

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

August 2020

(Issued September 11, 2020)



City Administrator Comments

Mayor and City Council Members,

This October the City Council will hold its annual Goal Setting workshop and will consider the vision for the community over the next few years. These goals identified by the Mayor and Council are a constant touchstone for city staff regarding where to focus their efforts. Blight remediation has been a goal for several years and again is one of the top priorities for the Council this year. City staff has worked diligently to achieve this goal and has successfully required the demolition or renovation of 10 chronically blighted properties through the use of the process outlined in Iowa Code 657A. Many of these properties have required numerous notices to property owners and multiple abatement efforts by city staff. Additionally, another 10 are currently working towards compliance and 15 are at the beginning of the process. The Council identified the ambitious goal of 40 properties by the end of the year in the goal setting for 2020 and staff will come close to this goal, despite delays due to COVID limitations. Many properties did not need to be filed in court because owners were proactive in addressing the properties through renovation work or selling to another owner willing to make the needed investments. The progress on these properties has created significant improvements in many neighborhoods across the community.

One of the large components of the River City Renaissance Project received good news with the award of a Community Attraction and Tourism (CAT) grant in the amount of \$375,000 to the Principal Pavilion Project. This award will help move this project forward and the Council should expect to take action on the grant agreement, lease agreement, the award of the contract, and other important items soon to facilitate the start of construction yet this year. Another exciting development in the downtown was the placement of new sculptures and the addition of a mural to the back wall of Praise Church. These continued investments in public art build the brand of Mason City as a community that embraces the arts. The River City Sculptures on Parade brochures will be printed soon and will feature all of the new sculptures in the downtown and at the Multipurpose Arena. Additionally, the arena is currently a finalist for the People's All-Star Community Award through the Iowa League of Cities and the Willow Creek area will be submitted for consideration for Iowa Great Places grant funding related to the construction of the Riverwalk development along Willow Creek.

Lastly, the city continues to look to recruit both new staff and board members to fill current vacancies in the city. The city is hiring for several full time positions and staff is hopeful that the recruitment will be able to reach a large audience to fill positions with new dedicated, knowledgeable, and passionate employees. If the public is interested in employment opportunities with the city, they are encouraged to contact Human Resources in City Hall. Many city positions require the individual to test to get on to a Civil Service list. One current opening is the Heavy Equipment Operator Civil Service list. Regarding board positions, the city has a broad span of topics that may be of interest to individuals and an application can be found online on the website or can be provided by contacting City Hall. It is important to have these board positions filled to ensure the public is engaged and represented in all the activities of their local government.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: August 2020

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2020 – 8/31/2020	Gallons	300 Buses
Enplaned 250 Deplaned 271	16732.3	

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at August 2020 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Continue work on plans for CARES Funds
- Preconstruction meeting for Taxiway Lighting Project
- Planning meetings with FAA for Taxiway A Relocation Project
- Work completed on General Aviation Taxiway Project
- Department of Transportation opened docket for air service contract

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2020 Airport Commission Meeting.
- Continued response to COVID-19 Outbreak
- Review proposals for next airline service contract
- Begin installation of new terminal radiator units
- Begin Taxiway Lighting Project

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of 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 and one Closed Council Meeting, and tracking items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 13 Resolutions 2 Ordinances based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 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 \$1,061.00 in animal license fees and \$635.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out renewal letters for various licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: The City received a Community Attraction and Tourism Grant to assist in the cost of the Performing Arts Pavilion. Efforts to clear up the lease arrangements with the Mall owner are underway, so that construction can begin. Staff has been working with the bond attorneys on an agreement with the Mason City Foundation for operation and maintenance of the Skywalk with Music Man Square. In addition, we continue to be confident that Gatehouse is making progress on obtaining financing for the Downtown Hotel.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in August.

Section 657A.10 Program: Another dilapidated house was demolished in August: 1003 North Jackson Avenue. We targeted this house in our first group under the 657A Program, and the private owner demolished it without City court action or demolition cost. This demolition is an example of a victory for this program; without the incentive that Section 657A.10 provides, we may not have been able to get the owner to demolish at this own expense. In addition, the house at 609 4th Street SE was demolished in August.

Of the six properties acquired by the City through this program, four have been demolished, one has been sold (with a brand new house being constructed on that property), and one is being considered for sale and renovation.

The City has been working with the owners of the 18 remaining properties. Of these, six are either under rehabilitation, or have been brought back up to code. We have agreements with the owners of eight other properties, who intend to rehabilitate the structures and make them livable again. The remaining five properties still need to show progress; Staff is working with our attorneys to ensure that these properties are remediated.

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

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

- Bushel Boy Farms greenhouse on South Monroe Avenue and 43rd Street SW

- North Side Liquor Expansion
- The Veteran's Administration Community Based Outpatient Clinic broke ground on July 27, on Tiffany Drive behind the new Tommy's Car Wash
- A new Dollar Tree Store is planned for 565 South Illinois Avenue at Regency Plaza, in the space formerly used by the Mercy North Iowa Billing Department
- A new cabinet shop and showroom is under construction at 3325 5th Street SW, across from Metalcraft
- Construction of the third Kwik Star at 4th Street SW and South Eisenhower Avenue is expected to begin in September
- NIACC is beginning a major solar energy project to provide electricity to the campus
- Francis Lauer Youth Social Services is building an addition to the Activity Center
- Discount Tire, on the site of the former Carlos O'Kelly's, is nearly complete and should open soon
- "The River" apartment complex by Talon Development is open for leasing; tenants are expected to begin moving into the townhouse units this fall. The apartments are expected to be ready in spring 2021.
- The new Kwik Star at 4th Street SW and South Pierce Avenue opened on August 5

Development Review Committee: 3 meetings held in August.

DRC Activity	August, 2020	YTD
Total Development Plans Reviewed	5	45
Concept plans reviewed/approved as a Minor Site Plan	1	13
Concept plans to be resubmitted as a Major Site Plan	3	14
Total Concept Plans	4	27
Major Site Plan Reviews Completed	1	18
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	7
TOTAL ITEMS REVIEWED	5	52
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	9

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	August, 2020	YTD
Commercial, Principal Structure	1	17
Commercial, Accessory Structure	0	0
Residential, Principal Structure	6	38
Residential, Accessory Structure	7	51
Signs	0	28
Floodplain	1	8
Sidewalk Service Area Permits	0	1
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	0	7
Variance	0	5
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	1	2
Miscellaneous	0	1
Preliminary Plat	0	0
Site Plan Approval	1	2
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	9
Lot Splits	1	2
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	1	7
Zoning Violations		
Reported	0	7
Unfounded	0	0
Founded-Resolved without citation	0	3
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	0	4
Zoning Inspections		
Zoning – Case Request	0	7
Zoning – Complaint	0	0
Zoning –Setback	3	5
Zoning - Final	0	1
Floodplain - Final	0	1
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	1
Permit Reviews		

Activity	August, 2020	YTD
Zoning Reviews Completed	22	245
Floodplain Reviews Completed	60	306
Historical Reviews Completed	4	26

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	August 2020		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	22	\$3,029,687.85	187	\$44,267,810.52
Minor Building Permits	21	\$ 217,292.00	187	\$2,825,231.61
Electrical Permits	21		136	
Plumbing Permits	13		68	
Mechanical Permits	32		165	
Sign Permits	0	0	28	\$ 359,810.50
Demolition Permits	1	\$ 500.00	18	\$ 239,485.00
Structure Moving Permits	1	\$ 28,000.00	2	\$ 29,500.00
Inspections	August 2020		YTD	
Number of inspections	146		1,148	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	36	4	306
Multi-residential	0	0	0	0
Commercial	0	6	7	51
Industrial	0	1	2	3
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	2	0	48
Fees Collected	August 2020		YTD	
	\$ 20,862.60		\$ 221,868.93	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	August, 2020	YTD
Total Requests Initiated (not including snow/weeds ¹)	125	914
Staff Initiated	63	514
Non-Staff Initiated (total):	62	400
Response to Complaint	10	121
Anonymous Complaint	32	143
SeeClickFix	20	136

