

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

December 2021

(Issued January 14, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: December 2021

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2021 – 12/31/2021	31,788 Gallons	60 Buses
*Enplaned 777 Deplaned 793		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at December 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Approval of 28E and Annexation Petition related to the Lagoon Decommissioning
- Complete Draft Capital Budget
- Work on draft of Environmental Assessment for Terminal Replacement Project
- Address concerns about ground transportation from the Airport.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the January 2022 Airport Commission Meeting.
- Hold public workshops and public hearing for Terminal Replacement Environmental Assessment
- Seek bids for Lagoon Decommissioning Project
- Accept Taxiway Relocation and GA Taxilane Paving Projects as complete
- Prepare Operational Budget

*2021 Year End total of 7,727 Enplanements (-5% compared to 2019) 8,243 Deplanements (+5% compared to 2019) Total of 15,970 Total Passengers (2019 – 15,958 Total)

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 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 21 Resolutions and 4 Ordinance 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 License 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 \$700.00 in animal license fees and \$100.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out various renewal letters

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Except for some minor finishing issues, the Performing Arts Pavilion is complete. The interior stage has already been used several times. As Council is aware, new investors are in the process of purchasing the Mall and will turn it into a retail and entertainment destination. In addition, the hotel developer has officially announced the hotel flag (Hyatt Place) and the management company. We continue to be confident that the hotel developer is making progress on obtaining financing for the Downtown Hotel. Closing on the hotel property is expected soon.

Corridor Revitalization Loan (North/South Federal and Central IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The competitive period for CoRL and DoRL applications ended in August, when the Forgivable Loan Review Committee reviewed six DoRL applications. Five of those applications were approved by the City Council in October, with a loan value of \$174,582.44, leveraging a total investment of \$566,582.44. The City Assessor estimates that these completed projects will result in an annual increase in assessed property value of \$192,140. New applications will not be taken again until the second half of the fiscal year (assuming funds are still available). This will ensure that public funds will be used for projects providing the best return on the City's investment.

Section 657A.10/Blight Elimination Program:

In November, 316 5th Street NW and 1422 North Hampshire Place, both of which had been persistently dilapidated and attractive nuisances for criminal activity, were demolished. One of these two was acquired via Section 657A.10; the other was sold to the City voluntarily. We are working with adjacent property owners for purchase of the vacant properties.

Of the other eight properties acquired by the City through the 657A.10 Program, six have been demolished and two have been sold (with a brand new house now completed on one of those lots, and a development agreement for renovation of the other).

Staff is working with the City's attorney on six additional properties. We will continue to monitor the progress of this effort. There are an additional 9 properties being considered for future action. Of the remaining properties, five are potentially subject to Section 657A.10. The others will be addressed through the nuisance abatement process.

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

- As noted above, the exterior stage of the Principal Performing Arts Pavilion is very close to completion at the north entrance of Southbridge Mall.
- Ground has been broken for the Skywalk. Delays in receiving materials as well as closing on the hotel property may delay construction.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- A new liquor store with drive-through is under construction at 824 North Federal Avenue.
- A new office addition is being built on the north end of the Land-o-Lakes/Purina plant at 1609 19th Street SW.
- The new owners of the former Sears store have begun exterior and interior work for an indoor, climate controlled self storage facility.
- Renovation of the former Affordables on First building at 219 1st Street SW, now the home of Frein Audio and Technology, LLC, is ongoing.
- Construction of solar arrays to serve the Mason City Water Treatment and Wastewater Treatment plants has commenced and is working towards completion.

Development Review Committee: 2 meetings held in November.

DRC Activity	December, 2021	YTD
Total Development Plans Reviewed	1	52
Concept plans reviewed/approved as a Minor Site Plan	1	26
Concept plans to be resubmitted as a Major Site Plan	0	17
Total Concept Plans	1	43
Major Site Plan Reviews Completed	0	9
Preliminary Plat of Subdivision	2	5
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	9
TOTAL ITEMS REVIEWED	4	66
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	December, 2021	YTD
Commercial, Principal Structure	1	27
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	53
Residential, Accessory Structure	2	52
Signs	4	32
Floodplain	0	8
Sidewalk Service Area Permits	0	3
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	0	10

