beneath the surface of the alley west of the Police Station. The pipe was exposed and Alliant's abatement contractor is scheduled to mobilize soon to remove the pipe. An asphalt surface will be placed in the alley following the removal of pipe and the backfilling of the excavation.

2017 Pavement Marking Program:

Quality Striping completed the work on this project. Final quantities are being measured and a final pay request is being prepared.

2014 Pedestrian Trail Improvements – Phase 2:

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

Monroe Avenue Pedestrian Trail:

Engineering Staff continued coordination efforts for trail placement and the Alliant Energy gas main project in the area of South Monroe Avenue between 6th Street SW and Monroe Plaza. Alliant Energy's contractor completed the installation of the new gas main and services. They also completed the restoration of the disturbed area.

Union Pacific Railroad Quiet Zone:

The Public Hearing on the vacation of street right of way was held at the August 22nd meeting of the City Council. Final draft agreements were received and reviewed which included an additional iteration of revisions to plans and language within the document. The Union Pacific legal office is revising the documents with an intended goal of final approval at the September 19 meeting of the City Council.

Mid-Continent Contracting continued working on acquiring their permit for Right of Entry. The process is in the offices of the Union Pacific Railroad for approval. Following approval of the permit, Mid-Continent will begin the installation of the lane delineators at three Union Pacific crossing. The three crossing are on 15th Street SW between South Monroe Avenue and South Harrison Avenue, 6th Street SW between South Monroe Avenue and South Jackson Avenue and on 1st Street NW between North Monroe Avenue and North Jackson Avenue. The delineators are considered Supplemental Safety Measures. The delineators are one of the required methods to increase safety at crossings within an established quiet zone.

Highway 122 Reconstruct & City Utility Replacements:

Engineering Staff submitted a preliminary set of plans for infrastructure improvements to be constructed in conjunction with the IDOT Highway 122 Reconstruction project which is scheduled to begin in the spring of 2018. The plan sheets produced by the City Engineering Department contain water and sanitary sewer improvements, the plan sheets will be incorporated into the overall IDOT plan set for the project. Staff also provided records and information to the IDOT on the existing traffic signals. Traffic signals at 5th and 6th Streets and at Carolina will be replaced as part of the project.

Engineering Staff held a meeting with SEH to discuss the Highway 122 Lighting project following approval of an Agreement for Professional Services. The street lighting and associated conduit and wiring within the corridor will also be replaced in conjunction with the IDOT Highway 122 Reconstruction project. SEH submitted a preliminary set of street lighting plans for review.

City Engineering and IDOT Staff continue to coordinate with private utility the relocation of their utilities within the corridor. Engineering Staff reviewed and signed an IDOT Utility Accommodations permit for Alliant Energy's gas distribution work in the Highway 122 right-of-way needing to be completed this fall. Engineering Staff also helped coordinate the relocation of the Cerro Gordo fiber line that was located within the 5th Street SE right-of-way between Pennsylvania Avenue and Delaware Avenue.

South Kentucky Avenue Pavement Widening:

McKinness Excavating completed the culvert extensions and the placement of embankment material and revetment stone. Work continues on efforts to core out and place subbase materials in the areas of street widening in preparation for paving.

West End Traffic Signal LED Replacement Project:

Work continued replacing aged LED signal indications and damaged back shields.

9th Street SW and South Eisenhower Street Lights:

Work continued completing the repair of the damaged street lighting following a vehicle hit.

Water Pumping Building Repair:

The brick replacement, repointing and beam repair work was completed. The contractor also began replacing the concrete panels around the upper perimeter of the building. The project is expected to be completed by the second week of September.

Water Treatment Plant Security:

Door operator repairs and upgrading of the security system began this month.

Other Tasks Performed through the Engineering Department:

- Work continued in the Asbury 10th Subdivision. The concrete contractor completed the mainline paving concrete curb and gutter sections on the Sumac extension. Work is nearing completion on the concrete approach onto Asbury Drive. Engineering Staff continued testing and inspections of the new pavement as it was placed.
- Engineering Staff continued coordination efforts with Alliant Energy and their contractor KS Energy for the two gas main projects that began in July. Engineering is attending weekly progress meetings with Alliant personnel and their contractor. Engineering Staff also reviewed changes to the gas main project plans, preformed utilities location and street and sidewalk replacement inspection services.
The two projects are an Alliant Energy Distribution Rebuild in the vicinity of the Highway 122 reconstruct corridor and a 10" Gas Pipeline installation along 6th/7th Streets South from Pierce Avenue to Carolina Avenue.
- Work began on the Village at River Bend Subdivision. Navratil Excavating completed the installation of three sanitary sewer manholes and approximately 650 feet of new sanitary sewer main. Work continues on the new water main installation. Engineering Staff is providing inspection and testing services for the new water and sanitary sewer mains and services.
- Engineering Staff completed a review of and provided comments on Alliant Energy's plans for a new gas main installation along 19th Street SW. The new gas main installation is planned in the south right of way of 19th Street SW, beginning just east of the South Eisenhower Avenue intersection then continuing west beyond city corporate limits.

Traffic Division:

- Traffic Control
 - Sign work orders 12
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 3
 - Traffic Signals
 - Respond to signal issue reports 11
 - Perform traffic signal repairs 6
 - Iowa One-Call locate reviews 492
 - Locate City-owned electrical utilities 6
 - Emergency Call-outs 0
 - Tornado Siren repairs 0

Other Tasks Performed by the Traffic Division:

- Replaced school beacon located at Meadow Lane and North Pierce Avenue.
- Programmed school beacon flashers for beginning of new school year.

- Reviewed and diagnosed operating issues with the school beacons located on the east edge of the city.
- Prepared estimated costs for billing following a vehicle hit on the traffic signal at 6th Street SW and South Federal Avenue.
- Performed maintenance work on the sign trailers.
- Collected and downloaded traffic data from traffic counters placed at 15th Street SE and South Louisiana.
- Collected and downloaded traffic data from traffic counters placed in the 900 Blk of 2nd Street NE.
- Collected and downloaded traffic data from traffic counters placed in the 500 Blk of 12th Street NE.
- Replaced UPS to signal at 4th Street SW and South Eisenhower Avenue.
- Performed work to replace underground wiring at 4th Street SW and Winnebago Way.
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.

Water Supply Division:

○ Water Production

	<u>August</u>	<u>FY 2017</u>
• Total (gal)	125,347,000	256,469,000
• Daily Average (gal)	4,043,000	4,204,410
• Daily Maximum (gal)	4,799,000	4,881,000 *
• Daily Minimum (gal)	3,578,000	3,578,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #3 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #1 EDR and #4 EDR train
- Repair lawn mower

○ Customer Service

• Iowa One-Call locates	464
• Miscellaneous locates	0
• Prepare and send service repair letters	4
• Monthly bacteria samples	30
• Collect project bacteria samples	7
• Check water quality at residents and businesses	4
• Hydrant Flow Testing	1
• Hydrant Flushing	4
• Correlate water main breaks and investigate for leaks	5

• Water Main shut down for repairs	7
• Water shut offs for non-payment	25
• Water shut for other	20
• Water service re-connects	20
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	12
• Deliver Red or Tan Tag	7
• Update shut off data base and maps	50
• Water Service Permit/Inspection	
▪ Repair/Replace	17
▪ New Installation	6
▪ Disconnections	2
▪ Frozen Pipe/Meter	0