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, 2020	YTD
Case Requests Disposition		
Founded Case Requests	125	914
Citations Issued	0	4
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	3	7
Dangerous Building	3	21
Abandoned Vehicle	0	2
Tree/Shrub Maintenance	0	2
Garbage	31	210
Inoperable Vehicle	1	63
Junk, Rubbish or Refuse	30	308
Other	17	141
Writ of Removal	9	23
Information Request	31	173
Snow Removal/Weeds & Tall Grass	66	625

Rental Inspections Summary:

Rental Inspection Report	August 2020	YTD
Initial Inspections	63	207
Reinspections	19	398
Inspections cancelled by Landlord	5	245
Inspection cancelled by Inspector	0	30
Failed inspections	10	114
Passed Inspections	56	573
No Shows	8	120
Total # of Inspections	82	1,120
Rental Dwelling Certificates Issued	0	223
Units White Tagged	2	31

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

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

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

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

Safety

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

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

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
August	2	29%	5	71%	16
FY to Date	8	35%	15	65%	23

Burials in July were lower than projected. Cremation burials were lower than anticipated. Traditional burials were one burial below the fiscal year to date projections and cremation burials were higher than projected by one.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
August	9	0	9
FY to Date	10	3	13

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

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

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

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

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	5
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	1
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	19
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	1
▪ Sidewalk Repair/Replace	10
▪ Approach New	1
▪ Approach Repair/Replace	4
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	6
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	448
● Emergency Call-outs	9
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	2

▪ Review contractor Traffic Control Plan	3
• Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	0
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$540
• Sanitary Sewer records drawn and scanned (GIS)	3
• Field Book updates (GIS)	0

2020 Pavement Marking Program:

The City Council accepted the work and approved final pay at the August 4th meeting. Final payment will be made to the contractor thirty days following approval.

2020 Street Panel and Curb Replacement Program:

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the locations where recent work was completed include the 1600 block of North Carolina Place, South Illinois Avenue, also at the intersection of Regency Lane and Eastmoor Drive. The contractor is currently working on street repairs on South Ohio Avenue, at the intersection of 4th Street SE (Hwy 122) and on 7th Street SW at the intersection of South Adams Avenue.

2020 Street Rehabilitation Program:

Heartland Asphalt and their subcontractors continued work on the project. All of the concrete work was completed; this work included the replacement of five city alley approaches, ten sidewalk pedestrian ramps and multiple street panels. The sidewalk pedestrian ramps were all reconstructed to meet current ADA standards. The existing Cemetery Road pavement was removed during the second week of August. Subbase material was placed and compacted and geogrid stabilization fabric was incorporated into the base. The base course of Hot Mix Asphalt (HMA) was placed during the final week of August; the surface course is expected to be placed in the first week of September. Heartland Asphalt completed milling of the existing pavement and HMA overlay operations on all of the streets being rehabilitated on this year's project. The streets include; South Jefferson Avenue and South Georgia Avenue between 5th Street SE (Highway 122 Eastbound) and 6th Street SE (Highway 122 Westbound), South Pennsylvania Avenue between 21st Street SE and 19th Street SE, 18th Street SE between South Massachusetts Avenue and South Carolina Avenue, the 4th Street SW (Highway 122) Frontage Road near Briarstone Drive and a 10' wide cutter line strip on Cerro Gordo Way between the 4th Street SW (Highway 122) Frontage Road and South Garfield Avenue. The work remaining at these locations include fixture adjustments and shoulder restoration.

Mar Oak Drainage Improvements:

The contractor, Mid-Continent Contracting, Inc., completed the re-seeding of several areas where the original seeding was not well established.

27th Street SW Force Main Project:

Engineering Staff submitted an application for reimbursement of project funds through the RISE Grant. Following the submittal, comments were received from the Iowa DOT. The comments were promptly and properly addressed and RISE funds in the amount of \$871,166.60 are expected to be received in September.

Downtown Traffic Signal Replacement Project:

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

Plymouth Road Storm Water Mitigation:

The disturbed areas adjacent to the southern side of the east pond were shaped and hydro-seeded. Seed stabilization mats were placed on the drainage channel slopes on the east side of the Canadian Pacific Railroad. Engineering Staff met with WHKS Engineers for a project final review on August 20th. A portion of a private drive near the east pond was damaged by construction equipment, repair options and cost estimate are currently being reviewed.

12th Street NW Reconstruction Project:

Bob McKiness Excavating & Grading Inc. (McKiness) continued working on the project throughout August. McKiness completed the installation of approximately 1,400 LF of 31"x51" concrete arch storm sewer pipe. During the installation of the pipe several sanitary sewer services were replaced that were in conflict with the new storm sewer. All of the remaining lead water service lines were replaced new 1" copper pipe. McKiness is currently installing the storm sewer laterals connecting intakes from the south side of street with the new arch storm sewer main. Street paving is planned for mid to late September. Engineering Staff continued attending weekly progress meetings with SEH, McKiness, local private utility providers and representatives from the Iowa Department of Transportation. Engineering and Water Supply Staff continued to be a constant assistant for locating city utilities and recording GPS locations of newly installed utilities.

South Monroe Avenue RISE Project:

Wicks Construction completed paving of the storm sewer intake throats. Linahon Electric completed the erection of the street lighting poles and mounting of fixtures; they are currently pulling wire and plan to set the street lighting control and metering cabinet soon. The traffic control signage was installed. The disturbed areas have been furnished with top soil and rough graded; seeding is expected soon. A punch list walkthrough is planned for the first week in September.

Eastbrooke Storm Water Mitigation:

Engineering Staff worked with the City's Consultant, WHKS, on the preparation of property Acquisition Plats. The plats are expected to be completed during the first week in September. The plats, along with the property descriptions will be directly forwarded to the City Attorney to begin drafting the Acquisition Agreement. WHKS was also directed to continue working on final plans for bidding and construction.

Water Treatment Plant Discharge Stream:

The Engineering Department received notice on September 1st from WHKS that they are continuing to work on the project which involves incorporating it into the low head dam project planned in the same location. The City Engineer will be meeting with WHKS to review preliminary plans and provide comments regarding the project.

Union Pacific Railroad Quiet Zone:

I continued working with the Federal Railroad Administration (FRA) and Union Pacific Railroad (UPRR). Engineering Staff prepared a final listing of project requirements through updated plans, which most of are expected to be completed in September with the assistance of the O & M Department.

The Engineering Department also collected current traffic data at the three open crossings throughout the quiet zone corridor. The data is being used to determine the Quiet Zone Risk Index (QZRI) number, which is an indicator for establishing a Quiet Zone. The reason for new traffic data and recalculation is because of the FRA's revision to their calculator, which caused all calculations performed prior to May 17, 2019 to have to be recreated before being used to establish a quiet zone. The current traffic data will also be submitted and used to update the U.S. DOT Crossing Inventory Forms.

One substantial item to be complete is the raised median at the 15th Street SW crossing. When last discussed with the UPRR, they were holding up the permit for our contractor to finish the construction of the median within their right of way. I recently learned they have returned the permit fee to the contractor, meaning he will have to start over. Engineering Staff will assist the contractor in pursuing the necessary permit so that they are able to work within the UPRR right of way and complete the median paving.

The remaining documents and information will be compiling for submission to the Associate Administrator concurrent with the remaining work. A revised set of plans along with written comments was submitted to the UPRR on September 4th.

Since the delineators have been installed they have suffered damage from what appears to be vehicle hits etc. As such, my department has also ordered in and received new parts to replace the damaged ones.

Water Meter Replacement Program:

Ferguson Waterworks sent a large mailing of notices to Mason City utility customers in late August. The notices should have begun reaching customers during the first week of September. As appointments are scheduled, Ferguson Waterworks installation staff will be in Mason City to resume installing new water meters. They will begin with one installer and plan for a second to begin on September 22nd.