Activity	December, 2021	YTD
Variance	0	11
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	4
Miscellaneous	0	2
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	3
Land Subdivision Activities:		
Boundary Line Adjustments	0	15
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	4
Zoning Violations		
Reported	0	28
Unfounded	0	2
Founded-Resolved without citation	0	11
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	0	24
Zoning Inspections		
Zoning – Case Request	0	29
Zoning – Complaint	0	4
Zoning –Setback	0	11
Zoning - Final	0	7
Floodplain - Final	0	0
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	1
Permit Reviews		
Zoning Reviews Completed	21	405
Floodplain Reviews Completed	24	605
Historical Reviews Completed	2	38

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	December, 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	14	\$ 158,250.00	304	\$44,557,159.10
Minor Building Permits	4	\$ 7,198.24	220	\$ 2,656,318.51
Electrical Permits	23		266	
Plumbing Permits	2		94	

BUILDING INSPECTIONS PERMIT REPORT				
Mechanical Permits	11		228	
Sign Permits	4	\$ 5,457.00	32	\$ 228,743.00
Demolition Permits			27	\$ 279,154.00
Structure Moving Permits	1	\$ 2,000.00	3	\$ 2,750.00
Inspections	December 2021		YTD	
Number of inspections	114		1,863	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	12	6	424
Multi-residential	0	0	0	0
Commercial	0	6	6	76
Industrial	0	0	4	7
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	5	0	62
Fees Collected	December, 2021		YTD	
	\$ 8,314.95		\$ 243,831.18	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	December, 2021	YTD
Total Requests Initiated (not including snow/weeds ¹)	81	1222
Staff Initiated	42	729
Non-Staff Initiated (total):	39	493
Response to Complaint	11	167
Anonymous Complaint	22	194
SeeClickFix	6	132
Case Requests Disposition		
Founded Case Requests	81	1222
Citations Issued	1	5
Cases to Court	1	13
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	1	15
Dangerous Building	0	16
Abandoned Vehicle	2	22
Tree/Shrub Maintenance	0	0
Garbage	17	264
Inoperable Vehicle	3	81

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, 2021	YTD
Junk, Rubbish or Refuse	41	443
Other	1	121
Writ of Removal	4	37
Information Request	12	223
Snow Removal/Weeds & Tall Grass	311	1193

Rental Inspections Summary:

Rental Inspection Report	December, 2021	YTD
Inspection Requests		
Initial Inspections	58	1427
Reinspections	13	244
Inspection Requests	0	1
Total Inspections	71	1672
Inspection Results		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	21	182
Passed Inspections	45	1351
No Shows	0	24
Unfounded	0	7
Unavailable/Denied Entry	0	2
Units White Tagged	4	95
Rental Dwelling Certificates Issued	33	758
Total Fees Collected	\$ 2,760.00	\$ 65,170.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of December, Mason City Transit provided 8,219 rides on its Fixed-Route; that is an average of 373 rides per day. This is an increase of 118 rides compared to December 2020. (COVID-19)

Safety

During the month of December, the Safety Department made preparations for the annual safety meeting, as well as finalized the training forecast for 2022.

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	7	58%	5	42%	12
FY to Date	31	41%	44	59%	75

Burials this month were above projected. Cremation burials were as projected. Traditional burials are above the pace with the fiscal year to date projections and cremation burials are on ahead of pace for the fiscal year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	5	0	5
FY to Date	31	4	35

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 lower than projected.

Administration – Selling and installing winter flowers, coordinating burials, working on cemetery rulebook, preparing for new columbarium sales

Operations – Installing new columbarium, winterizing machinery and grounds, burials

Board of Trustees – Beginning to work on creating an updated cemetery rulebook

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	5
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	0
▪ Disconnect	1
▪ Septic	0
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	0
▪ Repair	3
▪ Disconnect	0
• Water – Residential	
▪ New	0
▪ Repair	14
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	1
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	0
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	215
• Emergency Call-outs	14
• Emergency Call-out after hours	4
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	0
▪ Review contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Commercial Building	1

▪ Residential Building	2
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$750.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2021 Street Panel and Curb Replacement Program:

Acceptance of the project and approval of final payment will be on the January 4th agenda for City Council's consideration.

Eastbrooke Storm Water Mitigation:

A project "walk through" was conducted in November to identify outstanding issues and formulate a Punch List for Henkel Construction. A portion of the Punch List items were completed however there still remains work which will be performed when the project resumes in the spring.

South Eisenhower Turn Lane Paving Project:

The City Council accepted the work and approved final pay at their December 21st meeting.

2021 Street Rehabilitation Program Project:

Heartland Asphalt completed many of the remaining Punch List items and therefore the project was determined to be substantially complete. A second pay request was processed in December. The remaining work consisting of shoulder and backfill restoration and seeding will be completed when work resumes in the spring.

