

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

December 2020

(Issued January 15, 2021)



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

City Administrator Comments

Mayor and City Council Members,

The City is continuing to make progress on the River City Renaissance implementation with Henkel Construction starting construction of the Principal Pavilion behind the existing façade of the mall. The work currently being completed includes demolition, altering the sprinkler system, setting foundations and framing for new walls. As reconstruction begins, I will share information and schedule tours for the council to see the progress in person. Another portion of the River City Renaissance received recognition for its efforts with the Mason City Arena winning the Best Civic Renovation in the State of Iowa through the 1000 Friends of Iowa organization. This award was particularly exciting as it considered the broader economic impact of submitted projects and the sustainability of those developments. The ability to have a great impact beyond the footprint of the development was one of the driving factors behind the River City Renaissance vision and the arena is certainly achieving that goal even through a pandemic. Regarding the Hotel development, the updated feasibility study has been submitted from Gatehouse to the lending institution and work continues to progress on the items listed in the term sheet. City staff is working with our development attorneys to make the needed amendments to the PSDA, such as modifying deadlines, to reflect the unforeseen COVID impacts.

The City authorized a capital project to replace all water meters in the city through an outside contractor in FY20. This work was stopped due to COVID and restarted in the fall as more was known about the spread of COVID and proper protection to limit spread. This project is now nearing completion and city staff will soon close out the contract with the vendor. After the meter work is completed, the city will continue to replace meters in the system as needed. Due to the original effort starting many years ago, it is likely that a number of meters and meter batteries will need to be replaced every year going forward, but the staff efficiency, information collected and usage accuracy will be greatly improved with the new meters deployed throughout the city.

Winter weather is upon us again, the Operations and Maintenance Department has worked to get equipment ready and staffing is back to nearly full strength. While alternate side parking is a frustration for many residents every winter, this important policy allows for streets to be cleared properly and ensures our first responders can reach citizens in need. I would encourage anyone living in Mason City to sign up for CodeRED Alerts through our website as it will provide updates on weather events and important general city and county information, like alternate side parking or utility issues. These messages can be received via text, email, or phone call based off the preference of the individual. It is often a struggle to reach people that are not active on social media or pay attention to news outlets and this valuable tool ensures they receive these updates.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: December 2020

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2020 – 12/31/2020	14,824.2 Gallons	300 Buses
Enplaned 328 Deplaned 282		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at December 2020 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Open bids for Taxiway A Relocation Project
- Open bids for Airport Farmland – 233 acres
- Prepare Capital Improvement Budget
- United States Department of Transportation announced SkyWest as the new air carrier for Mason City. Service to begin March 1, 2021
- Begin Environmental Assessment for new jet service.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2020 Airport Commission Meeting.
- Preparing for FAA Part 139 Certification Inspection February 2-3
- Create marketing campaign for introduction of new service
- Begin planning for upcoming federally funded Capital Improvement Projects
- Begin Terminal Planning Project
- Prepare Operational Budget

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of December:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings Meeting, and 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 7 Resolutions 3 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 9 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 \$400.00 in animal license fees and \$105.00 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: Work on the Performing Arts Pavilion has begun. The favorable weather is leading to an optimistic construction schedule, with completion sooner than anticipated. Staff has reviewed a draft of 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 November. Funds for the DoRL program are restricted at this time, until all outstanding loans have been disbursed.

Section 657A.10 Program: Demolition of 1450-1452 and 1454 North Federal Avenue, the dilapidated commercial buildings at the corner of North Federal and 15th Street NW, is expected to begin in January, 2021. Although these properties were not acquired as a direct result of Section 657A, the potential use of the statute was a major driver in the owner giving up the title to the City. Removal of this longstanding eyesore on North Federal Avenue and eventual redevelopment will have a positive impact on this corridor.

Of the seven properties acquired by the City through the 657A.10 program, four have been demolished, one is scheduled for demolition, one has been sold (with a brand new house now completed on that property), and one is being considered for sale and renovation.

The City has been working with the owners of the remaining properties that received notices. 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. Of these, six are potentially subject to Section 657A.10. The others will be addressed through the nuisance abatement process. We have begun proceedings on several of them, and are awaiting updates from our attorney.

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. Staff will continue to diligently work towards blight remediation through this program.

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

- North Side Liquor Expansion
- The Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash
- The third Kwik Star at 4th Street SW and South Eisenhower Avenue is nearing completion
- Operations at the Bushel Boy Farms greenhouse on South Monroe Avenue and 43rd Street SW began in December.
- NIACC is completing a major solar energy project to provide electricity to the campus
- Francis Lauer Youth Social Services is building an addition to the Activity Center
- "The River" apartment complex by Talon Development is open for leasing; tenants have been moving into the townhomes. As of this date, the project is 50% leased. The developer is very pleased with this project and is considering future housing developments in Mason City.
- A new T-Mobile store at the corner of 4th Street SW and South Grover Avenue, in the parking area in front of Planet Fitness/Ashley Furniture, is framed and interior work has commenced.
- Construction of the new Elite Boxing Gym at 109 1st Street in Downtown has commenced.
- Domino's Pizza will relocate to 1112 North Federal Avenue when the interior remodel of the former Kleen Sweep Concrete building is completed.

Development Review Committee: 2 meetings held in December.

DRC Activity	December, 2020	YTD
Total Development Plans Reviewed	4	65
Concept plans reviewed/approved as a Minor Site Plan	3	22
Concept plans to be resubmitted as a Major Site Plan	1	20
Total Concept Plans	4	42
Major Site Plan Reviews Completed	0	23
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	11
TOTAL ITEMS REVIEWED	4	76
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	9

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	December, 2020	YTD
Commercial, Principal Structure	1	37

Activity	December, 2020	YTD
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	57
Residential, Accessory Structure	1	65
Signs	1	38
Floodplain	0	8
Sidewalk Service Area Permits	0	1
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	3
Special Exception	0	13
Variance	0	9
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	2
Preliminary Plat	0	0
Site Plan Approval	0	4
Zoning Ordinance Text Amendment	0	2
Land Subdivision Activities:		
Boundary Line Adjustments	0	13
Lot Splits	0	2
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	2	11
Zoning Violations		
Reported	2	12
Unfounded	1	1
Founded-Resolved without citation	0	6
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	1	8
Zoning Inspections		
Zoning – Case Request	1	9
Zoning – Complaint	1	1
Zoning –Setback	2	7
Zoning - Final	2	3
Floodplain - Final	0	1
Zoning – Landscaping Install	1	2
Removal Site Inspection	0	1
Permit Reviews		
Zoning Reviews Completed	17	356
Floodplain Reviews Completed	29	467
Historical Reviews Completed	2	32