○ Meter Department

	<u>August</u>	<u>FY 2017</u>
• Meters Installed	89	118
▪ Industrial	0	0
▪ Commercial	2	3
▪ Residential	87	115
• Meters Repaired	2	2
• Contractor and Garden Meters Installed	1	4
• Meters Read	11,772	11,772
• Meters Ordered	48	48

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Collected monthly water samples
- Continued to evaluate raw hardness and finish hardness for permit changes
- Rebuilt aerator discharge hood and repacked filter media
- Collected daily water quality samples
- Monthly draw down on wells
- Monitoring discharge outlet for scaling deposits
- Calibrated chemical pumps
- Troubleshooting conductivity probe on #2 EDR
- Troubleshooting bypass valve control and SCADA issues
- Troubleshooting fire alarm system; alarm set off by a defective air monitor
- Continued working on a lead and copper sampling plan
- Mowing at plant and local wells
- Monthly Safety reports and inspections
- Performed work on the Pennsylvania Avenue dam building and pump system following recent vandalism

Abbreviations:

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

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for August:

Finance

Duties	August	Fiscal Year-to-Date
Prepare payable checks	758	8,653
Prepare receivable invoices	83	6,903
Prepare payroll checks	785	10,739
Certify invoices to County	75	312
Send letters to State Offset Collections	91	400
Record State Offset collections	\$ 1,896.51	\$ 53,812.91
Sort Mail	7,175	59,250
Record ambulance receivables	233	2,496
Process utility payments	189	15,428

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed Golf Course direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for 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 17 CAFR
- Complete Street Finance Report
- Continue process for GIS analyst position
- Work on FY 17 State Annual Financial Report

Utility Collections

Duties	August	Fiscal Year-to-Date
Record ACH activities	40	586
Prepare Utility adjustments	50	710
Estimate billings		-
Issue utility bills	10,742	149,270
Answer phone calls	837	10,837
Respond to voicemail	192	3,123
Complete utility service orders	627	4,073
Complete landlord tasks	50	620
Issue shutoff notices	441	6,472
Process customer paid utility bills	6,247	87,494
Process customer deposits	479	6,121
Replace meters	104	1,300
Complete monthly sales tax report/hours	3.00	47.00

Information Systems Coordinator

- Look at printer issues with 3rd floor printer.
- Order replacement network card for 3rd floor printer.
- Check City Admin Assistants network drives after move to new server.
- Look at issue with Cemetery server.
- Order memory for Cemetery server.
- Perform monthly backup duties for July.
- Finish changing printer scripts for City Hall regarding new server.
- Look at City Clerk's issue with downloading voice recordings of meetings.
- See Kevin about GIS invoices.
- Get with Jeannett about Finance system.
- Get a quote for a new printer for 3rd floor for their reference.
- Install new network card in 3rd floor printer.
- Install new memory in Cemetery server.
- Contact RSM about connectivity with lift station.
- Order new mobile server for PD and FD.
- Contact RSM about final demotion of old PD server.
- Set up scanning folder for new user on 3rd floor.
- Get new user on 3rd floor connected to ArcGIS project.
- Check battery issue with City Hall UPS.
- Order replacement battery for City Hall UPS.
- Check GDP copier issue for double sided printing.
- Install IE 11 for FD user.
- Fix Outlook for FD user.

- Install new battery in City Hall UPS.
- Check PD parktech server.
- Double check memory in FD Asst. Chief's computer.
- Order memory for FD computer.
- Contact Shoretel about phone switch and shoretel problem.
- Get with RSM about task force phones.
- Shutdown old PD server.
- Set FD Admin Asst up as GIS user.
- Show Grant Coordinator search tools in outlook.
- Fix connection issue with PD Chief's printer.
- Get quotes for renewal/upgrade of Web Filter.
- Get with Tricia about sharing her email folders.
- Get GIS subscriptions renewed.
- Send FD instructions regarding downloading images in outlook.
- Get RSM to look at PD network and latency issues.
- Install memory in FD computer.
- Update ArcReader on FD admin asst computer.
- Fix Office on FD admin asst computer.
- Mount new tape hardware in rack.
- Look at user issues with Outlook at PD and remove phone software from computers.
- Start moving data files from old server to new server at City Hall.
- Configure nightly backup duties on new server.
- Look at monitor issue for GDP user.
- Get new backup software installed on new City Hall server.
- Change IP address of temp server at PD to what the old server was.
- Figure out Exchange issues at PD.
- Change group permissions for Steven V for animal shelter.
- Move Perry B's files to new server.
- Fix new backup job schedules.
- Help L-3 set up new video server for PD.
- Change L-3 shortcuts on all PD computers.
- Look at computer in Car 4.
- Clean up 2nd detail command computers.
- Find emails for Angela D.
- Move Krystal G's files to new server.
- Move Cathy B's files to new server.
- Move Wireless Access point at PD.
- Reset WiFi settings for tablet at PD.
- Check time settings for use on PD shoretel system.
- Replace hub for printers for Finance.
- Reconnect FD computer after office move.
- Help Steve S with printing issues.
- Move Moriah W's files to new server.
- Move Blue Zones files to new server.
- Move Ashley T's files to new server.
- Close out older user accounts.

- Clean up references to Black Bear software in logon scripts.
- Move Black Bear to new server.
- Fix rental housing email.
- Look at time clock for O and M.
- Move Donna W's files to new server.
- Set up new PD officers.
- Order laptop for YTF.
- Check on replacement video card for Cemetery.
- Perform email search for subpoena.
- Get with Water Rec about printing options.
- Move Connie P's files to new server.
- Move Steven S's files to new server.
- Move printer at Water Rec.
- Re-install voice recorder software for City Clerk.
- Order new KVM cable for new PD mobile server.
- Move Tricia S's files to new server.
- Swap Government channel files to new server.
- Fix printer for Water Treatment.
- Get new PD mobile server mounted in rack.
- GIS interviews.
- Move remaining users on 1st and 2nd floors to new server.
- Move department folders for 1st and 2nd floors to new server.
- Check with users to make sure data moved correctly.
- Change backup procedures for PD and Museum.
- Get Quickbooks moved for Housing.
- Reconfigure scanner folders for Housing.
- Restart Water Rec server to fix antivirus issue.
- Install video card for Cemetery.
- Get OS installed on new PD mobile server.
- Look at spam issue for PD user.
- Perform monthly August backup duties.
- Look at email issue for Mark Rahm.
- Double check spam issues.
- Download video from camera for Museum.
- Move PD users to different email database to test problems.

GIS Department

No report, GIS position vacant-will be filled September 25th

September initiatives

Finance Department

- Work on August financial month end reports
- Work on Income Offset letters for state collections

- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Update financial transparency platform
- Continue work on FY 17 CAFR
- Work on 2017 TIF report for the State
- Continue work on FY 17 CAFR
- Begin budgeting process for FY 19

Information Systems Coordinator

- Finalize programming database for Water Billing Department and begin testing.
 - Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout.
 - Complete expansion of the Wireless Network for City owned devices.
 - Implement new firewalls.
 - Replace fiber ring switch at Museum.
 - Get O and M, TF, and YTF network radios replaced.
 - Get new PD server set up.
 - Complete implementation of City Hall server.
- Complete implementation of new mobile server

GIS Department

- Introduce GIS analyst to duties and Department heads

Fire Department

Reported by Al Dyer, Fire Chief

Monthly Council Report

		AUGUST 2017	YTD
9-1-1 Calls/Emergency Calls			
	Fire	79	574
	EMS	318	2566
Non-Emergency Calls			
	Fire	6	47
	EMS	100	769
Total Calls for Service (Fire & EMS)			
Personnel Training Hours			
	On-Site	410.50	4159.87
	Off-Site	96.00	496.00
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	90	774
	Existing Building Inspections	5	173
	Plan Review	15	122
	Fire Investigations	4	16
Community Involvement			
	Public Tours of the Fire Station (Number)	4	14
	Public Fire Safety Appearances/Trainings (Number)	2	22
	EMS/Fire Student Ride Along	96.00	1453.50
	Preceptor Training Hours		
Overtime Hours			
	Fire	830.00	2490.25
	EMS	340.00	2614.00

Overtime Analysis

Overtime for the month of August continues to be elevated due to having three employees from the same battalion on long-term leave, one injury, some sicknesses and an employee on National Guard duty for most of the month. We also had two significant fires which required offshift firefighters to be called in. In addition, on August 14th we also responded to a gas

main break that once again caused our offshift members to be called in to cover the fire station.