Monroe Avenue Street and Utility Rehabilitation:

WHKS called for design locates via the Iowa One Call system and continued working on the survey of the project area. The design locates will help identify any privately owned utilities in the area which will help lessen conflicts in the design. Chosen Valley Testing collected several

pavement samples at various locations along Monroe Avenue by a process of drilling pavement material cores. The existing pavement samples will help determine the method of street rehabilitation.

Blue Sky Solar Project:

City Engineer worked with the City's Consultant, WHKS, and representatives from Blue Sky Solar to refine the project area for the preparation of the property Acquisition Plat. The plat is expected to be completed during the first week in September. The plat, along with the property description will be directly forwarded to the City Attorney to begin drafting the Acquisition Agreement.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued working on construction and bidding plans for the remaining bike trail segment on South Monroe Avenue between 6th Street SW and the driveway approach to Airgas. The plans were revised due to the revisions in the Quiet Zone delineator placement on 6th Street SW.
- Alliant Energy continued work on their rebuild of the electric system along Monroe Avenue. The work is being performed between the limits of 4th Street SW (Highway 122) and 12th Street NW. Engineering Staff was busy locating city utilities along the corridor and also coordinating sidewalk and pedestrian ramp repair with Alliant's paving subcontractor. Alliant's contractor has resumes work in this area; during the month of August they were diverted to different locations in Iowa for storm repairs.
- Engineering Staff continued working with a representative from a design company representative working with a cellular provider concerning the installation of 5G antennas throughout the city. Installation locations could include existing utility poles, street lights and traffic signals, or independent of the City's infrastructure. Approximately 35 node locations are being considered.
- Engineering Staff continued reviewing plans and approving permits for a new Mediacom underground installation in the northwest area of the city. In the first phase of the project Mediacom is installing underground conduit and setting pedestals in the right-of-way in areas between 14th Street NW and 17th Street NW from North Federal Avenue to North Quincy Avenue. During the second phase, Mediacom's contractor will continue with similar work south of 14th Street NW to 12th Street NW. Once complete, the old Mediacom overhead cables will be removed from the Alliant utility poles.
- Engineering Staff reviewed plans for an upcoming Alliant Gas rebuild project. The rebuild is planned in the area between South Louisiana Avenue and South Indiana Avenue from 7th Street SE to 10th Street SE. Alliant will notify the affected customers prior to beginning.
- Engineering Staff reviewed and provided feedback on multiple easement requests from Mi-Tech Services Inc., a design company planning future projects for Alliant Energy.

Traffic Division:

- Traffic Control
 - Sign work orders 25
 - Traffic Sign Orders 0
 - Streetlights

▪ New Installation	0
▪ Repair Request	3
▪ Fixture Replacements	8
• Traffic Signals	
▪ Respond to signal issue reports	7
▪ Perform traffic signal repairs	6
• Iowa One-Call locate reviews	481
• Locate City-owned electrical utilities	8
• Emergency Call-out	0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Programmed the school zone flashers at 4 separate locations for the opening of the school season. Contacted the Mason City Schools grounds superintendent to confirm we were on the same flashing beacon schedule as they have control of the 2 beacons on Hwy 122.
- Setup traffic counters in the 1300 block of North Madison Avenue and at the intersection of 14th Street NW and North Adams Avenue to monitor speeding and heavy truck traffic.
- Assembled signal cabinet and internal components for a switch out at 4th Street SW and South Grover Avenue. Mocked up everything and performed a test run in the shop to see if everything is going to work.
- Worked on assembling signs for bridge embargo on the 12th Street NE Bridge over deal Creek near North Florida Avenue. Staked locations for embargo signs and bump signs near the approach to the bridge. Sent a work order to Operations and Maintenance for the installation.
- Finished the installation of Battery Backup Units at Hwy 122 and South Illinois Avenue, Hwy 122 and Crescent Dr., Hwy 122 and South Monroe Avenue, Hwy 122, South Grover Avenue, 19th Street SW and South Taft Avenue and Hwy 122 and South Virginia Avenue. Reconnected the units from the street power to the battery supplied power.
- Performed periodical inspections of installed materials on the South Monroe Avenue RISE Project. The conduit, hand boxes and light bases were also recorded into the GIS mapping. Installed new stop sign and street markers and had a new stop bar painted.
- Ordered additional center curb materials for the Quiet Zone Project to replaced damaged units. Set up traffic counters at 15th Street SW and South Monroe Avenue, 6th Street SW and South Monroe Avenue and 1st Street NW and North Jackson Avenue. Downloaded count data to determine an average daily traffic count.

Water Supply Division:

○ Water Production	<u>August</u>	<u>FY 2021</u>
• Total (gal)	141,118,000	304,071,000
• Daily Average (gal)	4,552,000	4,904,000
• Daily Maximum (gal)	5,209,000	6,616,000*
• Daily Minimum (gal)	3,947,000	3,856,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

- Water Plant Maintenance and Repair
 - Replaced pump motor on the Hypochlorite Generator injection pump.
 - Replaced bearings and rebuilt motor on the Hypochlorite Generator.
 - Recalibrated PH probes on all EDR trains.
 - Quarterly maintenance was completed on the Hardness Analyzer by manufacturer.
 - Replaced a leaking hose #4 EDR Train.
 - Cleaned the electrode flow lines and rate tubes on all EDR lines, one line had plugged for scale buildup.
 - CIP #2 and #3 EDR trains as part of normal plant operation based on hours of run time.

○ Customer Service

• Iowa One-Call locates	473
• Prepare and send service repair letters	3
• Monthly bacteria samples	30
• Collect project bacteria samples	5
• Check water quality at residents and businesses	8
• Correlate water main breaks and investigate for leaks	8
• Hydrant flow testing	8
• Hydrant Flushing	9
• Water Main shut down for repairs	2
• Water shut offs for non-payment	1
• Water shut for other	6
• Water service re-connects	2
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	11
• Update shut off data base and maps	8
• Water Service Permit/Inspection	
▪ Repair/Replace	24
▪ New Installation	3
▪ Disconnections	2

○ Meter Department

	<u>August</u>	<u>FY 2021</u>
• Meters Installed	21	56
▪ Industrial	0	0
▪ Commercial	3	3
▪ Residential	19	51
• Meters Repaired	6	16
• Contractor and Garden Meters Installed	5	8
• Meters Read	11,772	23,544

- Meters Ordered 36 50
- Water shut offs for non-payment 10
- Water service re-connects 4

Meters Installed August 2020			Meters Ordered August 2020		
5/8"	18		5/8"	36	
3/4"	0		3/4"	0	
1"	2		1"	0	
1 1/2"	0		1 1/2"	0	
2"	2		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	22		Total	36	
Meter Inventory September 1, 2020					
			5/8"	0	
5/8"	51		3/4"	0	
3/4"	9		1"	0	
1"	15		1 1/2"	0	
1 1/2"	9		2"	0	
2"	3		3"	0	
			4"	0	
Total	87		Total	0	

Other Tasks Performed through the Water Supply Division:

- Mason City Water Plant is serving as a distribution point for Region #2 for FEMA issued face masks. We began distribution of masks on Wednesday May 6, 2020. City's set up a time to pick up one package of 5 washable cloth masks for each front line operator who cannot social distance in their work. This was set up by Des Moines Waterworks with distribution points across the state. On June 22, 2020 the Mason City Water Treatment facility began distribution of infrared thermometers to Region #2.
- Assisted with hydrant flow testing along 43rd Street for future development
- Finished lead and copper sampling, awaiting the results from the lab
- Investigating coating on interior of Federal Water Tower, possibly under warranty
- Troubleshooting flow switch issue with High Service Pump #1, it has failed to run when plant scales down
- Completed Monthly Safety Inspections and Reporting
- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed
- Replaced Raw Water filters 6-12 day run time
- Cleaned Ground Rods on all EDR stacks
- Cleaned conductivity probes

- Calibrated chemical feed pumps
- Washed-down the EDR stacks and performed voltage checks
- Serviced online analyzers
- Collected daily water quality samples
- Collected monthly water samples
- Monthly draw down on wells
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes
- Mowed grass at the water treatment plant, South Federal Water Tower and South Federal Fire Station