BUILDING INSPECTIONS DIVISION*Building Permit Summary:*

BUILDING INSPECTIONS PERMIT REPORT				
Permits	December 2020		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	12	\$2,087,256.41	270	\$67,443,236.10
Minor Building Permits	11	\$ 131,368.84	259	\$ 4,088,180.17
Electrical Permits	41		237	
Plumbing Permits	12		99	
Mechanical Permits	28		292	
Sign Permits	1	\$ 5,000.00	39	\$ 480,893.50
Demolition Permits	3	\$ 91,736.00	24	\$ 375,221.00
Structure Moving Permits	0	0	3	\$ 29,600.00
Inspections	December 2020		YTD	
Number of inspections	211		1,816	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	19	7	418
Multi-residential	0	0	0	0
Commercial	1	3	15	71
Industrial	0	0	4	3
Institutional	0	0	0	11
Other (signs, demo, etc.)	0	4	0	66
Fees Collected	December 2020		YTD	
	\$ 20,533.42		\$ 349,941.49	

CODE ENFORCEMENT DIVISION*Code Enforcement Summary:*

CODE ENFORCEMENT REPORT		December, 2020	YTD
Total Requests Initiated (not including snow/weeds ¹)		112	1428
Staff Initiated		51	750
Non-Staff Initiated (total):		61	678
Response to Complaint		22	265
Anonymous Complaint		26	209
SeeClickFix		13	204
Case Requests Disposition			
Founded Case Requests		112	1428
Citations Issued		1	6
Cases to Court		0	1

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	December, 2020	YTD
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	11
Dangerous Building	2	27
Abandoned Vehicle	9	18
Tree/Shrub Maintenance	0	3
Garbage	27	323
Inoperable Vehicle	2	96
Junk, Rubbish or Refuse	33	484
Other	25	224
Writ of Removal	1	37
Information Request	12	241
Snow Removal/Weeds & Tall Grass	11	772

Rental Inspections Summary:

Rental Inspection Report	December, 2020	YTD
Inspection Requests		
Initial Inspections	84	983
Reinspections	58	539
Inspection Requests	2	2
Total Inspections	144	1524
Inspection Results		
Inspections Cancelled by Landlord	0	252
Inspections Cancelled by Inspector	0	30
Failed Inspections	15	157
Passed Inspections	115	837
No Shows	9	184
Unfounded	2	12
Unavailable/Denied Entry	0	3
Units White Tagged	3	48
Rental Dwelling Certificates Issued	151	605

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of December, Mason City Transit provided 8,114 rides on its Fixed-Route; that is an average of 369 rides per day. This is a decrease of 6,514 rides compared to December 2019. (due to COVID-19)

The Transit Design Study is progressing well. Bourne Consulting toured Mason City Transit facilities and rode each of the routes in December.

Safety

During the month of December, the Safety Department made preparations for the annual safety meeting, as well as finalized the training forecast for 2021.

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>
December	10	62%	6	38%	16
FY to Date	34	49%	35	51%	69

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	2	1	3
FY to Date	41	13	54

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

Administration – Office staff were coordinating burials, preparing to launch the new pet section of the cemetery, and creating new documents for easier burial processes

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

Board of Trustees – Preparing to launch new pet section of cemetery

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	4
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	1
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	4
▪ Repair	3
▪ Disconnect	1
● Water – Residential	
▪ New	1
▪ Repair	12
▪ Disconnect	3
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	203
● Emergency Call-outs	7
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	0

▪ Review contractor Traffic Control Plan	3
• Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	0
▪ Demolition	2
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$1235.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2020 Street Panel and Curb Replacement Program:

The City Council accepted the work and approved final pay at their December 15th meeting.

2020 Street Rehabilitation Program:

Heartland Asphalt finished all remaining contract work related to the project. Acceptance of the project and approval of final payment will be on the January 5th agenda for City Council's consideration.

12th Street NW Reconstruction Project:

Action to close out the project will occur in the spring when the seed mixture has reached an approximate 70% germination rate.

South Monroe Avenue RISE Project:

Action to close out the project will occur in the spring when the seed mixture has reached an approximate 70% germination rate.

Eastbrooke Storm Water Mitigation:

The acquisition agreement and deed for transfer of property were approved by the City Council at their December 1st meeting. WHKS submitted 100% unapproved plans for city review on December 16th.

Water Treatment Plant Discharge Stream:

The project design is completed and construction is planned to be coordinated and completed along with the Dam #1 project. That project is currently delayed. The IDNR was provided with plans and updated on the progress of the project.

Union Pacific Railroad Quiet Zone:

The Federal Railroad Administration's (FRA) agreed in November to work on the behalf of the city to get the required permit(s) needed to complete the work at the 15th Street SW crossing. During a status inquiry, I was provided the contact information for a representative with the UPRR that said he would work with the city through the process. For unknown reasons the UPRR is treating this right of entry permit different than any other in the past. The attempt to

reach the UPRR person was unsuccessful so a message was left with his answering service. When the call was returned, it was from a third party consultant, the same I had been working with the past couple of months.

The message from him was the same as earlier, and with the help of the FRA; the UPRR will not issue a permit to the city's contractor until the city has first approved and signed a Reimbursement Agreement. The UPRR claims the fee by agreement is a funding mechanism they require before they or their third party consultant can perform any additional work related to the Quiet Zone project.

The Reimbursement Agreement will be brought forward to the City Council for consideration at the January 19th meeting.

Water Meter Replacement Program:

Ferguson Waterworks continued meter installations throughout the month of December. Ferguson work orders and reports indicate 509 meters being installed. Periodic notices continue to be sent to populate the appointment schedule.

Monroe Avenue Street and Utility Rehabilitation:

WHKS and Engineering Staff met in the first week of December to discuss the Check Plan comments and to finalize the remaining project details. WHKS submitted Final Plans to the City Engineering Department and to the Iowa Department of Transportation (IDOT) Administration Bureau on December 22nd. The Letting Date for this project March 16th, in accordance with the State Letting Schedule.

Blue Sky Solar Project:

The city continued working with Blue Sky Solar regarding a solar project to provide electrical power for the operation of the Mason City Water Works facility located at 339 13th Street NE. The City and continued discussions regarding costs related to the purchase of the property and for improvements necessary to accommodate the desired solar array. Improvements include tree removal and tree topping, backfilling, grading and removal of waste from the site.

A Scoping Meeting was organized by Alliant Energy for the purpose of discussing technical questions relating to a Level 4 application for the 750 KW Solar PV System. The meeting time was also used to discuss objectives of the system and intent for export and to seek answers to questions regarding service upgrades.

WHKS began the field survey for Acquisition and ALTA Survey Plats the week before Christmas. Nearly all of the survey was completed by the end of the month and draft survey documents are anticipated by mid-January.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued collecting field data for the design of projects being planned for 2021. These projects include street rehabilitation, street panels and curb replacement.