Significant Fire Events

- 1) **Fire at 430 N Monroe Ave. 8.9.2017** - Department was dispatched for a wood pile on fire, all companies responded and the offshift was called in. Fire was caused by a recreational fire and was determined to be accidental by the Fire Marshal.
- 2) **Fire at 1240 Plymouth Road 8.10.2017** - The Mason City Fire Department responded to a report of a fire at the Plymouth Road Apartments at 3:57 pm on August 10, 2017. The fire is still under investigation but the most probable cause of the fire was electrical. A ventilation fan in the bathroom of the southwest apartment on the 3rd floor either overheated or the electrical wiring arced that supplied the ventilation fan.

The Mason City Fire Department along with property managers worked with tenants of the building to assist them in entering the building to retrieve any personal belongings that could be saved. Assisting at the scene was the Mason City Police Department with traffic control and scene security, the Cert Team assisting with rehab of firefighters and other emergency personnel, the Mason City Street Department supplying barricades and Alliant Energy assisting with securing the electrical services.

The Mason City Fire Department is grateful there were no injuries from this fire

- 3) **Gas Main Break at Pennsylvania Ave & 5th St SE 8.14.2017** - The department was notified by phone from dispatch on a natural gas line was hit while drilling at 5th and S Penn. Firefighters were able to establish a safe perimeter by the use of 4 gas monitors. 5th SE was blocked by 2315 at 5th SE and Jersey. South Penn was closed at 6th SE and Penn by 2341. Penn was blocked to the north by 2413 just north of the bridge. Two homes to the south on Penn were evacuated. Alliant service tech's also arrived on scene and monitored along with MCFD. The entire area was monitored along with residences and business, Alliant and MCFD declared the area clear of danger and no injuries were reported from this incident.

Other Events

MCFD Explorer Competition in MN – On August 25, 2017 seven Mason City Fire Explorers participated in the Fire Explorer's Governor's Fire Prevention Event held at the MN State Fair. The Explorers did an awesome job representing Mason City and Iowa as we were the only Iowa Fire Explorers Team at the competition. The team competed in seven different events through the day and one of our explorers made it to finals for individual gear donning. Congratulations to the entire team!! The MCFD and your leaders are all very proud of all our future fire heroes.



Firefighter Testing – The Fire Dept. has updated its firefighter list for possible retirements coming up in the next few years. The firefighter testing took place on Saturday, August 26th at the fire station with the written taking place in the morning and the agility test done in the afternoon. We had hope for more applicants to test but we still had a good turnout and two current explorers members were able to test as well!

Administration Notes

Social Media Update – In September we will updating our MCFD brochure, the City Fire Department web page and we will also be joining the rest of the City and everyone else with our own Facebook page and Twitter account later on in the year! Our hope is to use these mediums to reach out to residents, to educate the public about fire safety and to inform our citizens about our services. We also look forward to using our own Facebook page to connect with our citizens, other area fire departments and to keep everyone informed on events we hold throughout the year. In addition, we will also be disclosing press releases through Facebook.

MCFD Open House Oct. 15, 2017 – Our committee is busy planning our Annual Open House. We are all very excited and look forward to seeing the kids and families come out to see us at the fire department. More information will soon be released to the public.

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	19	30
Engineering	17		17
Finance	9		9
Fire	45	1	46
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	58		58
Parks	6		6
Police	52	2	54
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	242	29	271

Plus 141 Seasonal employees

Staffing

Activity

Hiring Activity:

- Admin. Asst (Dev Services): Job posted & recruited, 76 applicants, 7 interviewed, job offer approved by council, job filled externally
- Police Officer (3 openings): Civil Service list certified with 8 qualified candidates, interviews conducted/job offers approved by council, 2 hired. New Civil Service list being established
- Utility Worker (Utilities): Position filled with internal bidder
- Refuse Collector (Sanitation): Position filled with internal bidder

	- GIS Analyst (Finance): Posted & conducted new recruitment search, conducted phone interview and panel interviews, job offer made subject to council approval
	- Swing Worker (Utilities): Job posted, no internal bidders & job offer made to external candidate subject to council approval
	- Firefighter (Fire): Job posted, Civil Service testing conducted & list certified
	- Asst Greenskeeper (Golf): Job posted internally & externally, Civil Service test administered & certified.
	- Street Foreman (Street): Job posted internally,
	- Customer Service Foreman (Water Supply): Job posted internally,
	- Street Maint Worker (Street): Job posted internally
	- Seasonal Openings: Hired 3 additional seasonal employees
Positions Filled:	- Hired 1 Dev Services Admin Asst, 2 Police Officers, 1 Library Clerk (P/T); 3 Seasonal employees.
Turnover:	- 1 retirement, 38 seasonal employees
Employee Orientations/exit interviews:	- 3 Reg FT/PT employee orientation, 3 seasonal employee orientation
Swearing In Ceremony's	Police Swearing In ceremony conducted for 2 new Police Officers
Civil Service Commission:	- 2 meetings held during the month. 3 new tests administered and certified.

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - AFSCME: Conducted informal meeting on issues.
Labor Negotiations/Relations:	- None

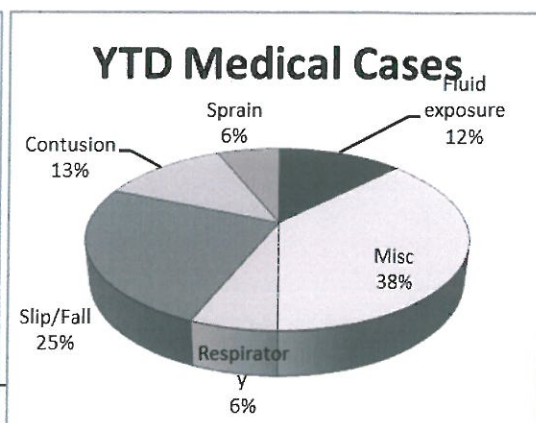
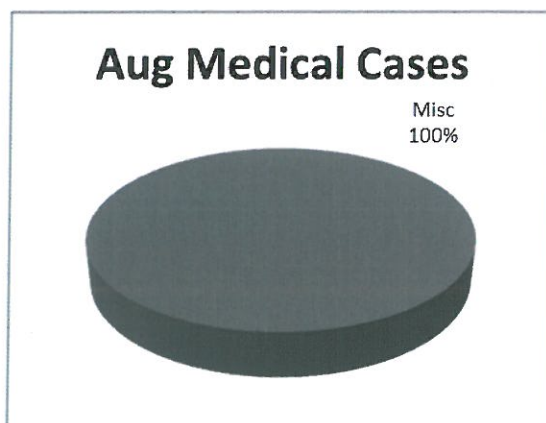
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation.
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Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Biometric Screenings/Flu Shots:	- Begin planning and preparations for fall screenings/flu shots.
	- Annual review of medical plan with broker

Government Efficiency	Activity
RPI Activity:	- None

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Wellness/Empl Activity	Attended Wellness Webinar, Organizing employee fall festival
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Safety:	- Attended Healthworks speciality workshop
Professional/Community Support:	- None

		2017 YTD	2016 YTD
Safety Statistics	Month	D	
# of Work Comp Cases	2	16	15
# of OSHA Injuries	2	14	15
# of Days Missed	10	34	154
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: August 2017

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, 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. The Museum finally was able to rehabilitate the lawn to the condition before the gas line was replaced this past winter, which ripped out much of the lawn and made the area damaged muddy.