Abbreviations:

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

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for August

Finance

Duties	August	Fiscal Year-to-Date
Prepare payable checks	515	1,163
Prepare receivable invoices	11	30
Prepare payroll checks	691	1,718
Certify invoices to County	16	16
Send letters to State Offset Collections	14	31
Record State Offset collections		\$ -
Sort Mail		5,850
Ambulance accounts sent to collections		24
Record ambulance receivables	111	231
Process utility payments		56

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

- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Implemented AP Workflow for payables

Utility Collections

Duties	August	Fiscal Year-to-Date
Record ACH activities	31	59
Prepare Utility adjustments	123	194
Estimate billings		-
Issue utility bills	10,333	20,674
Answer phone calls	874	1,691
Respond to voicemail	103	241
Complete utility service orders	439	785
Complete landlord tasks	62	155
Issue shutoff notices	510	997
Process customer paid utility bills	5,113	10,053
Process customer deposits	340	673
Replace meters	20	39
Complete monthly sales tax report/hours		-

Information Systems Coordinator

- Check network connection for Records PC at PD
- Demote old O and M Server
- Fix Adobe Reader on HR laptop
- Fix scanning and printing issues on new O and M server
- Get with Jason T about his GPS configuration at the PD
- Get with Perry B about issues with new display
- Order parts for new GIS server
- Pick up old server from Cemetery
- Start configuring new GIS server
- Get with Cathy B to schedule a time to swap Wi-Fi and hand out tablets
- Test housing VPN
- Install new memory in GIS server
- Let Diana B know what a new printer would cost
- Get quote for Adobe Pro for Dave S at Airport
- Get printer replacement quote for Don T at Water Treatment
- Send mail to Kyle C about issues with DCs and authentication
- Fix Nancy O's computer account issue
- Fix printer driver for O and M
- Fix issue with DHCP on O and M server
- Finish removing roles off of old O and M server
- Fix Bob B's printer issue

- Check printer connection in Car 3
- Check switch port for phone at PD
- Follow up with Novatime about extra clock for FD Annex
- Get copy of council video to HR for lobby display
- Get Lindsay's phone connected to Wi-Fi at museum
- Get with Alan L about scanner for Internal Services
- Get with George B about running another Cat5 line to Internal Services
- Order Adobe license for Airport
- Order Adobe Pro licenses for Engineering
- Order three replacement Access points for O and M
- Set up press conference in Granicus
- Set up Zoom calendar for Aaron B
- Shutdown old server at O and M
- Take BMR to O and for the weekend
- Upload press conference to government channel
- Install WinZip on Finance PC
- Fix projector software for City Admin
- Add Housing AP to management console
- Reset password for Tricia S
- Remove extra computer from Mayor's office
- See what connection information Aaron B needs for Zoom
- Order two more extension cables for HR
- Pick up extension cables from Staples for HR
- Hook up cables for HR displays
- Install and finish configuring new access point at Housing
- Get with Housing and start connecting them remotely
- Hook up monitor from Mayor's office to conference room computer
- Look at Haase's database issues
- Send Jamie S instructions on how to fix PD car scanners
- Reboot HR promotional display computer
- Order Jet Packs for FD
- Install Adobe Reader on Steve O's PC
- Install Adobe Reader on Dave S' PC
- Get with Randi T about his software issue and new tablet
- Get trimmed copy of press conference to HR for display
- Fix scanner in Car 3
- Fix display issue on Water Billing computer
- Find missing power supply for Housing tablet
- Download new Adobe Pro software and license
- Check IPAD connectivity for Housing
- Clone O and M server over weekend to finish server migration
- Finish housing mobile setup
- Finish tablet for Randi T
- Get with Novatime to fix Rec Time Clocks
- Install traffic counter software for Randi T
- Order new tower server for YTF
- Get printer quote for Engineering
- Look at PDF issue for Steven O
- Re-register software for Randi T on his desktop

- Continue with security reconfiguration
- Get USB extension cables for Finance
- Get John A's tablet up and running
- Start programming new Wi-Fi access points for O and M
- Check L-3 compatibility issue in Chrome and IE
- Check on quote for backup exec for GIS server
- Look at Car 8 tablet
- Order Hard drive for NTF
- Order video cable adapter and hard drive for Rec Server
- Pick up server from O and M and continue with server migration
- Take new access points to O and M
- Get with Jeff B about his default apps file
- Look at miExcel for Jen M again
- Follow-up up with Verizon on hotspots for FD
- Look at Car 8's modem
- Test recreation of user profile on Jamie S's computer to see if it fixes L-3
- Look at chrome problem for Connie P
- Take temp server to Rec and start promoting it
- Finish software configuration for new access points for O and M
- Reprogram access points for Auditors
- Run new cables at Museum
- Set up DHCP and printers on new Rec server
- Order computer for Jamie S and Heather B
- Look at L-3 on Jamie's PC again
- Get with L-3 regarding video viewer issue in Car 10
- Get with Jeannett and Kevin about new Finance server
- Check L-3 for Tiffany on PD building computer
- Check fuel level in City Hall generator
- Check network equipment for Cemetery
- Finish last access point for O and M
- Finish server for YTF and take to department
- Order parts to rebuild old YTF server for animal shelter
- Order correct computer from CDW-G
- Call CDW-G about new computers
- Order cache battery for RAID system for new Animal Shelter server
- Pick up unused power injectors from Water Treatment
- Pick up Car 11 tablet and check for failed touch screen
- Get Alan's tablet scanner connected to Wi-Fi at O and M
- Take last access point to O and M
- Order DVDs for the PD
- Download and program council meeting for government channel
- Get replacement part for new server ordered
- Get with Civic Systems to apply new license for miViewPoint
- Look at tablets for Jamey M at FD
- Order two data plans for FD tablets
- Remove PD users from AD
- Test new server for AS with Windows Server 2016
- Fix MAC descriptions in AP lists
- Configure new server for Animal Shelter

- Install Quick Time on FD Training room computer
- Copy shortcut to miViewPoint to users' desktops for Krystal G
- Continue working on security software upgrades
- RE-install Office on Paula B's computer at Cemetery
- Get with Bob B about his SD card issue
- Finish email search for Jeff B
- Update reader on laptop for Edith B
- Set up permissions on computer for Stratton S
- Order printer for engineering
- Order display adapters and memory card reader for new computers
- Help Jeff B with his media contacts folder
- Get Civic System connected to SQL server at City Hall
- Fix Casselle for HR
- Create instructions on how to set Adobe as default and send to Jason H
- Change DHCP settings and server for YTF
- Configure new computer for Jamie S at PD
- Demote Rec server
- Get Rachael S sets up as new Grant Coordinator
- GE with Mpower to migrate GIS server
- Take new server to Animal shelter and finish configuring it
- Update Adobe Reader on Animal Shelter computers
- Get with Marco about printer driver for YTF
- Get with RSM about Wi-Fi for students at Rec
- Bet with Bob B about his printer issue for his laptop
- Take a look at Toughbook for FD
- Install Quickbooks server on YTF server
- Get with RSM about setting up Wi-Fi for Kids at Rec
- Get memory installed in SRO laptop and get back to SRO
- Remove old museum server from AD
- Copy GIS server data to new server over weekend
- Download COVID press conference and program for Government channel
- Get new server from AS, bring back to City Hall, to rejoin domain, then take back to AS
- Get with RSM about SSL for new GIS server
- Have RSM check AS firewall for AD allowances
- Install new scanner for Jamie S at Animal Shelter
- Reinstall Adobe Reader for Sybil S
- Swap printers for engineering
- Re-promote to new AD
- Call Zuercher about FD Captain PC failing
- Pick up Car 5 tablet
- Send two PD tablets in for repair
- Get with Sybil about setting up email on her new phone
- Call Verizon about possible bad SIM care for FD tablet
- Install Zuercher on FD computers
- Call Kelteck about Car 11 and Car 5 computers
- Finish setting up last of Ring users for Museum
- Swap firewall and switches at O and M
- Set up folder on PD R drive for Billing
- Look at video feeds from Bus Station for PD