- 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. Permanent sidewalk paving has been suspended due to the cold weather and frozen ground. Engineering Staff coordinated with Alliant's project manager and paving subcontractor regarding this issue. Temporary millings have been placed and compacted where the sidewalks have been removed, these areas will be maintained by an Alliant Energy contractor until conditions allow for permanent paving.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas throughout the city. A draft copy of a Master License Agreement is currently under review. The Master License Agreement would be an agreement with the City for the installation of antennas on city infrastructure and several US Cellular owned poles placed in State and City right-of-way. Approximately 35 node locations are being considered.

Traffic Division:

- Traffic Control
 - Sign work orders 10
 - Traffic Sign Orders 0
 - Streetlights 0
 - New Installation 0
 - Repair Request 4
 - Fixture Replacements 5
 - Traffic Signals
 - Respond to signal issue reports 3
 - Perform traffic signal repairs 2
 - Iowa One-Call locate reviews 227
 - Locate City-owned electrical utilities 9
 - 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.
- Reviewed final punch list items related to the Downtown Traffic Signal Project.
- Salvaged items from the old signal cabinets replaced during the Downtown Traffic Signal Replacement Project, then scraped the cabinets.
- Installed a new electrical service pedestal for the Meredith Willson footbridge lights. This was necessary accommodate the new distribution system being installed by Alliant Energy's contractor in the River Heights area.
- Met with the City's sign crew to coordinate the mounting of new One Way signs on the downtown traffic loop signals.
- Reviewed recommendations from recent IA DOT TEAP study and assisted in compiling a list of items for a new improvements project along the Hwy 122 west corridor.
- Took inventory of the street marker signs.
- Contacted painting contractor regarding the restriping of the NE mall parking lot.

- Prepared a claim for a street light that was damaged in the 1600 Blk of North Federal Avenue.
- Repaired a damaged traffic signal at the intersection of East State Street and Pennsylvania Avenue.
- Checked on a report of sign damage at 4th Street SE and South California Avenue. Notified the IDOT with information for repair.
- Deployed the message trailers and arrow board for the Christmas lighting event at the North Iowa Event Center. Removed trailers following the event.

Water Supply Division:

- Water Production

	<u>December</u>	<u>FY 2021</u>
● Total (gal)	123,546,000	752,926,000
● Daily Average (gal)	3,985,000	4,092,000
● Daily Maximum (gal)	4,587,000	6,616,000*
● Daily Minimum (gal)	3,156,000	2,729,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Pulled motor on Well #16 following a failure
- Overhead Door of Mason City repaired and adjusted one of the door openers at the Water Treatment Plant
- Repaired the batteries in the main UPS at the Pumping Plant
- Repaired the bulk water station hose
- Repaired the coin return on the bulk water station sale machine
- Repaired the air actuator on EDR #4 product valve
- Repaired check valve on High Service Pump #2
- Cleaned the vent piping on the Sodium Hypochlorite Generator
- Repaired lights at the Federal Booster Station
- Locked the overhead door at the South Federal Fire Station – ENGINE 2 in the down position
- Repaired the grounding cable on EDR #2
- Flushed ECIP lines on EDR #4
- CIP EDR #2

- Customer Service

● Iowa One-Call locates	217
● Prepare and send service repair letters	6
● Monthly bacteria samples	30
● Collect project bacteria samples	4
● Check water quality at residents and businesses	2
● Correlate water main breaks and investigate for leaks	3
● Hydrant flow testing	0

• Hydrant Flushing	2
• Water Main shut down for repairs	2
• Water shut offs for non-payment	5
• Water shut for other	1
• Water service re-connects	2
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	1
• Deliver Red or Tan Tag	3
• Update shut off data base and maps	110
• Water Service Permit/Inspection	
▪ Repair/Replace	14
▪ New Installation	2
▪ Disconnections	2
• Meter Department	
	<u>December</u> <u>FY 2021</u>
• Meters Installed	16 156
▪ Industrial	0 0
▪ Commercial	4 34
▪ Residential	12 120
• Meters Repaired	2 20
• Contractor and Garden Meters Recovered	0 7
• Contractor and Garden Meters Installed	0 12
• Meters Read	11,772 70,632
• Meters Ordered	16 93
• Water shut offs for non-payment	0 10
• Water service re-connects	0 4

<u>Meters Installed December 2020</u>			<u>Meters Ordered December 2020</u>		
5/8"	12		5/8"	0	
3/4"	3		3/4"	0	
1"	1		1"	0	
1 1/2"	0		1 1/2"	8	
2"	0		2"	8	
3"	0		3"	0	
4"	0		4"	0	
Total	16		Total	16	
<u>Meter Inventory January 1, 2021</u>					
			5/8"	0	

5/8"		26			3/4"	0
3/4"		5			1"	0
1"		11			1 1/2"	0
1 1/2"		8			2"	0
2"		11			3"	0
					4"	0
	Total	61			Total	0

Other Tasks Performed through the Water Supply Division:

- 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
- Snow removal at Water Plant, Booster Stations, Water Towers, and outer well sites as needed

Abbreviations:

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

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for December

Finance

Duties	December	Fiscal Year-to-Date
Prepare payable checks	553	3,401
Prepare receivable invoices	35	234
Prepare payroll checks	894	4,567
Certify invoices to County		103
Send letters to State Offset Collections	2	39
Record State Offset collections	\$ 5,268.00	\$ 6,397.75
Sort Mail	6,500	25,325
Ambulance accounts sent to collections	31	55
Record ambulance receivables	142	695
Scanned invoices for myViewpoint processing	732	2,892
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
- Recorded Cemetery direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for October
- Performed monthly investment activities
- Answered department managers on financial questions
- Update monthly capital projects sheet
- Prepare cash reconciliation for department managers
- Update monthly health cost report

- Finalize FY 20 CAFR
- Prepared City Council memos for meetings
- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Work with Laserfische on content management
- Finalize FY 2022 wage sheet for budget
- Continue work on FY 2022 CIP
- Work with Acentis on timekeeping system update

Utility Collections

Duties	December	Fiscal Year-to-Date
Record ACH activities	28	170
Prepare Utility adjustments	85	658
Finals & charge offs	350	740
Issue utility bills	10,223	62,839
Answer phone calls	1,271	6,150
Respond to voicemail	158	767
Complete utility service orders	375	2,291
Complete landlord tasks	114	469
Issue shutoff notices	470	2,823
Process customer paid utility bills	5,277	31,238
Process customer deposits	310	2,201
Replace meters	15	119
Complete monthly sales tax report/hours		-

Information Systems Coordinator

- Go through time clock spreadsheet for Finance.
- See what is wrong with networking on Joe B's tablet.
- Submit POs.
- Update Joe B's tablet.
- Webex meeting with County and RSM.
- Download and program council meeting to the government channel.
- Get loaner tablets back and into HR.
- Order dual monitors for Finance.
- Order GBICs for arena.
- Order tablet for Donna P.
- Program press conference.
- Time clock Zoom meeting.
- Upload press conference to government channel.
- Get second loaner tablet updated and back to HR.
- Get with RSM about issues with Rec network.