The Imagination Playground Blocks have been in the Museum's front yard most days, and are a huge draw for the Museum. The Museum has found that entire daycares have been traveling to the Museum just to use the blocks. The Museum has hauled the blocks to both Friday Night Live down town and National Night out located at the event center. This introduces the Museum to audiences that may not traditionally utilize the Museum.

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. This has received an added boost with the exhibition "In Her Own Right: Marion Mahony Griffin" which was a summer block buster exhibition.

The Museum hosted the last speaker related to the above mentioned exhibition, Anna Lewis. Lewis spoke on "Women of Steele and Stone" which detailed women in the non-traditional careers of architecture, engineering, and landscape design. As part of this, the Museum hosted a MacNider: Off the Clock which is a reception hosted for the current exhibition.

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:

Art Camp	13 adults	95 kids
Art Camp program 46 adults, 17 kids		
Day Care class	2 adults	14 kids
Art Bugs	9 adults	8 kids
Pokeman	7 adults	16 kids
Kids Club	2 adults	9 kids
Stained Glass	12 adults	

Outreach / Specialty Tours:

Rec Dept. – 4 adults 12 kids; Walking tours – 9 people; Friendship Village – 15; Salvation Army – 22; Manly Care Center – 10; Prairie Ridge – 56; Kentucky Ridge - 4

Membership:

325

Attendance:

2017 August

Gallery attendance	1195
tour attendance	40
event attendance	352
Classes	250
Playground	345
Outreach	182
TOTAL	2364

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(3 Cement Work)
General Maintenance	(1 General Maintenance)
General Maintenance (Hauling)	(2 General Maintenance (Hauling))
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(6 Hydrant Repair)
Sewer M/H Repair	(6 Sewer M/H Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(1 Valve Repair)
Water Main Repair	(3 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(3 Water Service Tap)

We had another main break on Slate Court, this is at least the 8th break we have had between Slate and Marble Ct. This main is in need of replacement even though it's only 20 years old. We can tell this main was damaged by contractor during installation because of the scrape marks left by their excavator on main.

Internal Service Division:

Mechanical

Service and repair Electrical Department vehicle

Service and repair 8 fire trucks and ambulances

Service and repair 1 Park Department vehicle

Service and repair 7 police cars

Repair and service 7 Sanitation trucks, brakes, etc.

Repair and service 16 Street Department vehicles

Service and repair 1 Water Reclamation Plant vehicle

Service and repair 3 Water Supply Plant vehicles

Service and repair 1 Water Utilities vehicle

Electrical

Repair traffic signal at 122 and Winnebago Way

Install thermostat in sampling refrigerator at Water Reclamation

Repair and install GFCI outlet for new water fountain at City Hall

Repair traffic signals at S. Jefferson, S. Federal, N. Delaware

Install LED lights at Georgia Hanford shelter

Repair outlet at Monroe Park for the Rock the Block Event

Repair emergency lighting and install lights and ballasts in lobby at Water Reclamation

Repair lighting at field #2 at Frederick Hanford ball diamonds

Repaired a contactor for the RTU at Water Supply Plant

Repaired street lights at 9th and S. Eisenhower

Repaired fuses at the Frederick Hanford ball diamonds

Repaired boiler and replaced controller at aquatic center

Work on the automatic door locks at the Muse Norris Youth Center

Repair street lights at 122 and Illinois Avenue

Work on automatic door locks at Georgia Hanford shelter

Replace 2 lamps and 2 ballasts at 9th and S. Eisenhower

Repair street lights on Highway 122

Work on wiring and lighting for the Kiwanis Park shelter

Repair traffic signal at State and N. Delaware

Repair street light at 122 and Crescent Drive

Repair street lights at Northbridge

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the month: **August 2017**

Division: Wastewater

- Wastewater treatment:

Monthly Total:	152.475	million gallons
Daily Average:	4.919	million gallons per day
Daily Maximum:	5.289	million gallons per day
Sludge processed:	2.221	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5
- Replaced 4 manhole box outs

Laboratory/Pretreatment Activities:

- Notify Industries of delinquencies
- Completed DNR Monthly Operating Report
- Industrial inspections
- Industrial sampling
- Performed laboratory analysis on seven Industries
- Performed laboratory analysis on plant samples

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 541,985 gallons of biosolids
- Removed large aeration blower for repair
- Replaced carbon in odour control tank
- Checked all v-belts on vent fans and replaced as needed
- Check all pump oil

- Mowed plant grounds
- Cleaned final weirs
- Preformed general maintenance on UV system

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	491.39 tons	3,415.28 tons
Recycling collected	137,020 pounds	1,050,560 pounds
Yard waste collected (includes Christmas trees)	90.32 tons	611.18 tons
Large item number of stops	72	410
Materials collected:		
Large furniture	50	231
Small furniture	51	426
Tubs & toilets	3	23
Appliances & TVs	23	104
Electronics	0	0
Request for service calls	284	2,336

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Repair storm sewers as needed

Grade gravel roads as needed

Install handrails on S. Federal

Set up for Newman Day, Rock the Block, Friday Night Live, etc.

Haul several loads of mulch to various locations

Repair signs as requested by Engineer's office

Re-mulch and water newly planted trees as needed

Trim trees 41 calls, remove trees, 42

Support the Kiwanis Club to install roof on new shelter at Kiwanis Park

Pick up trash along roadsides and dead end areas as needed

Haul dirt for citizen request on volunteer project

Haul dirt for soccer complex at Ray Rorick Park

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

Pick up dead deer

Clean up brush and downed trees at various bridges and creek and buyout areas

Grade shoulders

Sweep streets

Set up road closure for rail road projects

Haul wood to the campground

Mow road sides and trails and buyout lots as needed

Grind stumps as needed around the parks and city property

Install Koloni bike rack at City Hall

Repair 10th Street NE dead end, erosion

Set up work zone for 1st citizen bank event

Set up work zone for brick furniture work

Haul dirt and gravel for maintenance at the youth complex

Set up work zone for Place 2b event

Repair erosion at the spillway in East Park near Winnebago River

Mow, remove dead trees, trim trees, grind stumps at the Arthur J. Gerk Arboretum

Remove all jersey barriers at Ray Rorick Park

Haul 20 loads mulch to the bio filter for Water Reclamation

Remove old post bases and broken bulletin board at the adult diamonds

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

Rock the Block, Newman Day, Friday Night Live prep in Central Park, Streetscape

Mow around original arboretum trees

Mow and trim all parks as needed

Vacuum the carpet in the plaza

Highway 122 right of way, trim around all signs and poles

Install tee pads for the disc golf course

Remove vulgarities from the playground by the bandshell

Remove vulgarities from the Meredith Willson foot bridge

Remove downed tree in Ray Rorick Park

Clean up the area in Ray Rorick Park around the new soccer complex

Place ballast rock at the Mason Creek crossing at the arboretum

Pick up debris at garden plot north of Fareway

Repair broken playground equipment at Monroe Park

Repair damaged roof shingles on shelter 1 in East Park

Trim all trees in the arboretum, trim all weeds around trees, sweep trail remove all volunteer growth