- Finish SIM card configuration for FD tablet
- Find folder for Rachael on old U drive
- Clone Rec server over weekend and finish migration
- Finance server migration
- Get quote for SQL server for Finance
- Move data files to new Animal Shelter server over weekend and remove old server
- Move files to new server for YTF over weekend and remove old server
- Remove Beth E from Finance group
- Reprogram miView Point shortcuts

GIS Department

Airport

Cemetery

City Administrator

Development Services

- Run script and create 1st and mid-month Parcels files, export as CSV file
- Look into Parcel data selection issue, user needs to close project and reboot
- User not able to use Print feature in online GIS system, computer slow to load options, working fine
- Assist user in re-sourcing County data layers
- Re-create shortcut that got deleted with GIS server upgrade
- Add folder to G drive with special permissions

Engineering/Water Treatment/Customer Service

- Troubleshoot mapping running slow, computer is old and low on memory
- Answer question about elevation in maps, look into adding contour layer to online mapping
- Answer questions about GIS server upgrade and map data availability
- Assist user with verifying that PDFs are being attached to records correctly

Fire

- Re-create shortcut to PC desktop that was deleted

Finance

- Process invoices for annual software maintenance

Operations / Utilities/ Water Reclamation / Parks

- Look up right of way for property for staff
- Look up road right of way for address

- Change color of private main in mapping system
- Troubleshoot map drawing error, connection problem back to City Hall, IT is aware

Police

Recreation

- Update ArcReader map, publish and create shortcut on users computer

General

- Update road closure map x3
- Troubleshoot imagery not showing up in GIS/Asset mgmt. website: imagery vendor notes problem with their server
- Contact vendor with questions about attributes in files sent
- Update link to WMS imagery service for online GIS / asset mgmt. system
- Attend Webinar on updates in GIS software
- Discuss GIS server upgrade and effects on system with IT
- Notify GIS users and answer questions about GIS server upgrade
- Coordinate with software tech to work on updated GIS server
- Assist with GIS server upgrade work with IT and software tech x 3 days
- Research County data layer location changes, confirm correct files to use and email GIS users
- Change data source in multiple Map Projects to new County data location
- Download latest imagery to new GIS server
- Test several maps and apps with new server connection
- Work with software tech to resolve few issues with data transfer to new server
- Troubleshoot online GIS/Asset mgmt. system not working, SSL needs to be updated
- Attending Zoom meeting for computer based invoicing system
- Troubleshoot parcel report not working, software tech forgot to update on new server
- Notify IT Department of GIS server backup running into the start of the work day, discuss options
- Complete data request for SOO Green

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
- Continue work on FY 20 CAFR
- Work on TIF annual report

Information Systems Coordinator

- Start working on Guest Wi-Fi Network and security
- Continue upgrading servers to newer version of server OS
- Replace switches at Highland Tower and Kentucky tower with newer switches
- Replace older switches at YTF, and Highland

GIS Department

- Provide training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue updating GIS/Database management system
- Continue staying informed of new and changing ArcGIS software and updates
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Participate in County GIS meeting (if scheduled)
- Participate in EOC meeting
- Participate in Quarterly Iowa Geographic Information Council meeting

Fire Department

Reported by Erik Bullinger, Fire Chief



Mason City Fire Department

August 2020

Monthly Council Report		
ACTIVITY	August 2020	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	71	500
EMS	450	3,528
Total Calls for Service (Fire & EMS)	521	4,028
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
404	38	6
Personnel Training Hours		
EMS	198.25	2,152.70
FIRE	1,100.00	6,619.06
Total Training Hours	1,298.25	8,771.76
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	189	1,575
Existing Building Inspections	18	83
Plan Reviews	19	139
Fire Investigations	3	18
Liquor/State License Inspections	2	103
Community Involvement		
Public Tours of the Fire Station (Number)	0	2
Public Fire Safety Appearances/Trainings (Number)	3	7
EMS/Fire Students - Ride-Along	1	15
Preceptor Training Hours	7	292
National Fire Statistics - YTD 9.1.2020	Line of Duty Deaths	Civilian Fire Deaths

	58	1,400
Fire Property Loss Report – Mason City		
Estimated Property Value	157,000	14,665,973
Estimated Property Loss	60,600	904,732
Total Saved	96,400	13,761,241
Overtime Hours		
Fire	67.75	1,114.75
EMS	248.00	2,277.75
Significant Events		
8.29.2020	Building fire at 712 15 th St SE	
8.30.2020	Building fire at 698 16 th St SE	

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	10	20	30
Engineering	17		17
Finance	11		11
Fire	47		47
Human Resources	2		2
Library	11	1	12
Museum	5	2	7
Operations & Maint	58		58
Parks	6		6
Police	47	2	49
Recreation	7		7
Youth Task Force	4		4
Grand Total	236	29	265

Staffing

Activity

Hiring Activity:

- Police Officer-7 openings (Police):
Conducted interviews with all candidates on the Civil Service hiring list. Commencing background checks.

Firefighter - 1 opening (Fire): Job offer made to candidate on current hiring list subject to approval by Council in September.

Lead Collector - 1 opening (O&M): Job posted and filled internally subject to Council approval in September.

Heavy Equip Operator - 1 opening (O&M): Job posted and filled internally subject to Council approval in September.

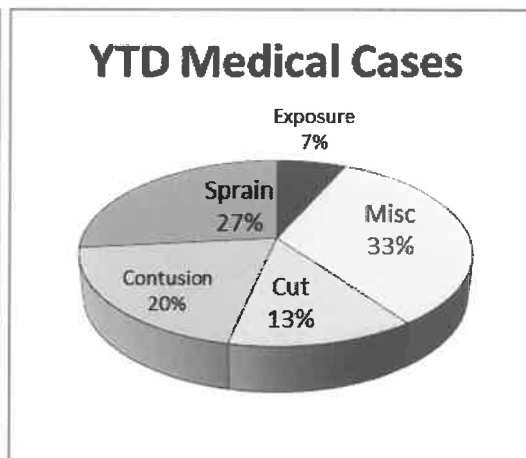
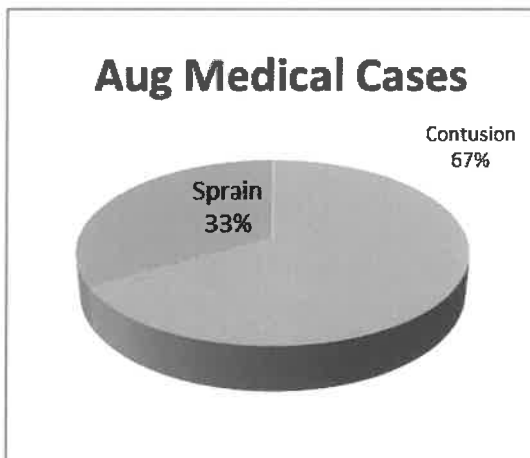
	Entry Level Positions (O&M): Conducted interviews of candidates from the hiring list in preparation for upcoming openings.
	Office Manager (Museum): Conducted recruitment and interviewed candidates. Made offer subject to Board approval.
	Custodian II - 1 opening (Library): External offer was accepted and employee will start in September.
	Head of Adult Services - 1 opening (Library): Job was put on temporary hold for budgetary reasons.
	Technical Services Coordinator - 1 opening (Library): Recruitment will begin in September.
	- Admin Specialist - 1 opening (Dev Services): Job was posted and Civil Service testing was conducted. After the external hiring is certified interviews will be conducted in Sept.
Positions Filled:	- Hired 4 seasonal workers during the month.
Turnover:	- 2 retirement, 1 termination, and 3 seasonal resignations during the month.
Employee Orientations/exit interviews:	- Conducted orientation for seasonal hire.
Civil Service Commission:	- Held one Civil Service meeting.