- Look for Quickbooks upgrade for museum.
- Update tablet for Brian P at Rec.
- Change lock schedule for outside front doors at City Hall.
- Get with security software about excluding files.
- Look at preventing spreadsheet from being blocked at Water Treatment.
- Order battery for Krystal's laptop.
- Remove Duo users who are not using the system.
- Update laptop for museum.
- Download software for new fuel pump at PD.
- Get IP information to PD for new fuel pump system.
- Install new battery in laptop for Krystal G.
- Purchase and install new monitors for City Admin, GIS, and IT.
- Look for missing email for Terrance at PD.
- Install new monitors for Finance PCs.
- Set up new tablet for Rec.
- Test monitor for color fading.
- Update security software on Cemetery PCs over weekend.
- Add new Rec tablet to WiFi.
- Finish adding last IP MAC for FD to wireless.
- Install new backup software on new backup server.
- Pay invoices.
- Swap out monitors for Diana B.
- Check Insight invoice payment.
- Download and program COVID press conference on government channel.
- Final config and test of Car 9 tablet.
- Final prep for new nightly backup system.
- Finish mobile config for Car 6.
- Install missing software on Rec tablet.
- Move the robotic table library to new backup server.
- Order another tablet for Rec.
- Program press conference.
- Send new time clock information to Novatime again.
- Swap Car 9 cellular information.
- Swap cell information for new Car 6.
- Time clock meeting.
- Install new tablets in Cars 6 and 9.
- Configure new tablet for Rec.
- Get with Haase about printers we can get through rewards program.
- Install new security software on Water Treatment server over weekend.
- Look at FD Captain's computer.
- Order new hard drive for FD Captain's PC.
- Take replacement GBIC to arena.
- Take two new computers to housing.
- Call Barracuda direct about updates.
- Fix Major Case Room computer.
- Get with Brian P about connecting remotely.

- Look at scanner for Car 6.
- See about getting charging cable for meter reading laptop.
- Set up new user for FD.
- Check Cars 4, 6, 7, and 9 for offline folder status.
- Fix scanning folder or new users at PD and FD.
- Follow up on invoices for CDW-G.
- Install software for Aaron B at FD.
- Look at plug for Water Treatment laptop.
- Look for new computers to replace PCs at animal shelter.
- Order memory for Mike F's laptop.
- Order new battery for channel equipment.
- Order new certificate for GIS system.
- Order new SPAM filter subscription.
- Program press conference for Wednesday.
- Update loaner laptop from Rec and give to HR.
- Update Mike F's laptop to Windows 10.
- Change permissions on Training Officer folder for Danielle C at PD.
- Copy training files from Ron V's files to Training Officer folder for PD.
- Download and program council meeting on government channel.
- Look for emails for Katie K at Housing.
- Make space on Museum server drive.
- Order another hard drive for Museum server.
- Set up printer for Water Rec.
- Take a picture of the time clocks and send to Novatime.
- Get with RSM about certificate problems for GIS.
- Install hard drive in Museum server and start expanding.
- Install memory in Water Treatment laptop.
- Look at printing problem on Nick L's PC at Rec.
- Replace UPS battery in channel equipment.
- Set up new printer for Mayor.
- Update Jason H's laptop.
- Update Matt L's tablet for Water Treatment.
- Check Car 9 configuration.
- Fix reboot issue with George B's PC.
- Get with Danielle dd about changes to GIS system.
- Get with George B about new time clocking mounting.
- Order new switch for PD.
- Order two Quickbooks licenses for Museum.
- Work through museum security updates.
- Upgrade museum server security software over weekend.
- Take new computer to Heather B at Water Rec.
- Order memory for Tricia S's laptop.
- Look to see which version of Adobe Pro Heather B was using.
- Look at printer for Tiffany H.
- Install new signature pads at PD.
- Get with GIS, Inc about VPN connection.

- Get Tricia set up with a different laptop for remote work.
- Finish Rec Department security updates.
- Finish Highland computer security updates.
- Finish scanner setup for PD Workroom PCs.
- Install Adobe Pro on Heather B's PC.
- Look at charging issues for Task Force tablet.
- Look at tablet for Jamey M.
- Reimage tablet for Task Force.
- Take last two computers to Housing.
- Try to fix scanner at PD again after Jamie S runs it through barcode settings.
- Get with Jamie S about signature pads for the PD.
- Look at security cameras for Mayor's tree.
- Reset scanner in Car 6.
- Set up Mark T in L-3 System.
- Add another GIS, Inc user to VPN.
- Fix office install for airport PC.
- Upgrade laptop for Tricia S.

GIS Department

Airport

Cemetery

City Administrator

Development Services

- Look into map created and public access to that site
- Run software updates on GIS users computer
- Assist user with setting lat / long coordinate system in map
- Run script and create 1st and mid-month parcels CSV file
- Assist user with troubleshooting pop up window not displaying correctly
- Assist with troubleshooting saving a selection to a new layer in ArcPro
- Troubleshoot and solve hyperlinks not functioning in ArcPro

Engineering/Water Treatment/Customer Service

- Download software to users computer
- Troubleshoot windows mobile software not starting on computer, downloaded fix, now working
- Look into service agreement for engineering GPS units and discuss sending in for service
- Create points to link customer service water records to correct parcel
- Edit permissions on database to allow user to edit
- Look into and process IDOT Real time network license renewal

- Update security settings on folder and assist user with downloading data to folder
- Check security settings for user, all are correct, another user was editing
- Discuss incorrect address on repair record, fixed

Fire

- Answer question in regard to linking an external website to our online map

Finance

- Cover IT calls, check server room and change backup tapes x 4 days
- IT: discuss dependencies needed by first of January to be ready for Enterprise software installation
- IT: Troubleshoot login in warning in online GIS: security certificate expired, IT dept is aware and working on it
- IT: discuss extended time for GIS server backup to complete

Human Resources

Operations / Utilities/ Water Reclamation / Parks

- Discuss upgrading water reclamation camera software and compatibility with GIS
- Look into tree inventory in Central Park
- Download data from handheld GPS, upload to GIS layer

Police

- Create map with specified data and distance buffers

Recreation

- Add older imagery to map project as requested, publish map
- Assist user with finding map on the server, and created shortcut