Union Pacific Railroad Quiet Zone:

As instructed by the Federal Railroad Association (FRA), a Public Authority Application was prepared and sent to the regional manager for review and comment from before certifying the application and sending it to the Associate Administrator and the Diagnostic Team.

The application was sent on December 3rd, and no comments have been received as of reporting time.

Monroe Avenue Street and Utility Rehabilitation:

The prime contractor, Heartland Asphalt Inc. (Heartland), and their subcontractors continued working on punch list items throughout the month of December. The segment of dashed centerline between 4th Street NW and the north project limit was re-worked on December 23rd. The pavement markings were re-applied as were prior to the beginning of the project to allow ample space for on-street parking and driving lane in the northbound direction. The remaining work consisting of right-of-way restoration and seeding will be completed when work resumes in the spring. The first application for reimbursement of SWAP funds in the amount of \$950,000 from the State of Iowa was submitted on December 27th.

Lakeview Preserve Dredging:

Engineering Staff collected field data and completed preliminary plans and specifications for the dredging of a settling pond in the Lakeview Preserve area. The settling pond west of Sunset Lake is in need of dredging to remove nearly 30 years of silt build up. By dredging the pond, the natural process of sediment removal by settling will be improved whereby maintaining storm water quality prior to flowing into Sunset Lake. A Public Hearing on the project is planned to be set for February 1, 2022 at the January 4th meeting of the City Council.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

Engineering Staff collected field data and completed preliminary plans and specifications for the reconstruction/replacement of two at-grade railroad-crossings and the rehabilitation of approximately 750' of 19th Street SW connecting the crossings. The crossings are used to provide rail service to the former AMPI site and AGP along 19th Street SW.

Water Distribution System Master Plan:

Stanley Consultant's, Inc. (Stanley) continued working on the Water Distribution System Master Plan.

The Engineering Study being conducted by Stanley will include an analysis and evaluation of the existing water distribution system under various demand and development scenarios.

The current distribution model will be completely updated and made usable to test scenarios for predicting future development demands and plan for future water infrastructure projects.

The Master Plan goals include:

- the updated model to reflect the existing system under current demands
- an evaluation of the existing system performance and improvements to correct system deficiencies
- existing system condition assessment
- determine the future growth scenario (20 years) and model it, determine improvements needed to serve future development scenarios and determine capacity shortfalls
- generate a priority improvement project list with assigned costs.

12th Street NW Reconstruction Project:

The application for final reimbursement of SWAP funds from the State of Iowa was submitted on December 28th. Confirmation and acceptance of the application was received. The final reimbursement is currently being processed by the Iowa DOT; upon receipt of payment, the project will be closed out.

South Monroe Avenue RISE Project:

The review and audit of the application for reimbursement of RISE funds continued with the Iowa DOT. There have been no questions or comment thus far in their audit of the project.

Virginia Avenue - Mason Creek Culvert Replacement

Project plans and specifications were nearly completed by the City's consultant, SEH. A Supplemental Letter Agreement to the original Professional Services Agreement with SEH was on the agenda for the January 4th meeting of the City Council. The agreement is for additional work specifically related to Structural Engineering services necessary to complete the design of

the box culvert. A Public Hearing date of February 1, 2022 was set at the December 21st meeting of the City Council.

Water Treatment Plant Discharge Stream:

The project is being constructed along with the Winnebago River Dam #1 project.

Water Tower Maintenance Program:

Final plans and specification were near completion at the end of December. However, due to a change in scope of the project, an amendment to Dixon's Professional Services Agreement became necessary. The additional services are related to the planning and coordination with a private communications company for the removal and reinstallation of their equipment and antennas. The amendment with Dixon Engineering was on the agenda for the January 4th meeting of the City Council.

Other Tasks Performed through the Engineering Department:

- Pre-planned and estimated costs for several projects for inclusion to the Fiscal Year 2022-2023 Capital Improvement Program.
- Engineering Staff continued the collection of field data for the design of annual programs being planned for 2022. These projects include street rehabilitation, street panel and curb replacement and pavement markings.
- Engineering Department staff met with representatives from Alliant Energy and their contractor on bi-weekly progress meetings. These meeting are needed to coordinate ongoing and upcoming projects and to address any concerns that come up during construction.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project in the southwest part of the City. The project is located south of 23rd Street SW between Fredrick Hanford Park and U.S. 65 (South Federal Avenue). A subcontractor worked throughout much of December replacing sections of concrete sidewalk. The sections of sidewalk not replaced were backfilled with compacted gravel or asphalt millings to provide a temporary surface until permanent concrete paving can resume in the spring.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project in the Meadowbrook area. The project is located south of 4th Street SW (Highway 122), extending to 10th Street SW and between Meadowbrook Drive and Springview Drive. Crews are currently working on underground installation along South Polk Avenue between 8th Street SW and 10th Street SW and along 8th Street SW between South Tyler Avenue and South Van Buren Avenue.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project north of Georgia Hanford Park. The project area is located south of 19th Street SE to the Park and between South Federal Avenue and South Carolina Avenue. The project, in part, is driven by the upcoming Iowa Department of Transportation U.S. 65 Reconstruction project. Crews are currently working on underground installation along 22nd Street SE between South Federal Avenue and South Jersey Avenue. They will begin work soon in the alley east of South Federal Avenue between 21st Street SE and 22nd Street SE.
- A new Alliant Energy electric rebuild project will be starting soon. The project area is located south of Highway 122 (4th Street SW), extending to the Canadian Pacific Railroad Tracks and between South Pierce Avenue and South Monroe Avenue. Mi-Tech Services, a design consultant representing Alliant Energy, is currently working with Engineering Staff

and the Iowa Department of Transportation on a Utilities Accommodation Permit for underground utility installation in the Highway 122 right-of-way.

- Construction continued on the Asbury 11th Subdivision (Aspen Court). The underground utility contractor hired by the Developer, Navratil Excavating, backfilled the trenches following the installation of water and sanitary sewer service lines that were completed at the end of November. The street paving is planned for the spring. Engineering Staff performed the duties of project inspection and recording of the GPS locations of the new underground utilities.
- Engineering Staff collected field data and completed preliminary plans for the construction of two new westbound Highway 122 right-turn lanes. The turn lanes planned to be constructed are located at the Frontage Road intersections between South Taft Avenue and South Roosevelt Avenue. The need for these dedicated right turn lanes was outlined in the 2020 Traffic Engineering Assistance Program (TEAP) Study for the IA 122 Corridor to address the trend of rear-end crashed occurring on or near these Frontage Road intersections.

Traffic Division:

- No update at reporting time

Other Tasks Performed by the Traffic Division:

- Calculated the cemetery electricity bill.
- A representative with Traffic Control Corporation working with Engineering Staff replaced an Econolite Comm Manager as part of the traffic control at the intersection of Highway 122 and Crescent Drive. This Comm Manager device allows communication with the vehicle detection cameras. The work was performed on December 20th; prior to the replacement of the device, the traffic signals were on recall/cycling and not detecting vehicles at the intersection approaches.
- Edited the sign layer on the GIS system maps.

Water Supply Division:

- Water Production

	<u>December</u>	<u>FY 2022</u>
• Total (gal)	100,899,000	800,831,000
• Daily Average (gal)	3,254,000	4,352,000
• Daily Maximum (gal)	3,843,000	6,508,000*
• Daily Minimum (gal)	2,284,000	2,284,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Replaced the sulfuric acid pump on #3 EDR Train and cleaned feed line
 - Replaced the HMI Panel view on #1 ERD Train
 - Wrapped winter insulation on the raw well feed line at the settling tank
 - Performed service to on-line analyzers
 - Made wiring repairs to the flow meter on the High Service Pumps
 - Rebuilt two 4-way valves on #4 EDR Train
 - CIP #1 and #2 EDR Trains

•	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		
•	Customer Service		
•	Iowa One-Call locates		227
•	Prepare and send service repair letters		4
•	Monthly bacteria samples		30
•	Collect project bacteria samples		0
•	Check water quality at residents and businesses		2
•	Correlate water main breaks and investigate for leaks		2
•	Hydrant flow testing		0
•	Hydrant Flushing		0
•	Water Main shut down for repairs		1
•	Water shut offs for non-payment		1
•	Water shut for other		4
•	Water service re-connections		1
•	Assist with installation of Water Meters		0
•	Repair Water Meters and collect reading		0
•	Deliver Red or Tan Tag		0
•	Update shut off data base and maps		320
•	Water Service Permit/Inspection		
	▪ Repair/Replace		3
	▪ New Installation		0
	▪ Disconnections		1
•	Meter Department		
		<u>December</u>	<u>FY 2022</u>
•	Meters Installed	36	163
	▪ Industrial	0	1
	▪ Commercial	0	6
	▪ Residential	36	156
•	Meters Repaired	0	6
•	Contractor and Garden Meters Recovered	0	8
•	Contractor and Garden Meters Installed	0	6
•	Meters Read	11,866	71196
•	Meters Ordered	36	77
•	Water shut offs for non-payment	0	0
•	Water service re-connects	0	0