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Exploring new benefit option for fall and online benefit enrollments.

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.

Drug Testing Compliance Activities:		- Conducted required monthly drug testing.	
Safety:		- Attended Risk Control meeting with insurance representative.	
miViewPoint:		- Attended training on new invoice payment system.	
Safety Statistics	Month	2020 YTD	2019 YTD
# of Work Comp Cases	3	16	26
# of OSHA Injuries	3	15	26
# of Days Missed	3	176	52
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

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

The MacNider Arts Festival was held virtually this year, over three days in late August. The staff had been working with an online format for the majority of the pandemic and had become quite skilled in disseminating information to the public and teaching online about art. Each day had a showcase of local artists in a slideshow, a gallery or studio tour of an artist, and a live performance. Thursday and Friday had live bands while Saturday Eulenspiegel Puppet Theater presented an online version of *Little Red Riding Hood*. Each day 2 craft activities were also offered for which supplies were provided in art kit bags. 300 kits were handed out to the youth of Mason City. Each day they tuned in to make two crafts included in the kit. The Museum's Festival will remain online through the end of September, when some of the live performances will be removed due to conditions in the contracts related to copyright law. The Museum staff and board were pleased with this first adventure in online festivals.

The Museum did not host any rentals in the month of August. Like prior months most guests do not feel comfortable having large gatherings. While the Museum is open to rentals, it does not foresee this increasing in popularity until the conditions of the pandemic change.

Due to two staff members working in crowded conditions the Museum converted this month the old dark room for photography, which had been used for storing supplies, into a workable office space for one of them. City IT ran cable for a computer, and a phone line was added. A wall needed for when it was a dark room was removed. All other work was done in-house to save on expenses, no new furniture was used, and it was acquired from other parts of the building. This month's Lunch and Learn program was again presented online. Our guest presenter was Bob Sherman, whose family once owned the famous Iverson's Movie Ranch outside of Los Angeles. The ranch was rented for over 75 years by filmmakers and those making commercials in the area. He presented the aspects of running the movie ranch and its transitions from a working ranch to a satellite studio for many larger Hollywood studios.

Again, both the Board of Trustees meeting was held via Zoom this month. The board voted to allow staff to carry over vacation into 2021, with each staff's hire date acted as a deadline (this follows current procedure for vacation use and accrual).

The Museum said goodbye to its Office Manager Rachael Sprecker who moved into the position of City Grant Writer. A committee consisting of staff, Human Resources Personnel, and a Board of Trustee member interviewed a selection of qualified candidates. The position was offered and accepted by Belinda Schulz who was currently the receptionist at the Airport. She will begin her duties on September 21st.

Membership:

Members: 283 Members

Attendance:

2020 July Attendance

Gallery attendance	267
Tour attendance	0
Event attendance	21
Classes	18
Outreach	83
Festival Art Kits	300
Playground	closed
Outreach	164
TOTAL	853

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

<u>Repair Type</u>	<u>Repair Type Count</u>
Valve installations	9
Cement (valve installation)	7
Fire hydrant installation	2
Cement (hydrant installations)	2
Manhole repair	1
Road box repairs	2
Hydrant painting	40
Dirt work	2

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 5 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 0 police cars
Service and repair 0 Recreation Department vehicles
Repair and service 7 Sanitation trucks, brakes, etc.
Repair and service 23 Street Department vehicles
Service and repair 3 Water Reclamation vehicles
Service and repair 2 Water Utilities vehicles
Service and repair 5 Water Supply vehicles

Electrical

Work with WHKS about campsite upgrades
Repair lighting on the Meredith Willson footbridge
Repair traffic signal at Hwy. 122 and Pierce Avenue

Wastewater Division:

- Wastewater treatment:

Monthly Total:	144.188	million gallons
Daily Average:	4.651	million gallons per day
Daily Maximum:	5.352	million gallons per day
Sludge processed	1.675	million gallons

Collection System:

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

- Sewer calls 2
- Replaced 6 box outs in the Stone Pillar addition
- Cleaned and TV NE part of town

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Completed 3 industrial pretreatment inspection
- Completed 1 industrial pretreatment sampling inspection
- Completed analysis on Lake Cona Toma and Sunset Lake
- Issued 8 NOV's to Industries
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

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
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Haled out grit from million gallon tank to farm field
- Finished installing new polymer tank
- Replaced life rings around plant
- Exposed man ways on s. digester so contractors can start work
- Checked all pump oil
- Mowed plant grounds
- Cleaned primary and intermediate weirs
- Performed general maintenance on UV system
- Reconfigured raw sampler so it's easier to maintain
- Changed oil in trickling filter distribution arms
- Drained and cleaned south aeration tank including cleaning several hundred diffusers
- Installed new valve in #3 diaphragm pump
- Had training on new purchase order system
- Mowed heavy weeds in farm field

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	540.51 tons	4,083.80 tons
Recycling collected	107,140 pounds	1,141,840 pounds
Yard waste collected	87.83 tons	828.93 tons
Large item number of stops	64	481
Materials collected:		

Large furniture	31	329
Small furniture	54	413
Tubs & toilets	2	13
Appliances & TVs	21	122
Electronics	1	6
Request for service calls	297	2,390

Street Division:

Clean and maintain shops and equipment as necessary
 Fill potholes with cold patch and hot patch
 Install signs as directed by City Engineer Office
 Clean up accident debris, various locations
 Install statues and do landscaping around the arena
 Repair storm intakes as needed
 Pick up dead deer
 Haul fill for the cemetery
 Clean storm drains as needed
 Haul old appliances to salvage yard
 Sweep streets as needed
 Trim and respond to 22 tree requests, remove 40 trees
 Deliver mulch as needed
 Haul spoil
 Build alley for citizen in Central Heights
 Grade and gravel roads and alleys

Park Department:

Clean shelters as needed
 Repair and maintenance on equipment and shops as needed
 Feed and care for deer
 Clean and pick up dog waste stations
 Pick up trash in the parks on Mondays and Fridays
 Mow and trim grass as needed.
 Paint and repair picnic tables
 Repair water hydrant at Monroe Park
 Trim and cleanup all the weeds around the hockey arena
 Install 3 donated benches
 Place rock and sand at swimming areas at Big Blue
 Replace chain on bridge at Prairie Playground
 Repair playground equipment at Monroe Park
 Mow and clean trail at Murphy Park
 Remove graffiti in restroom at Parker's Woods
 Repaint the flag pole and hang Tree City USA flag at Monroe Park
 Repaint the bathrooms at the Aquatic Center

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1417	1304	1343	1393	1635	1922	1851	1771	0	0	0	0	12636
Alarm – Business	48	48	46	30	52	42	52	48	0	0	0	0	366
Animal	49	32	34	62	72	76	63	100	0	0	0	0	488
Collision - Prop Damage	92	65	36	38	48	48	56	62	0	0	0	0	445
Collision - Pers Injury	8	5	2	7	6	8	8	10	0	0	0	0	54
Collision - Hit and Run	14	15	16	10	14	16	9	13	0	0	0	0	107
Disorderly	101	88	117	124	135	192	140	185	0	0	0	0	1082
Domestic – Physical	6	8	10	9	13	13	11	11	0	0	0	0	81
Domestic – Verbal	26	22	30	20	42	28	46	31	0	0	0	0	245
Fireworks	5	0	2	7	8	169	98	14	0	0	0	0	303
Harassment	40	43	49	43	72	73	65	50	0	0	0	0	435
Medical	124	118	93	101	93	104	108	117	0	0	0	0	858
Motorist Assist	71	32	9	20	17	15	20	27	0	0	0	0	211
Parking	55	40	46	36	36	39	43	42	0	0	0	0	337
Stray Animal	33	35	14	18	30	46	39	38	0	0	0	0	253
Suspicion	126	129	195	210	189	203	204	201	0	0	0	0	1457
Theft	56	65	52	53	72	67	60	69	0	0	0	0	494
Welfare Check	83	106	94	102	120	122	154	129	0	0	0	0	910

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	165	120	0	0	0	0	1031
New Investigations	388	371	331	299	398	414	440	421	0	0	0	0	3062
Traffic Citations	101	92	60	69	67	63	75	54	0	0	0	0	581
Written Warnings	152	115	89	66	88	62	62	50	0	0	0	0	684
Crash Reports	94	69	45	40	54	59	65	65	0	0	0	0	491
Parking Tickets	1085	790	187	30	132	162	186	57	0	0	0	0	2629
Traffic Stops	211	169	129	131	150	122	110	91	0	0	0	0	1113
Extra Patrol Checks	935	937	974	1122	1174	687	753	725	0	0	0	0	7307
Business Checks	64	148	195	160	121	98	86	75	0	0	0	0	947
Offender Checks	35	29	18	8	22	28	34	46	0	0	0	0	220

Open Records Requests	512	387	358	321	310	397	406	540	0	0	0	0	3231
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Some good police work on 1st Detail helped us piece together some burglary cases. Day shift took a burglary report on August 15 and on August 19, night shift recovered some hunting and fishing equipment on the south side of Mason City. With the recovery was some mail for the suspect. That follow-up resulted in the recovery of stolen property that had been pawned. Charges were filed for the suspect.