General

- Attend webinar overview of new ArcGIS web apps for government
- Discuss and complete data request from contractor
- Clean up old GIS data on server
- Attend webinar with software install project team, discuss work to do ahead of time and timeframe or project
- Attend Mid-America GIS online meeting
- Discuss questions with software vendor on installation dependencies to have in place before next meeting
- Discuss and work on data for an Urban Forestry Program Web App
- Attend online class/webinar for new scripting language in ArcGIS

January initiatives

Finance Department

- Work on December financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Finalize annual financial report
- Continue work on FY 2022 budget
- Update FY 2022 wage budget sheets for managers
- Continue work on FY 2022 CIP
- Start work on FY 22 operating budget
- Work on W-2 and 1099

Information Systems Coordinator

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Upgrade security software on all machines.
- Work with Finance to install and configure new time clocks

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

December 2020

Monthly Council Report

ACTIVITY	DEC. 2020	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	57	720
EMS	432	5,434
Total Calls for Service (Fire & EMS)	489	6,154
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
394	43	6
Personnel Training Hours		
EMS	173.50	2,562.70
FIRE	947.07	10,652.78
Total Training Hours	1,120.57	13,215.48
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	162	2,336
Existing Building Inspections	12	124
Plan Reviews	12	230
Fire Investigations	2	23
Liquor/State License Inspections	4	134
Community Involvement		
Public Tours of the Fire Station (Number)	0	2
Public Fire Safety Appearances/Trainings (Number)	0	7
EMS/Fire Students - Ride-Along	0	18
Preceptor Training Hours	0	316
National Fire Statistics - YTD	Line of Duty Deaths	Civilian Fire Deaths
12.31.2020		

	91	2122
Fire Property Loss Report – Mason City		
Estimated Property Value	\$489,510	\$17,048,488
Estimated Property Loss	\$31,600	\$1,144,182
Total Saved	\$457,910	\$18,192,670
Overtime Hours		
Fire	68.75	1,528.75
EMS	327.00	3,615.00
Significant Events		

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	16	27
Engineering	17		17
Finance	11		11
Fire	48		48
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maint	60		60
Parks	6		6
Police	46	1	47
Recreation	7		7
Youth Task Force	4		4
Grand Total	242	24	266

Staffing

Activity

Hiring Activity:	- Police Officer-8 openings (Police): Creating a new Civil Service list with testing to be conducted in January.
	Head of Adult Services - 1 opening (Library): Job was put on temporary hold for budgetary reasons.
	Firefighter - 1 opening (Fire): Following Council approval position was filled.
	Support Services Coordinator - 1 opening (Police): Following Council approval position was filled by internal promotion.
	Support Services Clerk - 1 opening (Police): Recruitment conducted, Civil Service testing conducted and Civil Service list was created. Interviews scheduled in January.

	Grant Administrator - 1 opening (Finance): Conducted interview and unsuccessful job offer. Pursuing remaining candidates from existing external Civil Service list.
Positions Filled:	- Hired 1 Firefighter during the month.
Turnover:	- 1 regular employee resignation during the month.
Employee Orientations/exit interviews:	- Conducted orientation for 1 hire and conducted 2 exit interviews.
Civil Service Commission:	- 1 meeting during the month and conducted Civil Service testing.

Labor

Relations/Legal

Activity

Grievance Activity:	- Fire: One open grievance. - 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.

Employee

Involvement

Activity

Employee Recognition:	- Coordinated employee Impact Award presentations for outstanding accomplishments to 3 employees from nominations received by fellow employees.
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Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Coordinating final implementation of 2021 employee benefit elections.

Miscellaneous

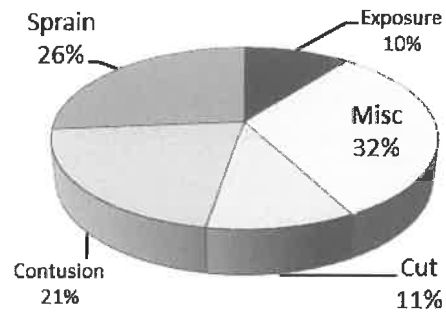
Activity

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.
Professional/Community Support:	Attended virtual meetings of local HR group and Winter training conference of state HR group.

Safety Statistics	Month	2020 YTD	2019 YTD
# of Work Comp Cases	0	20	35
# of OSHA Injuries	0	19	35
# of Days Missed	0	205	83
# of Employees Off	0		

Dec Medical Cases

YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In the month of December, the Museum continued to be open during the ongoing COVID-19 pandemic. The Museum still allowed visitors into the galleries but saw a steep decline as the number of cases and positivity rate affected the number of persons willing to leave their homes for leisure activities. Staff completed a number of routine activities that kept the Museum operating smoothly. These activities included many adjustments to normal work to make the Museum COVID safe. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. As they have the entire pandemic, extra cleaning protocols have been followed due to COVID-19 adding considerable time to the daily tasks of the custodian.

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. Staff continued to plan Museum events and programing, with the anticipation that it may be some time before things return to “normal.” Museum administration attended some virtual community events, as well as conducted the monthly board meeting via Zoom. Staff meetings and meetings with persons outside the Museum are being held via Zoom as well.

Starting in mid-November, the Museum’s Board President postponed classes until the local community positivity rate decreased to lower than 19% for 14 days. The Museum saw that it did decline before the holidays but are waiting till enough time passes from family and community gatherings from the break. The Museum is also waiting to see if Mason City Public Schools return to 4 day a week in person learning, as they often using the MCPS as bell weather for canceling classes during non-COVID times.

As the prior month, the Museum did not host any rentals in the month of December. Any pending rentals canceled due to concerns over COVID. The Museum continues to work with those renters affected by the pandemic, working to reschedule and move events to a new calendar date. The Museum is working closely with those who have scheduled weddings and graduation receptions for April, May, and June.

The Museum had its share of staff home due to illness and COVID-19 exposures however it never affected staffing levels at the Museum. Staff is able to telecommute when able, and the majority of staff have requested this option when on leave. Although there are only 6 full time and 2 part time staff, there were no visitor or community impacts of staff that had to be out during this time.

The Museum conducted its STEAM class which is has been planning for months with Iowa State University. Due to the delay of classes, the Museum decided to make the class an online class

with kits that each participant would pick up. Students were required to pre-register and the class had slots for 30 youth. The goal is to educate today's youth to assist with the economy of the future with innovation and creativity.

The Museum was determined to hold its annual Holiday Open House, a community tradition for over 50 years. Art kits were assembled with 3 holiday crafts. In total 300 bags were made and they were left at not only the Museum but at libraries in the community. By the end of the first day of available pick up, the partner sites reported nearly all of the kits were taken, and all kits were indeed gone by the end of the next day. The Museum broadcast instructions on social media on the date that would be the traditional date for Holiday Open House, as well as broadcasted the Mayor reading "Twas the Night Before Christmas" as the sitting mayor has traditionally done for nearly 20 years.