Till the beach area at Lester Milligan Park

Remove all dead trees at west park tennis courts

Remove all dead and downed trees at Wildwood Par

Sweep all trails in East Park for the dog walk event

Remove graffiti on the wall of shelter 4 in East Park

Install the Staudt memorial bench in the arboretum

Hose goose debris from East Park basketball court

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 2,420; YTD – 18,243

	CFS Type	Month Total	YTD
1	Traffic Contacts	424	3,313
2	Suspicion	223	1,511
3	Medical	213	1,784
4	Disorderly/Disturbance	196	1,632
5	Animal	184	1,029
6	Welfare Check	130	885
7	Theft	93	612
8	Collision	87	734
9	Alarm	63	496
10	Domestic	54	411

National Night Out 2017 was on August 1. Over 2,000 people attended the event at its new location in the All Seasons Building at the North Iowa Events Center. This marked twenty years running that we have celebrated NNO in Mason City! Many thanks to the Community Policing Advisory Board for their continued support of this popular event. We could not make it happen without their help.

1st Detail continued to work this month with Neighborhood Services on the citywide clean-up effort. We have gained compliance from many residents who received notices. The speed trailer was placed at two locations this month – 2300 block of South Monroe and 1100 15th Street SE. The shift also completed 455 vacation house checks.

2nd Detail assisted with a variety of events this month and represented MCPD at National Night Out, the Splash Pad, and some block parties. One officer completed field sobriety instructor school in Des Moines. Shift officers completed 461 checks of special attention locations in Mason City.

3rd Detail completed compliance checks on taxi services in August. We found no violations in response to complaints that had been received. We will continue to monitor compliance with our city ordinance and complete compliance checks, as needed.

In August, we had two pursuits that occurred in or entered the city limits. Neither of these was initiated by MCPD personnel, but our officers were notified and assisted in compliance with our department policy and training. In the first incident, our staff assisted with securing a perimeter

as the pursuit ended and the suspect fled on foot. In the second incident, we had a sergeant who was able to deploy StopSticks on the fleeing vehicle. This assisted in ending the pursuit and limiting the risk to Mason City residents and property by slowing down the speed of the pursuit. I am very proud of the work that our supervisors did to actively manage our response to these incidents.

Criminal Investigations

The CID unit opened 13 new cases in August and closed 11. They completed three death investigations and attended four child protection center interviews. One firearm trace form was sent to Alcohol, Tobacco, and Firearms, and we are using some new technology to follow-up in an ongoing criminal investigation.

Administration

We hired Avery Hubbard and Mark Tiedemann as police officers on August 24. They were sworn in on August 25 and began training at the Iowa Law Enforcement Academy on August 28. They will graduate in mid-December and then begin the field training program.

We have begun a new recruitment for police officer in cooperation with Human Resources. Applications will be accepted until September 21. We currently have one vacancy left to fill.

On August 29 and 30 we met with staff from Zuercher Tech to start the configuration and build on our new RMS, CAD, mobile, and JMS software that we will share with the Clear Lake Police Department and the Cerro Gordo County Sheriff's Office. It was a busy two days and we were able to start to get an idea of what the final product will look like.

Captain McKelvey was appointed by the Governor to the Iowa medical cannabidiol board. This will be a group that is heavily involved in regulating medical marijuana and its by-products for medical applications in Iowa.

Social media continues to be a useful tool for us in outreach and criminal investigations. We currently have 1,501 followers on Twitter (+27 over July) and 4,137 page likes on Facebook (+159 over July). We posted a video in August of a vehicle burglary that a local resident had captured on their own surveillance system. Within a few hours we had several people who were able to identify the suspect.

Our crime prevention program included participation at the following events in August: National Night Out, NIACC new student orientation, Securing Houses of Worship training, and "Officer Friendly" at Parks and Rec Sun and Fun.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, YMCA Board, Library Staff Meeting, Friends of the Library. I attended 2 State Library Sponsored All Day Training Sessions. One session was hosted at the AEA office and one session was hosted by the Mason City Public Library in the Mason City Room. I submitted grants for programming in 2017 and a grant for the Archives to preserve the Steve Rye Photograph Collection. The Friends of the Library hosted a special event, "Everything You Want To Know About Book Clubs".

Did you know?

The Mason City Public Library Meeting Rooms are used for several kinds of meetings, formal and informal. Many companies that have sites throughout the region and Iowa and Minnesota meet at the Mason City Public Library because it is a central location for them.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Softball
- Adult Tennis
- Before and After School Care
- 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
- 1,153 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Monday	852
Tuesday	1,040
Wednesday	293
Thursday	433
Friday	441
Saturday	356
Sunday	356

Total People Served in 2017 through August: 247,935

Total People Served in 2016 through August: 211,754

Nights stayed at MacNider Campgrounds in 2017 through August: 4,588

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

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2017
Family	31	33
Class A	209	200
Class B	26	32
Youth	30	20
Punch Cards	63	74

- Season Concession Sales:

	2016	2017
	\$42,099.27	\$53,648.85

- 2880 rounds played at Highland
- Ordered food and beverages for concession
- Mowed greens 39 times including double mowing
- Mowed tees and collars 14 times
- Mowed fairways 14 times
- Changed cups 19 times
- Changed practice cups 4 times
- Moved tee markers daily
- Raked traps 23 times
- Weed eat course 1 time
- Mowed mounds at 3 inches 6 times
- Clean up acorns on greens and tee before each mowing
- Sprayed greens with protectants 2 times
- Back lap greens mowers 3 times
- Back lap fairway mowers 3 times
- Mulch leaves daily

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 5 new summer staff
- Held 8 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 52 youth coaches
- Assisted with planning with North Iowa Spin Cannonball Cross
- Staff attend Active.Net statewide user meeting in North Liberty
- Gave 2 radio interviews
- Met with the YMCA on running a corresponding basketball program
- Requested and received pool painting bids
- Research filter media replacement project for the Mason City Family Aquatic Center
- Attended a number of Civil Service Meetings
- Assisted in the Youth Mental Health Summit
- Assisted with the Mason City Youth Soccer Club
- Recreation Department took the lead with the City Wide Fall Festival planning

Highland Park Golf Course Special Activities/Accomplishment:

- Ran the Highland Park Men's Senior Amateur Tournament – August 1st
- Ran the Highland Park Ladies Club 4 Gal Best Shot – August 17th
- Ran the Highland Park 4 Person 8 Inch Cub (Big Cup) Tournament – August 20th
- Run the Highland Park 2 Person Best Shot – August 27th
- Hosted 2 Mason City High School Home meets
- Hosted Men's Club Stage Night
- Hosted three private outings
- Hired, safety trained, and gave hands on training to 1 new summer staff
- Worked on the CIP to chip seal the Parking Lot
- Marketed and started filling the Assistant Grounds Keeper Position
- Dugout leak and fixed it on 10
- Replace solenoids on 4 tee, 10 and 18 greens
- Fix 4 private cart shed doors
- Mix divot mix and fill divots on 2, 3, 7, 11, and 17 times
- Order seed and fungicides
- Spray grub control
- Install concrete for 3 memorial benches and back fill and seed
- Change oil on John Deere tractor and 2 Greensmowers
- Fix deck on 325 out front mower
- Ball washers and garbage 3 times a week
- Attach blower to Kubota
- Schedule green aerification