The next day, the suspect was located and arrested. In his possession was bicycle stolen in another burglary from two days prior. Further investigation resulted in charges for that burglary and possession of a controlled substance.

Officers also encountered another suspect in the burglary case on August 25 at a local hotel. In this case, he was driving a car with no license plates. Further investigation revealed the car had been stolen from Sheffield earlier in the day. He was charged with stealing the vehicle and we were able to get the car returned to the owner.

On August 21, 3rd Detail officers were called to a storage unit complex on a report of a possible burglary in progress. Upon arrival, they found two people hiding in a storage unit. Their vehicle was located nearby. They were charged with burglary and we obtained a search warrant for their vehicle. As a result, they were also charged with drug violations.

Criminal Investigations

CID picked up ten new cases in August, four were cleared and two were cleared by arrest. Charges filed in August included two counts of 1st degree arson, a 2nd degree sexual abuse, a willful injury, a 2nd degree theft, and a simple domestic assault.

Investigators were called in to assist on a shooting investigation, a death investigation, and a sexual assault investigation in August. Additionally, the started background investigations on two police officer candidates and recovered a stolen welder in Waverly.

Parking/Animal Control

We had 142 animal calls in August. This included investigation of five bite cases. Fifteen charges were filed for animal code violations. For the month, 16 cats and 14 dogs were taken to shelter.

Only 50 parking tickets were issued in August from the parking division as a result of employee leave. The total for the department is 57. We had some success collecting overdue fees in August on tickets dating back to March. One person paid up on nearly 20 overdue tickets.

Administration

We promoted Ed Walthall to Lieutenant at the beginning of August. He was assigned to 3rd Detail and Lt. Lillquist moved to 1st Detail. We started background investigations on two police officer candidates who passed through physical fitness testing, written testing, and the oral board interview.

MCPD experienced a significant increase in animal calls this month that took some administrative time on two vicious animal cases. We also worked regularly with Neighborhood Services on a variety of nuisance property issues.

Our regular work with the Justice Coordinator to support mental health and homeless issues also took some time and work with other city departments. We were successful in abating one encampment and are working on a nuisance issues that was created as a result.

We have deployed our new mobile and portable radios that are part of the statewide ISICS radio system. Currently, we are working with ISICS and RACOM to iron out some bugs from implementation. At this point, we have resolved most of those issues. We are also beginning work on our FY 2021 CIP projects.

MCPD Social Media	Jul 2020	Aug 2020	Difference
Facebook	8,244	8,307	+63
Twitter	1,992	2,005	+13

Public Library

Reported by Mary Markwalter, Library Director

The library Take and Make Projects have been very popular this past month. The current project is a simple STEM project called a "Marble Maze". The Story Walk is in place downtown. It starts at CENT Credit Union and winds through downtown. The book is: Falling for Rapunzel by Leah Wilcox, Illustrated by Lydia Monks.

<i>Circulation-Books</i>	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	502	509	1011	3842
Adult Non Fiction	87	109	196	1530
Large Print	371	297	668	2518
Young Adult	149	178	327	1720
Juvenile Fiction	258	301	559	5099
Juvenile Non-Fiction	57	86	143	826
TOTAL BOOKS	1424	1480	2904	15535
<i>Circulation-Other</i>				
Audio/CD/Playaway	84	79	163	978
Periodicals	25	4	29	429
Software	0	0	0	2
Other (puppets, misc.)	2	52	54	332
DVD	113	123	236	4324
Tumblebooks	8	0	8	61
Creativebug (users)	2	5	7	25
Heritage Quest	0	0	0	39
Ancestry.com	26	0	26	372
Bridges	1669	1412	3081	2445
Ebsco (sessions)	6	3	9	0
GALE Databases (sessions)	2	13	15	35
Newspaper Archive	4	71	75	232
Hoopla!		696	696	883
RB Digital (e-audiobooks)	0	0	0	0
Zinio	103	117	220	219
Credo Reference	0	2	2	11
BRAINFUSE	0	0	0	0
Total-Other	2044	2577	4621	10387
Grand Total Circ.	3468	4057	7525	23426
Item Records Added	299	208	507	803
Patrons Registered	17	19	36	223
Renewals	459	426	885	2811

Holds Filled	129	120	249	523
Holds Placed	1045	1110	2155	585
Discs Cleaned	0	0	0	0
Photocopies	419	150	569	6524
Meeting Room Guests	72	72	144	3192
Meeting Room Used	13	12	25	356
SILO request unfilled	1	0	1	22
SILO request filled	0	6	6	0
SILO MCPL Request Filled	0	0	0	17
SILO MCPL Request Unfilled	19	0	19	18
Attendance	232	232	464	52000
Children's Programs	2	3	5	0
Children's Program Attendance	337	282	619	0
Young Adult Programs	0	0	0	0
YA Program Attendance	0	0	0	0
Adult Programs	0	0	0	0
Adult Program attendance	0	0	0	0
Programs	0	0	0	15
Program Attendance	0	0	0	1967
In Library Use	0	0	0	11000
Faxes Received	10	11	21	8
Faxes Sent	39	31	70	151
Scan	4	8	0	0
Handouts, Brochures, etc.	1200	100	1300	11295
Genealogy Referrals	0	1	1	6
Archive Referrals	0	1	1	20
Photo Prints	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0
Reference Questions	870	832	1702	7500
Internet Users	129	128	257	2900
WI-FI Sessions	1130	1147	2277	1390
Microfilm Users	0	0	0	2
Website Visits	2603	2582	5185	4289
TOTAL PUBLIC SERVICES	9029	7481	16510	107617
GRAND TOTAL SERVICE UNITS	12497	11538	24035	133539
VOLUNTEER HOURS	0	14	14	23.5

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Emergency COVID-19 Childcare
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Specialty Youth Camps
- Audited 9 first aid kits
- Ran Youth Tee Ball, Baseball, and Softball
- Ran Adult and Youth Tennis Program
- Ran Adult Slow Pitch Softball
- Ran Fun N Sun
- Ran Before, After, and COVID School Care

Daily Participation Rates:

Total People Served in 2020 through August: 147,485
Total People Served in 2019 through August: 248,740
Nights stayed at MacNider Campgrounds in 2020 through August: 2,741
Nights stayed at MacNider Campgrounds in 2019 through August: 4,996

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2019</u>
Family	33	30
Class A	172	176
Class B	30	22
Youth	16	13
Daily Cart and Green Fees	\$106,442	\$99,243
Concession Sales	\$65,487	\$60,405
Rounds Played	10,091	9,403

- Cut cups 17 times
- Mowed greens 47 times including double cutting
- Rolled greens 10 times
- Mowed tees 14 times
- Mowed fairways 11 times including double cut
- Raked bunkers 12 times
- Back lapped greens mowers 2 times