The Museum was also the recipient of the Iowa Department of Cultural Affairs December round of COVID relief grants. These were made possible by Gov. Kim Reynolds using funds left from the first stimulus package. The Museum has lost funding from many sources: no classes, low gift shop sales, dropped memberships due to financial insecurity, low donations, decreased sponsorships, and the inability to have its full traditional fundraiser. The award was for \$10,000 and could only be used to cover certain COVID related staff activities, as Government entities were not allowed to request funding for lost revenue in the initial grant provisions from the Federal Government. The Museum continues to seek funding sources to assist with its growing budget deficit.

The Museum continued to receive request from non-profits, schools, and other city departments for cloth masks. Approximately 8100 masks have been distributed since this effort began in mid-April, and we have about 650 more ready to go to partner sites. At this point, the Museum discovered that many who had received initial masks found they were worn out and with additional regulations it was found that more persons needed masks. Additionally the schools had many youth who did not have multiple masks or the ability to acquire spares for washing or lost masks.

December Memberships

212 Individual/Family

26 Business

8 City

246 Members Total

109 Gallery Attendance

427 Digital Event Attendance (300 HOH Kits & 127 Artoberfest Bidders)

27 Outreach

563 Total

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count	
Valve Installation	Total:	6
Cement (Valve Installations)	Total:	6
Valve Repairs	Total:	2
Valve Turning	Total:	1
Road Box Repairs	Total:	3
Hydrant Repairs	Total:	1
Hydrant Painting	Total:	1
Hydrant Installations	Total:	3
Leak Detection	Total:	2
Exploratory Dig	Total:	1
Snow Plowing	Total:	1
TOTAL		27

Some of the totals for 2020 include replacing 40 water valves, 18 fire hydrants, and making repairs to 16 water mains. Over 253 yards of concrete was poured on these projects. Utility crew members also plowed, sanded or hauled snow for 22 days and we supplied a man to fill in for the Sanitation Department 29 days.

Internal Service Division:

Mechanical

Service and repair 2 inspection vehicles
Service and repair 1 Engineering vehicle
Service and repair 6 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 3 police cars
Service and repair 0 Rec Department vehicles
Repair and service 3 Sanitation trucks, brakes, etc.
Repair and service 20 Street Department vehicles
Service and repair 4 Water Rec. vehicles
Service and repair 3 Water Utilities vehicles
Service and repair 3 Water Supply vehicles

Electrical

Street light repairs: Central Park, S. Federal Ave. , N. Federal Ave. , 122 and Cerro Gordo

Way, Southbridge parking lot, 12th Street NW Overpass, 1st and N. Washington Avenue,
 19th Street SW Overpass, 15th and S. Federal, 12th Street and N. Federal, Highway 122 and
 Crescent Drive, N. Pennsylvania Avenue
 Traffic Signal repairs: 19th and S. Eisenhower Avenue, Highway 122 and Grover Avenue
 Repair soffit lights on City Hall
 Repair lights at PPG
 Repair north Mason City entrance sign lighting
 Repair electric control on plow truck
 Repair circulation pump at Water Reclamation
 Set up Christmas Decorations
 Repair lighting at the Veterans Monument
 Install traffic sign at State Street and Delaware Avenue
 Repair lights at pool
 Install wiring for sander truck
 Repair lighting at Water Supply
 Repair arrow board controller
 Repair lighting at Water Reclamation
 Work on electrical upgrade at Campground
 Repair lighting at Street Department
 Repair transformer at Water Reclamation
 Fabricate and install no trespassing signs
 Repair electrical outlet in washbay

Wastewater Division:

- Wastewater treatment:

Monthly Total:	114.95	million gallons
Daily Average:	3.71	million gallons per day
Daily Maximum:	4.23	million gallons per day
Sludge processed	2.33	million gallons
Biosolids Hauled	0.4649	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2
- Cleaned storm drains at fair grounds

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

- Submitted application for Laboratory Certification Renewal
- Completed 1 industrial pretreatment inspection
- Completed 1 industrial pretreatment sampling inspection

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Begin preparing Annual Pretreatment Report
- Complete Annual Calculations for Laboratory QC
- Routine plant maintenance
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Calibrated DO probes
- Continued hauling biosolids
- Cleaned all hauling equipment and stored for the winter
- Monthly inspections
- Changed oil in large aeration blower
- Got snow removal equipment ready for the upcoming winter
- Cleaned final clarifiers
- Changed oil in all small air compressors
- Replaced seal around west belt thickener
- Hauled out scrap metal
- Replaced belts on carbon filter blower
- Replaced bearings on west bar screen
- Repaired polymer tank recirc pump
- Cleaned and detailed new lab car received from Police Department
- Checked and replaced oil in all lift pumps
- Plowed snow
- Installed oil/water separator for polymer tank recirc pump

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	547.76 tons	6,161.59 tons
Recycling collected	1,679,320 pounds	1,679,320 pounds
Yard waste collected	18.34 tons	1,628.89 tons
Large item number of stops	51	716
Materials collected:		
Large furniture	27	456
Small furniture	16	556
Tubs & toilets	4	23

Appliances & TVs	20	196
Electronics	0	8
Request for service calls	345	3,659

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
 Hang Christmas decorations in Central Park
 Repair storm intakes as needed
 Pick up dead deer
 Clean storm drains as needed
 Haul old appliances to salvage yard
 Sweep streets as needed
 Trim and respond to 98 tree requests, remove 43 trees
 Trim ditches on Birch Drive
 Haul spoil
 Ice control on streets and bridges
 Grade and gravel roads and alleys
 Plow snow
 Grind stumps
 Send employees to Sanitation to fill in for vacancies

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
 Send employees to fill in for Sanitation
 Paint and repair picnic tables
 Trim trees and shrubs along trails
 Repair sheetrock in maintenance garage
 Repaint handrails at West Interstate Park
 Remove dead trees from arboretum

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	1643	1653	1488	1369	18789
Alarm - Business	48	48	46	30	52	42	52	48	31	45	54	46	542
Animal	49	32	34	62	72	76	63	100	71	66	56	32	713
Collision - Prop Damage	92	65	36	38	48	48	56	62	58	62	62	54	681
Collision - Pers Injury	8	5	2	7	6	8	8	10	6	10	3	7	80
Collision - Hit and Run	14	15	16	10	14	16	9	13	12	17	14	14	164
Disorderly	101	88	117	124	135	192	140	185	117	133	109	128	1569
Domestic - Physical	6	8	10	9	13	13	11	11	12	13	9	4	119
Domestic - Verbal	26	22	30	20	42	28	46	31	33	35	30	23	366
Fireworks	5	0	2	7	8	169	98	14	4	3	1	24	335
Harassment	40	43	49	43	72	73	65	50	51	38	52	35	611
Medical	124	118	93	101	93	104	108	117	91	86	94	80	1209
Motorist Assist	71	32	9	20	17	15	20	27	24	26	14	26	301
Parking	55	40	46	36	36	39	43	42	53	47	37	36	510
Stray Animal	33	35	14	18	30	46	39	38	48	49	42	37	429
Suspicion	126	129	195	210	189	203	204	201	189	213	161	166	2186
Theft	56	65	52	53	72	67	60	69	88	71	77	58	788
Welfare Check	83	106	94	102	120	122	154	129	125	94	100	80	1309