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 3 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
- River Float planning, event
- Recycling day Event 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	86.25
Total		86.25
Earth Day	Meetings	8
	River Cleanup	57
Total		65
Miscellaneous Projects	Housing Authority	20
	Police Department	18
	Newman Service Day	600
Total		638
Park Watch Ambassadors	Park Watch Tour	14
Total		14
Parks and Streets Projects	Weed Whipping or Pulling	53
	Mulching and Landscaping	45
Total		98
Grand total		913.25

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

Youth Action Teams

YOUTH ACTION TEAMS (YAT) – MCHS, MCAHS, NEWMAN

- Youth Task Force (YTF) was present during Newman’s school registration to promote Youth Action Team recruitment/participation within the high school. Logistics/plans finalized and meeting schedule set for school year. Will meet twice monthly with students at the school to work on Strategic Prevention Framework (SPF) – based projects of the students’ choosing.
- YTF initiated meetings with principals and iJag staff-members from Mason City High School and Mason City Alternative High School to discuss plans/ logistics for the upcoming school year. Youth Task Force will meet with groups chosen from each location twice monthly to work on their SPF projects.
- Each of the three high school YAT groups will choose a chairman and vice-chair. Those identified will be invited to represent their groups and join the Youth Task Force Executive Committee. The Executive Committee meets monthly. Participation provides good leadership experience for the students and the voice of youth on the committee.

Health / Safety Focus Areas

YOUTH DEVELOPMENT

- Youth Task Force (YTF) team meeting held with Principal of John Adams Middle School to begin planning Positive Action inclusion to the curriculum for the new school year.

Health / Safety Promise Team meetings will not be scheduled until school has been in session for a while to allow Youth Action Teams time to investigate possible projects.

Marketable Skills Focus Areas

- Mason City Youth Task Force's Marketable Skills Promise Team has not yet resumed meetings. Plans to streamline meetings and projects are underway in an effort to be respectful of volunteer participants ‘ time. YTF met with MCHS iJag staff during the YAT planning meeting.

Relationships / Volunteering Focus Areas

PREVENTION THROUGH MENTORING – One-On-One Mentoring Program

- Ongoing Relationships / Volunteering Promise Team planning meeting was held in August. Again, team purpose and goals discussed. New role of this team - Mentoring

Advisory Board. Meetings will be streamlined and “to the point” in line with other Youth Task Force meeting efforts. The group was appreciative of the changes.

- Next year, marks the 20th anniversary of the One-on-One Mentoring Program! We will celebrate the event along with our recognition program in the spring.
- Plans made to resume Peer Mentoring Program at John Adams Middle School. (Youth are matched with high school students for a positive experience)

Staff/Other

- Director and staff set up display during YMCA’s “Back to School” night to promote Youth Action Teams, the One-on-One mentoring Program, and Youth Mental Health First Aid.
- Youth Task Force Team met with Dave Versteeg, Superintendent, MCCS , for a “get acquainted” session to explain program efforts and meet staff-members involved with programs that take place in the schools.
- The North Iowa Children’s and Youth Mental Health Summit, was held on August 10, Music Man Square. Cerro Gordo County Social Services and Francis Lauer Youth Services partnered with Youth Task Force to provide the event to the community. Great turnout! Approximately 125 community members were in attendance (including Senator Ragan and Representative Steckman).
- Executive Committee meetings resumed after the summer break. Changes to the meeting format: cutting out the “fluff” meeting activities in an effort to be respectful of participant’s time and the inclusion of Youth Task Force Staff rather than just the director. (Promotion of a more team-like concept.)

SEPTEMBER MEETING & EVENT SCHEDULE

- 5 - Mtg with Youth Mental Health First Aid instructors
- 6 - City Dept Head Mtg
- 6 - Technology Mtg, City of Mason City
- 6 - Staff Mtg
- 6 - SAMHSA Webinar Meeting
- 7 - SAMHSA Webinar Meeting & SAMHSA Training (2)
- 13 - Children's Mental Health Crisis Planning Work Group, Francis Lauer
- 13 - Staff Mtg
- 13 - Youth Action Team Mtg, MCHS
- 13- YTF staff facilitating “Low Ropes Course” Class at YMCA for Chamber YIELD Class
- 14 - Domestic Violence Mtg followed by Child Abuse Mtg, MCPD
- 20 - City Dept Head Mtg
- 20 - Staff Mtg

- 20 - YTF Executive Committee Mtg
- 20 - Peer Mentoring at John Adams Middle School
- 21 - Youth Action Team Mtg at MCAHS
- 25 - Des Moines: Explore Prevention, Treatment, and Recovery Strategies for Youth
- 26 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA
- 26 - NIACC Volunteer Fair
- 27 - Staff Mtg
- 27 - Peer Mentoring at John Adams Middle School
- 28 - Youth Action Team Mtg, NCHS
- 29 - City Employee Fall Festival (committee participation)

City of Mason City
General Projects Fund
As of August 31, 2017

	P/N	Budgeted	Spent	Remaining	Status
FY 2018 Projects					
City Hall					
Computer replacement	20	70,000.00	29,257.97	40,742.03	In Process
City Hall					
Property Insurance appraisal	21	35,000.00		35,000.00	In Process
City Hall					
Misc. equipment replacement	22	10,000.00		10,000.00	
Engineering					
Server	48	9,000.00	9,000.00	-	Completed
FY 2017 carry over					
Development Services					
Public Portal	24	4,184.67		4,184.67	
City Hall					
Computer replacement	25	1,799.79	1,799.79	-	Completed

<u>129,984.46</u>	<u>40,057.76</u>	<u>89,926.70</u>
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Cash on Hand	101,725.94	
Grants, donations & transfer	-	
Remaining from completed	-	Per report
To be completed	89,926.70	<u>40,057.76</u>
Excess (Deficit)	<u>11,799.24</u>	Balance
		<u>-</u>

City of Mason City
Road Use Tax
As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	23	20,000.00		20,000.00	
12th ST NW Willow Creek Bridge replace	51	145,000.00		145,000.00	
Pavement marking	53	150,000.00	61,182.23	88,817.77	October for final
Traffic Signal Upgrade	54	150,000.00	7,342.19	142,657.81	In process
Paving Program	57	50,000.00		50,000.00	In process
Sidewalk and Pedestrian Ramp Replacement	60	30,000.00	2,865.10	27,134.90	In process
Traffic & Street Sign Program	61	30,000.00		30,000.00	In process
Street light program	62	30,000.00	2,400.00	27,600.00	In process
High Ranger	64	210,000.00	11,654.84	198,345.16	September payment
Vehicle Replacement	65	200,000.00	63,451.65	136,548.35	In process
Storm Intake Maintenance	68	50,000.00	6,458.53	43,541.47	In process
City-Wide Sidewalk Replacement Program	69	50,000.00	40,079.59	9,920.41	In process
Tree removal	70	50,000.00	18,400.00	31,600.00	In process
Road Use Tax reserves-amend		12,805.22	12,805.22	-	Completed
FY 2017 carry over					
Geographic Information System	29	15,635.41	13,753.00	1,882.41	In process
Pavement marking	58	38,191.80	38,191.80	-	Completed
South Pierce & 122 Traffic Signal Improvements	66	79,646.50		79,646.50	In process
Vehicle Replacement	67	7,547.89	7,547.89	-	Completed
Underpass handrail painting	74	39,729.44	5,713.18	34,016.26	In process