- Back lapped fairways mower 2 times
- Weed-eated whole course 2 times
- Installed the blower on Kubota
- Blew leaves on the course
- Set up leaf vacuum and vacuum leaves on front nine
- Mowed rough 4 times and trim
- Blew acorns off greens and tees daily
- Ordered food and beverages for concession

Multipurpose Arena Monthly Activities:

- Researched ways to operate the arena during COVID-19
- Hosted a number of youth camps
- Hosted North Iowa Bulls Try Outs along with a few other teams tryouts
- Rescheduled the Arena Rock Spectacular for April 17th

Recreation Special Activities/Accomplishments:

- Assisted the Childcare Centers and help solved problems related to COVID-19
- Continued the research on best practices and implantation strategies during COVID-19 for actives: Adult and Youth Sports, Aquatic Facilities, Camp Grounds, and other Recreation Programs
- Gave an interview
- Continued to reviewed different ways we could expand Community Gardens Project
- Continued to worked on the Sand Volley Ball Courts Project
- Continued to worked on the Aquatic Center Bathhouse Project
- Continued the Bike Share Rental Program for the summer
- Started on the Aquatic Center Playground Replacement Project
- Assisted on the All American City Presentation
- Assisted the North Iowa Coalition for Nicotine Prevention
- Started installation of public Wi-Fi in our office

Highland Park Golf Course Special Activities/Accomplishment:

- Hosted the 2 Man Senior Tournament – August 1
- Hosted the Men's Senior Amateur – August 11
- Hosted the Ladies Club 4 Gal Best Shot – August 20
- Hosted the 4 Person 8 Inch Cup – August 23
- Hosted the Highland 2 Person Best Shot – August 30
- Cut 8 inch cups for two tournaments
- Dug up and fixed leaks on 6 fairway valve and practice tee valve
- Dug up and replace head on 18 tee
- Sprayed greens with fertilizer, plant regulator and protectants twice
- Fixed garage door
- Replaced 2 belts on our rental carts
- Fixed a tires on rental carts
- Worked on valve on practice green

- Fixed heads on 10, 16, and 18
- Filled divots on all par 3 with compost sand, seed, and smooth 4 times
- Connected 7 foot extension and apron on 9 gully area
- Got soil brought in for gully area on 9
- Tilled and shaped the gully area on 9
- Cut trees on 12 and 16
- Manually watered back fairways 4 times
- Watered manually some front fairway heads on front
- Trimmed and cut out buckthorn on 6 and 8
- Hand water dry spots on 2, 3, 4, 5, 11, 12, 13, 14, 15, 16, and 18 with Cushman water tank

Recreation Work to Be Completed in Coming Month:

- Childcare for essential workers in North Iowa
- Continue to create plans for modification for reopening of programs and facilities
- Virtual Bingo kids challenge
- Run Before, After, and COVID childcare
- Run Flag Football
- Run Youth Soccer
- Run Adult Softball

Highland Park Golf Course Work to Done in Coming Month:

- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity
- Power wash storage sheds

Multipurpose Arena Work to Be Completed in Coming Month:

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

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of August 2020:

- Volunteer supplies, bags for litter cleanup coordination.
- Follow up with committee on River Cleanup.
- On-going :Education with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Sent out emails to all volunteers about volunteer opportunities and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up. Submit invoices for beautification, payment to vendors.
- Assisted Museum with mask project.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for painting projects at parks made supervisors aware of volunteers wanting to assist with project.
- Worked with KCMR on projects are available and the need for volunteers.
- Updated pictures of Beautification Gardens.
- Participated in All American City presentation.
- Assisted 457 in recruiting volunteer for water project
- Accepted 4 new volunteer applications and referred to appropriate departments.

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Miscellaneous Projects (mask)	652.0
Recreation	Volley/soccer	0
Beautification	Garden Maintenance/Cleanup	517.75
Earth Day	Miscellaneous Street cleanup	13.0
457	Maintenance	53.0
Library	Miscellaneous Jobs	0
Cemetery	Miscellaneous	17.5
Transit Tokens		0
Parks	Painting	43.75
Police	Miscellaneous	0
Total Hours		1,297.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

keepin' it REAL, Rural

keepin' it REAL evidence-based-practice curriculum will be used in the classroom at John Adams once virtual learning becomes more routine.

Youth Action Teams (YATs)

Although this program is no longer funded through the state, it is felt to be important within schools. Once the possibility was shared that teams might not continue during the next school year, returning Youth Action Team Members (underclassmen) voiced disappointment with the idea the groups might not continue. During the next staff meeting, a lengthy discussion over feasibility/finance was held and the decision was made to continue the program at the discretion of each school. It was felt that students might enjoy participation more if on a less-restrictive basis. Youth Task Force (YTF) receives funding through the county that will help cover supplies and activities.

Grant funding also set limitations on the types of projects students were allowed to focus on. One main project each school year had to be focused on substance use prevention. Recently, one Youth Action Team (YAT) recognized there was a food shortage for students in their school and too many were going hungry. While a very worthy cause, under the funding source the group couldn't focus efforts to alleviate student hunger as their project for the year. Now, student groups will be allowed to work on projects they feel will benefit their schools or community. Students will still follow SPF process steps to assess needs within their schools or community; build capacity to begin a project of their own choosing; plan and then implement their project; then follow-up with an evaluation of their project and the processes when finished.

Current school restrictions prohibit YTF staff (or any outsiders) within school buildings at this time and staff is working through options for virtual meetings. Another current barrier is that students are on different attendance rotations. YTF is collaborating on the possibility of initiating groups within area middle schools when contact within schools is again permitted.

ONE ON ONE and PEER MENTORING

Youth Task Force mentoring programs currently support 45 mentoring matches.

Improving Tomorrow: Prevention Focused Mentoring

Youth Task Force continued the implementation phase to begin the IDPH grant, *Improving Tomorrow: Prevention Focused Mentoring*. Youth Task Force (YTF) will partner with Garner-Hayfield-Ventura and Clear Lake Community School Districts to conduct mentoring activities

and implement/sustain an outreach component of the Mason City Youth Task Force One on One adult/youth Mentoring Project. Participation is anticipated to increase overall project capacity and services within their school districts. Partnership expectations/activities have been finalized. YTF is working with school representatives to determine the best avenues for mentoring match activity under social distancing conditions.

All YTF staff contribute to various activities under the six-year grant. YTF participated in virtual training opportunities offered through IDPH. Regular, local collaboration occurred to ensure grant implementation is on track. Monthly share calls were initiated between IDPH and other Iowa grantees (11 total). Calls provide an opportunity to interact with other sites around the state; share successes/problems, and possibly find new ways to overcome social distancing.

OJJDP/Iowa Mentoring Partnership, *Mentoring for Youth Impacted By Opioids in Rural Iowa*

Mentoring activities continued through the summer for matches in the program. Mentoring Coordinator provided regular communication to mentors and families with alternative ideas to keep matches connected under current circumstances. Matches received support as needed and newsletters that included information about substance use, health & wellbeing, and outdoor activities in the area that support social distancing.

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

We continued regular collaborative sessions with our grant sponsor (the Substance Abuse and Mental Health Services Administration) and other MHAT grantees around the country. Barriers relating to virtual workshops; progress toward retraining instructors, and the implementation of a new blended curriculum have been addressed through open discussion and problem-solving. Financial support resources and the process for re-allocation of funding continues as a concern for grantees. SAMHSA financial grant administrators are available during meetings to provide instruction for making budget changes as necessary.

Local grant staff worked to make changes to existing instructor binders/tools and workshop participant packets. Additional new training tools were created to accommodate changing methods and sometimes, the length of particular workshops. Instructors continued additional training to equip them with planning ideas and teaching techniques given the new Youth Mental Health First Aid curriculum changes.

YTF was accepted as a training site to provide instruction to area students in the new teen Mental Health First Aid (tMHFA) curriculum. Specifics necessary to train current instructors through National Council for Behavioral Health were researched and will proceed in September. Staff continued participation in regular grant-related educational opportunities provided through SAMHSA.