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	165	120	128	132	106	86	1483
New Investigations	388	371	331	299	398	414	440	421	426	409	367	330	4594
Traffic Citations	101	92	60	69	67	63	75	54	60	84	70	69	864
Written Warnings	152	115	89	66	88	62	62	50	41	53	57	65	900
Crash Reports	94	69	45	40	54	59	65	65	63	71	60	56	741
Parking Tickets	1085	790	187	30	132	162	186	57	20	28	14	184	2875
Traffic Stops	211	169	129	131	150	122	110	91	87	102	120	104	1526
Extra Patrol Checks	935	937	974	1122	1174	687	753	725	639	689	740	819	10194

Business Checks	64	148	195	160	121	98	86	75	68	116	128	115	1374
Offender Checks	35	29	18	8	22	28	34	46	44	100	24	22	410
Open Records Requests	512	387	358	321	310	397	406	540	381	499	410	383	4904

Patrol responded to 1,369 calls for service in December. We had a low number of welfare checks. We continue to make frequent referrals for mental health consumers to the Justice Coordinator housed at MCPD through the partnership with County Social Services. We believe that this lower number of welfare checks was a result of the impact this partnership is making in our community.

1st Detail officers continued to follow-up on some storage unit burglaries. Two search warrants were served that resulted in the recovery of clothing that identified the defendant. This lead was developed off of a vandalism case that one of the officers worked several months ago in the North End.

A 2nd Detail officer followed up on some burglaries that were happening in North Iowa. Working with several neighboring law enforcement agencies, several search warrants were executed in the region. Charges were filed in several cases on the suspect and some of the stolen property was located.

3rd Detail officers recovered two stolen vehicles during routine patrol in December. In one case, the vehicle contained items additional stolen property from Mason City.

Criminal Investigations

CID personnel were assigned nine new cases in December and closed three of those. Two personnel continue to be assigned to the North Central Iowa Narcotics Task Force.

Unit activity for the month included: three robbery investigations, a death investigation, two search warrants, deployment of technology to support investigations and patrol, and sharing information bulletins in our law enforcement network.

Parking/Animal Control

In December, 184 parking tickets were issued. This unit has been impacted by long-term leave. Alternate Side Parking regulations helped to bolster this number at the end of the month. The minimal snowfall has resulted in fewer parking violations.

There were 71 animal calls for service in December. Stray cats and dogs are taken to the Animal Shelter for documentation and to be reunited with their owners. In December, we also had a pet pig that was relocated outside of the city limits, at the request of its owner – who we had cited for at-large violations several times.

Administration

In December, we completed the Support Services Coordinator hiring process. That resulted in a vacancy for Support Services Clerk. We hope to have this position filled in February. We are

also currently working through a police officer recruitment. Candidates will be tested and interviewed in January.

‘Shop With a Cop’ was coordinated by Unit 18 and was a successful venture this year, despite the impact of COVID-19. Unit 18 members made the city bus depot feel like the North Pole while gifts were handed out to local families. Santa even showed up driving a decorated 4-wheeler! Thanks to the community for their ongoing support of this program. It is a great chance for us to interact with our community and generate some positive contacts!

We started and finished two major capital improvement projects because of the mild early-winter weather. The first was a new fuel management system for MCPD that fuels most of the city fleet that burns gasohol. This included a new card reader, software, and concrete work on the northwest side of our building. The second was a new rubber membrane for our flat roof. This project is nearly complete, with substantial work done before the end of 2020. This should eliminate some leaks that we were experiencing in our ceiling.

MCPD Social Media	Nov 2020	Dec 2020	Difference
Facebook	8,518	8,599	+81
Twitter	2,004	2,001	-3

Public Library

Reported by Mary Markwalter, Library Director

The library started offering wireless printing in December 2020. People can print from their home computers, phones, tablets and laptops. They can pay for their printing online with a debit or credit card or with cash.

	20- Dec	20- Nov	20- Oct	20- Sep	20- Aug	20- Jul	YTD	LYTD
<i>Circulation-Books</i>								
Adult Fiction	559	450	454	576	502	509	3050	10165
Adult Non Fiction	125	100	75	112	87	109	608	9231
Large Print	346	302	311	417	371	297	2044	6544
Young Adult	142	88	97	163	149	178	817	4549
Juvenile Fiction	388	361	399	395	258	301	2102	12514
Juvenile Non-Fiction	42	48	58	59	57	86	350	2177
TOTAL BOOKS	1602	1349	1394	1722	1424	1480	8971	45116
<i>Circulation-Other</i>								
Audio/CD/Playaway	46	45	36	51	84	79	341	2453
Periodicals	73	25	56	7	25	4	190	1156
Software	0	0	0	0	0	0	0	13
Other (puppets, misc.)	0	0	0	0	2	52	54	859
DVD	126	76	60	89	113	123	587	10370
Tumblebooks	1	11	18	16	8	0	54	370
Creativebug (users)	2	4	3	1	2	5	17	76
Heritage Quest	0	26	0	0	0	0	26	194
Ancestry.com	0	14	0	0	26	0	40	810
Bridges	1418	1699	1574	1642	1669	1412	9414	7475
Ebsco (sessions)	0	5	0	2	6	3	16	53
GALE Databases (sessions)	42	17	6	1	2	13	81	107
Newspaper Archive	0	6	3	4	4	71	88	542
Hoopla!	664	653	649	645	675	696	3982	3070
RB Digital (e-audiobooks)	0	0	0	0	0	0	0	300
Zinio	108	121	126	146	103	117	721	1153
Credo Reference	0	0	0	0	0	2	2	34
BRAINFUSE	0	0	0	0	0	0	0	11
Total-Other	2480	2702	2531	2604	2719	2577	15613	29046
Grand Total Circ.	4082	4051	3925	4326	4143	4057	24584	74162
Item Records Added	222	307	229	238	299	208	1503	2372
Patrons Registered	14	19	19	19	17	19	107	533