Cash on Hand	2,055,989.99	1,358,556.26	291,845.22	1,066,711.04
Remaining from completed Bonding, Grants & Donations	-			
Projected Revenues-capital Transfers In	195,000.00 333,333.33 -			
To be completed	(1,066,711.04)			
Prelim Excess (Deficit)	1,517,612.28		Per Report	291,845.22
Required Fund Bal	(300,000.00)		Difference	-
Excess (Deficit)	1,217,612.28			

City of Mason City
LOST
As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Parks & Recreation	24	400,000.00		400,000.00	
Parks & Recreation	25	224,982.00		224,982.00	
Parks & Recreation	26	70,000.00		70,000.00	In process
Parks & Recreation	27	40,000.00		40,000.00	Contract awarded
Parks & Recreation	28	40,000.00	32,250.00	7,750.00	In process
Parks & Recreation	29	15,000.00		15,000.00	
Parks & Recreation	30	15,000.00	14,960.50	39.50	Completed
Parks & Recreation	31	12,000.00	4,476.61	7,523.39	In process
Parks & Recreation	32	10,000.00	10,000.00	-	Completed
Parks & Recreation	33	4,500.00	1,261.04	3,238.96	In process
Parks & Recreation	34	80,500.00	12,920.00	67,580.00	In process
Parks & Recreation	35	40,000.00		40,000.00	Contract approved
Parks & Recreation	36	20,000.00	1,038.58	18,961.42	In process
Parks & Recreation	37	14,000.00		14,000.00	
Parks & Recreation	38	2,000.00		2,000.00	
Parks & Recreation	39	37,000.00		37,000.00	
Parks & Rec		73,522.07	16,007.78	57,514.29	
Engineering - Street	49	626,900.00	210,546.91	416,353.09	In process
Engineering - Street	49	173,100.00		173,100.00	In process
Engineering - Street	49	75,000.00		75,000.00	In process
Engineering - Street	49	125,000.00		125,000.00	In process
Engineering - Street	52	160,000.00	100,723.36	59,276.64	In process
Engineering - Street	52	40,000.00	40,000.00	-	Completed
Engineering - Street	55	150,000.00		150,000.00	
Engineering - Street	56	49,500.00		49,500.00	
Engineering - Street	56	60,500.00		60,500.00	
Engineering - Street	59	50,000.00		50,000.00	
O & M - Street	66	150,000.00	89,854.33	60,145.67	October council
O & M - Street	67	150,000.00	70,056.28	79,943.72	October council
FY 2017 carry over					
Parks	32	9,485.91		9,485.91	Completed
Parks	33	48,200.00	1,750.00	46,450.00	Out for bids
Engineering	55	14,746.88	10,283.67	4,463.21	September final
Engineering-Street	57	421,095.74	432.00	420,663.74	In process
Engineering-Street	59	150,000.00		150,000.00	
Engineering-Street	62	89,021.17		89,021.17	In process
FY 2015 carry over					
Recreation	48	38,108.78	4,245.00	33,863.78	In process

3,679,162.55 620,806.06 3,058,356.49

Cash on Hand 1,640,284.44
Projected Revenues 1,583,333.33
Remaining from complete Grants & Bonds 60,500.00
To be completed Prelim Excess (Deficit) (3,058,356.49)
Excess from completed Required Fund Bal 225,761.28
Amendment needed (375,000.00)
Parks & Rec
Excess (Deficit) (149,238.72)

Per report 620,806.06
Balance -

LOST

As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status	
Parks & Recreation	Chip seal roads-East Park, FH Park & Golf	70,000.00	-	70,000.00	In process	
Parks & Recreation	Trail maintenance program	40,000.00	-	40,000.00	Contract awarded	
Parks & Recreation	Tractor, mower & plow blade	40,000.00	32,250.00	7,750.00	In process	
Parks & Recreation	Batwing mower	15,000.00	-	15,000.00	-	
Parks & Recreation	Picnic table replacement	15,000.00	14,960.50	39.50	Completed	
Parks & Recreation	Automatic door locks-GH & Muse Norris parks	12,000.00	4,476.61	7,523.39	In process	
Parks & Recreation	Kiwanis park equipment	10,000.00	10,000.00	-	Completed	
Parks & Recreation	Fence @ Monroe Soccer, Kentucky & deer pen	4,500.00	1,261.04	3,238.96	In process	
Parks & Recreation	Aquatic Center improvements	80,500.00	12,920.00	67,580.00	In process	
Parks & Recreation	MacNider campground concrete pad	40,000.00	-	40,000.00	Contract approved	
Parks & Recreation	Adult complex fence repair	20,000.00	1,038.58	18,961.42	In process	
Parks & Recreation	Youth soccer goals and bleachers	14,000.00	-	14,000.00	-	
Parks & Recreation	Fredrick Hanford concrete work	2,000.00	-	2,000.00	-	
Golf Course	Chemical turf sprayer	37,000.00	-	37,000.00	-	
Parks & Rec	Available unspent funds	73,522.07	16,007.78	57,514.29	-	
FY 2017 carry over						
Parks	East Park Stone Bridge repair	32	9,485.91	-	Completed	
Parks	East Park dam #3 mitigation	33	48,200.00	1,750.00	Out for bids	
FY 2015 carry over						
Recreation	Ray Rorick Sports Complex	48	38,108.78	4,245.00	33,863.78	In process

Cash on Hand	139,573.92
Projected Revenues	333,333.33
Remaining from completed Grants	9,525.41
To be completed	(2,500.00)
Net projected available unspent fund increase	(470,407.25)
	9,525.41

569,316.76	98,909.51	470,407.25
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Per report	<u>98,909.51</u>
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City of Mason City
Water Fund

As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	23	20,000.00		20,000.00	
Remote radio read meters	71	200,000.00	1,884.11	198,115.89	In process
PLC replacement program	73	75,000.00		75,000.00	In process
Water distribution model upgrade	74	75,000.00		75,000.00	Contract review
Vehicle Replacement	75	32,000.00		32,000.00	
Water supply mower	76	20,000.00		20,000.00	
Radio meter data collection equipment	77	6,000.00		6,000.00	
Valve replacement	80	60,000.00	7,169.82	52,830.18	In process
Directional arrow	81	20,000.00	17,500.00	2,500.00	Completed
Trench box	82	20,000.00	16,801.00	3,199.00	Completed
FY 2017 carry over					
Geographic Information System	29	16,358.55	13,752.98	2,605.57	In process
Water pumping building restoration	75	175,000.00		175,000.00	In process
Security system upgrade	76	17,579.75	4,097.75	13,482.00	In process
Pilot water filtering project	77	11,144.38	2,832.00	8,312.38	In process
Vehicle replacement	78	5,869.19	4,673.91	1,195.28	Completed
FY 2016 carry over					
South Federal Avenue water storage	66	600,000.00	31,277.55	568,722.45	Final in September
FY 2014 carry over					
Water pumping building restoration	59	77,832.68	27,494.64	50,338.04	In process

Cash on Hand 2,252,744.83

Projected Revenues-capital & debt 1,965,055.00

Grants

Bonds

Remaining from completed

Debt Transfer remaining

To be completed

Preliminary Balance

Required Fund Balance

Excess (Deficit)

1,431,784.55

127,483.76

1,304,300.79

Per Report

127,483.76

Difference

-

1,195.28

(2,058,066.00)

(1,304,300.79)

856,628.32

600,000.00

256,628.32

City of Mason City
Sewer Fund

As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Geographic Information System	23	20,000.00		20,000.00	
Collection System Maintenance	83	610,000.00		610,000.00	Out for bid
Portable replacement pump	84	72,000.00		72,000.00	September payment
Software upgrade	85	50,000.00		50,000.00	Contract awarded
Roof replacement	86	45,000.00		45,000.00	Contract awarded
Lakeview lift station pump replacement	87	13,000.00		13,000.00	Pumps ordered
New backhoe -From Water	79	130,000.00		130,000.00	September invoice
FY 2017 carry over					
Geographic Information System	29	15,762.49	13,752.98	2,009.51	In process
Collection System Maintenance	82	422,650.17	34,910.35	387,739.82	In process
Interior & exterior building painting	83	20,078.08		20,078.08	In process

Cash on Hand	2,152,044.00	<u>1,398,490.74</u>	48,663.33	<u>1,349,827.41</u>
Projected revenues-capital & debt	1,779,360.00			
Projected grants	-			
Remaining from completed	-			
Projected Bonding	-		48,663.33	
Debt Transfer remaining	(1,335,232.00)			-
To be completed	(1,349,827.41)			
Preliminary Balance	1,246,344.59			
Required Fund Balance	600,000.00			
Excess (Deficit)	<u>646,344.59</u>			

City of Mason City
Storm Sewer Fund
As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Storm Water sub drain	88	200,000.00	23,912.46	176,087.54	In process
Mar Oak strom sewer improvements	89	100,000.00		100,000.00	In process
FY 2017 carry over					
Winebago River dam study	87	20,000.00	2,000.00	18,000.00	In process

Cash on Hand	428,081.97	<u>320,000.00</u>	25,912.46	<u>294,087.54</u>
Projected Revenues	233,333.33			
Bonding	-	Per Report	25,912.46	
Remaining from Completed	-			
To be completed	<u>(294,087.54)</u>			
Remaining Balance	<u>367,327.76</u>	Difference	<u>-</u>	

City of Mason City
Ambulance Fund
As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Ambulance replacement	10	250,000.00	50.27	249,949.73	In process
Debt repayment-cardiac monitors	11	36,000.00		36,000.00	
Stryker powerlift	12	25,000.00		25,000.00	

Cash on Hand	102,616.40	<u>311,000.00</u>	50.27	<u>310,949.73</u>
Projected Revenues-capital & debt	208,333.33			
Grants		Per Report	50.27	
Bonds				
Projects to amend		Difference	-	
Remaining from completed	-			
To be completed	<u>(310,949.73)</u>			
Preliminary Balance	0.00			
Required Fund Balance	-			
Excess (Deficit)	<u>0.00</u>			

City of Mason City
General Obligation Bonds
As of August 31, 2017

FY 2018 Projects		PN	Budgeted	Spent	Remaining	Status
Police	HVAC system upgrade	1	950,662.00	12,036.00	938,626.00	In process
Police	Zuecher CAD/RMS upgrade	2	67,000.00	33,248.84	33,751.16	In process
Police	In-car video units	3	39,000.00	30,562.80	8,437.20	In process
Police	In-car computer units	4	22,000.00	17,151.95	4,848.05	In process
Police	Taser replacement	5	20,655.00		20,655.00	
Police	Bullet resistant vest	6	7,400.00		7,400.00	
Fire	Fire Engine 2313 replacement	7	74,500.00		74,500.00	
Fire	Rescue equipment	8	25,000.00		25,000.00	
Fire	Fire equipment	9	25,000.00	1,773.60	23,226.40	In process
DS-Building & Inspections	City Hall HVAC	13	1,350,600.00	6,534.22	1,344,065.78	In process
DS-Building & Inspections	Vehicle replacement	14	25,000.00	19,100.00	5,900.00	In process
DS-Transit	Transit rolling stock	15	77,450.00		77,450.00	
DS-Transit	Replace rubber roof on comfort station	16	19,000.00		19,000.00	
Museum	Gallery lighting	40	20,000.00	7,220.00	12,780.00	In process
Airport	Apron Rehab Phase 2	41	56,600.00	1,676.60	54,923.40	In process
Airport	Support road & parking lot rehab	42	139,000.00		139,000.00	
Airport	3/4 ton truck & snowplow	43	40,000.00		40,000.00	
Cemetery	Columbarium	45	36,300.00		36,300.00	
Cemetery	Grounds equipment	46	7,650.00	5,399.00	2,251.00	In process
Cemetery	Copier	47	3,750.00		3,750.00	
Engineering - Street	Street Rehabilitation	49	173,100.00	-	173,100.00	In process
Water	Street Rehabilitation - Water	49	75,000.00	-	75,000.00	In process
Sewer	Street Rehabilitation - Sewer	49	125,000.00	-	125,000.00	In process
Engineering - Street	Traffic signal replacement	50	750,000.00		750,000.00	
Engineering - Street	S Kentucky widening	52	40,000.00	40,000.00	-	Completed
Engineering - Street	Union Pacific quiet zones	58	120,000.00		120,000.00	
Water	Pilot water filtering project	72	100,000.00		100,000.00	
FY 2017 carry over						
Police	HVAC system upgrade	1	98,807.56	1,250.00	97,557.56	In process
FY 2015 carry over						
Engineering - Street	Blue Zones Trails		98,448.54	20,000.00	78,448.54	In process

<u>4,586,923.10</u>	<u>195,953.01</u>	<u>4,390,970.09</u>
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Cash on Hand	4,390,970.09
Bonds	-
Remaining from completed	4,390,970.09
To be completed	-
Excess (Deficit)	-

Per report	<u>195,953.01</u>
Balance	<u>-</u>

City of Mason City
Misc

As of August 31, 2017

FY 2018 Projects	P/N	Budgeted	Spent	Remaining	Status
Police	6	7,400.00		7,400.00	
Fire	7	670,500.00		670,500.00	
DS-Transit	15	406,550.00		406,550.00	
Development Services	17	500,000.00		500,000.00	
Development Services	18	250,000.00		250,000.00	
Development Services	19	250,000.00	76,390.00	173,610.00	In process
Airport	41	509,400.00		509,400.00	
Airport	44	20,000.00		20,000.00	
Cemetery	45	3,500.00		3,500.00	
Cemetery	46	850.00		850.00	
Cemetery	47	750.00		750.00	
Engineering - Street	51	580,000.00		580,000.00	
Engineering - Street	52	160,000.00	100,723.36	59,276.64	In process
Engineering - Street	56	60,500.00	-	60,500.00	-
Engineering - Street	57	50,000.00		50,000.00	
RCR	63	7,000,000.00	4,172.70	6,995,827.30	In process
O & M - Internal Services	91	9,800.00		9,800.00	
FY 2017 carry over					
Police	3	15,000.00		15,000.00	
Police	5	14,800.00		14,800.00	
DS-Transit	18	193,000.00		193,000.00	In process
Parks	33	50,000.00		50,000.00	
Recreation	42	50,000.00		50,000.00	In process
Recreation	46	10,000.00		10,000.00	
Airport	50	113,918.80	7,695.55	106,223.25	In process
Airport	51	160,172.00		160,172.00	November approval
O & M - Storm Sewer	87	20,000.00		20,000.00	

11,106,140.80 188,981.61 10,917,159.19

Per report 188,981.61

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