Renewals	376	317	388	453	459	426	2419	7464
Holds Filled	202	144	178	158	129	120	931	1658
Holds Placed	1110	996	1038	1030	1045	1110	6329	1821
Discs Cleaned	0	0	0	0	0	0	0	0
Photocopies	144	456	537	372	419	150	2078	14160
Meeting Room Guests	196	180	214	68	72	72	802	8664
Meeting Room Used	12	13	10	8	13	12	68	1070
SILO request unfilled	21	0	0	0	1	0	22	51
SILO request filled	1	0	0	0	0	6	7	4
SILO MCPL Request Filled	0	0	0	0	0	0	0	36
SILO MCPL Request Unfilled	0	0	0	0	19	0	19	57
Attendance	196	20	350	98	232	232	1128	158800
Children's Programs	0	1	2	1	2	3	9	26
Children's Program Attendance	0	60	500	75	337	282	1254	2181
Young Adult Programs	0	0	0	0	0	0	0	16
YA Program Attendance	0	0	0	0	0	0	0	131
Adult Programs	0	0	0	0	0	0	0	25
Adult Program attendance	0	0	0	0	0	0	0	188
Programs	0	0	0	0	0	0	0	15
Program Attendance	0	0	0	0	0	0	0	1967
In Library Use	0	0	25	0	0	0	25	30000
Faxes Received	1	0	0	0	10	11	22	30
Faxes Sent	1	0	1	0	39	31	72	414
Scan	0	0	25	40	4	8	0	479
Handouts, Brochures, etc.	100	700	1800	400	1200	100	4300	26495
Genealogy Referrals	0	0	0	0	0	1	1	22
Archive Referrals	0	0	0	0	0	1	1	49
Photo Prints	0	0	0	0	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0
Reference Questions	629	700	500	400	870	832	3931	18500
Internet Users	0	0	146	81	129	128	484	7200
WI-FI Sessions	537	713	868	928	1130	1147	5323	8472
Microfilm Users	0	0	0	0	0	0	0	8
Website Visits	2227	2359	2308	2471	2603	2582	14550	43863
TOTAL PUBLIC SERVICES	5989	6985	9138	6840	9029	7481	45462	336771
GRAND TOTAL SERVICE						1153		
UNITS	10071	11036	13063	18006	13172	8	76886	410873
VOLUNTEER HOURS	0	21	14	14	0	14	63	133.5

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2020 through December:	185,545
Total People Served in 2019 through December:	326,772

Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Addressing Winter Staff needs (email/letter)
- Sat in a conference call on topics dealing with our state government parks and recreation policies along with proposes in changes in our laws
- Assisted in Earth Day Committee
- Called 232 children for our Zoom with Santa Program
- Work on CIP Proposal for FY 2022
- Attended the Statewide Aquatic meeting
- Attempted to recruited an intern for Spring 2021
- Continue prep work at MacNider Campgrounds will host the four stand-alone Steak Cookoff Competition July 2, 3, and 4 2021
- Sat on a state task force addressing childcare statewide needs
- Met with MacNider Museum on a painting series for our office space
- Attended a webinar by the Iowa Arts and Culture Recovery Program

Arena Activities/Accomplishments

- Hosted a number of Youth Games, High School Games, Semi-Professional Games, and Tournament events, along with normal practices
- Met with a contractor about the front of the arena and adding a railing

Highland Park Golf Course Special Activities/Accomplishment:

- Started working on creating an in-house score cards
- Started working on selling marketing on our score cards
- Started working on selling tee adverting signage
- Become a Steak Cookoff Association Judge Training Site for 2021

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading

Highland Park Golf Course Work to Done in Coming Month:

- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings in the 2004 greens mower
- Assess for worn, damaged parts bearings, frames etc.
- Grind reels and bed knives on all reel mowers
- Started fixing the irrigation system that was destroyed in the storm sewer replacement project

Arena Special Activities/Accomplishment

- Assist with 18 games or events

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of December 2020:

On-going restocked Volunteer supplies for various events

- Assisted Recreation Department, Museum, & Parks find volunteers for different projects
- On-going: Worked 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
- Set up talk with Master Gardeners Classes to present Beautification Program
- Sent out emails to all volunteers about volunteer event, Birthday greetings and updates on upcoming events
- Sent emails to volunteers, recognizing total annual hour totals for 2020
- Help set up community service for individual
- Finalized report for grant and letter of request for Beautification program

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	168.0
Recreation	Volley/soccer	0
	Zoom Santa	15.0
Beautification	Garden Maintenance/Cleanup	0
457	Maintenance	5.0
Library	Misc. Jobs	0
Cemetery	Misc.	0
Miscellaneous Projects	Police Department	0
	Transit Tokens	0
	Misc. Departments	53.0
Parks	Misc. Jobs/Street cleanup	
Total Hours		241.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE (YTF) CURRENT STATE

Collaborative calls/webinar meetings between all grant sponsors and grantees continued regularly throughout the month. Grant project liaisons are providing ongoing support to grant sites. Sponsors continue promoting free educational opportunities in areas relevant to grant conduct or content. All YTF staff are participating.

Youth Task Force continues to receive grant funding support at the level defined within the original awards or contracts, by fulfilling alternative grant-related activities. Because grant participants (sponsors & grantees) continue activities remotely/virtually Youth Task Force received technology support to help overcome barriers.

Over the month, staff used up vacation during slower holiday times. Youth Task Force continues the search for appropriate new grant opportunities.

GRANTS

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Grantee-centered educational opportunities continue under the SAMHSA grant. Technical training webinars provided guidance for the completion of program-related reports due by year-end. Grantees continued to prepare to implement new service platforms. SAMHSA Government Program Officers (GPOs) are working to resolve communication problems many sites are experiencing with the National Council for Behavioral Health. Glitches in their Learning Management System (LMS) continue to impact our ability to offer virtual training options to the public locally. We have Mental Health First Aid instructors trained/certified to present content using new training methods and also the new Teen Mental Health First Aid (tMHFA) curriculum.

Year Two Annual Progress Report and Annual Federal Financial Report were submitted in December, on time. Youth Task Force is carrying over \$31,152.73 to Year Three. A combined total of \$156,152.73 (\$31,152.73+\$125,000) is available for reimbursement of allowable grant expenses.

IDPH - Improving Tomorrow: Prevention Focused Mentoring //OJJDP - Iowa Mentoring Partnership Grant

Younger students continue to be segregated from high school students and non-employees are not permitted within the schools. This hinders mentoring programs within three area school systems under two grants. Grant sponsors and grantees continue to brainstorm “workarounds” and possible new program methods for the future. Youth Task Force continues to provide support to existing community matches by phone, through social media, or virtually. During the month, Mentoring Coordinators distributed holiday baskets to Mentees that included home activity items, small treats (covered through donations).

Fifty-one area youth have been served (to date) through mentoring programs in FY 21.