<u>Meters Installed December 2021</u>			<u>Meters Ordered December 2021</u>		
5/8"		36	5/8"		36
3/4"		0	3/4"		0
1"		0	1"		0
1 1/2"		0	1 1/2"		0
2"		0	2"		0
3"		0	3"		0
4"		0	4"		0
	Total	36		Total	36
<u>Meter Inventory January 1, 2022</u>					
5/8"		10	5/8"		0
3/4"		5	3/4"		0
1"		7	1"		0
1 1/2"		2	1 1/2"		0
2"		6	2"		0
			3"		0
			4"		0
	Total	30		Total	0

Other Tasks Performed through the Water Supply Division:

- Received in 24 tons of salt used in the production of chlorine
- Replaced the cutting blades on the snow plow
- 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
- 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
- Serviced utility tractor, removed mowing deck and installed snow blower
- Removed snow 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 Brent Hinson, Finance Director

Finance		
	December	Fiscal Year- to-Date
Prepare payable checks	585	3595
Prepare receivable invoices	22	133
Prepare payroll checks	943	4912
Certify invoices to County	0	0
Send letters to State Offset Collections	4	31
Record State Offset collections	\$ -	0
Sort Mail		0
Ambulance accounts sent to collections	43	123
Record ambulance receivable	81	687
Scanned invoices for myView point processing	741	5553
Process utility payments	0	0

- Completed weekly payables
- Completed bi-weekly payroll
- Work with vendors on payable issues
- Record end of month receipts
- Record ambulance direct deposits
- Record inspection collections
- Record arena direct deposits
- Record golf direct deposits
- Record cemetery direct deposits
- Completed monthly IPERS report
- Prepared CIP workpapers for departments
- Started FY '23 budget

Utility Collection

Utility Collections		
	December	Fiscal Year- to-Date
Record ACH activities	29	136
Prepare utility adjustments	80	589
Finals & charge offs	83	1846
Issue utility bills	10180	61492
Answer phone calls	1296	7564
Respond to voicemail	306	1816

Complete utility service orders	14	1647
Complete landlord tasks	8	58
Issue shutoff notices	277	2224
Process customer paid utility bills	4789	30437
Process customer deposits	332	2417
Replace meters	17	114
Complete monthly sales tax report/hours		

Information Systems Coordinator

- Change security settings for Tom T's IPAD on APs.
- Check Aaron B's PC for hard drive failure at City Hall.
- Check Car 8 tablet for readiness.
- Copy Joel E's desktop items from his old PC..
- Fix printer issues for Danielle C at the PD.
- Fix printer issue on Joel E's PC.
- Get budget amendment numbers to Brent H for Email system.
- Get with Insight to figure numbers for Office 365.
- Install new printer for YTF.
- Meeting with Brent H and Aaron B at City Hall about email system upgrade.
- Pay invoices.
- Reinstall signature pad for PD workstation.
- Reset password for Chris A at the FD.
- Swap monitor cables for Nancy A in engineering.
- User count for Office 365 division.
- Add hard drives to PD SQL server and start expanding drives.
- Contact AP Tech support about new Aps and management software.
- Copy Joel E's desktop items back to new PC.
- Get mounting hardware for new APs.
- Help Courtney M with email on her work phone.
- Mount replacement AP for Investigations at PD.
- Take Joel E his new PC.
- Add allowed IP addresses to spam filter for Engineering.
- Apply firmware patch to AP and try ACL again.
- Fix printer setting for PD workroom printer.
- Help Perry B with email on his new phone.
- Install Sweet Database on Kiera J's PC.
- Look at email rejections for museum again.
- Look at museum email issue.
- Update AP database software.
- Get with Brad about issues with PD Investigator's AP.
- Replace DVR APs for PD and reconfigure all DVRs in cars.
- Take Car 8 back to PD and configure for new car.
- Troubleshoot PD Investigations AP again.
- Download and troubleshoot DVR in Car 6.
- Finish mounting South AP at PD once new hole is drilled for cable.
- Get with FD and RSM about status of ESO issue.

- Install mobile on Dave H's PC at the PD.
- Troubleshoot new access points for PD.
- Download and program council meeting to government channel.
- Finish programming inside PD APs for car tablets.
- Finish programming Netmotion with new SSID.
- Pay invoices.
- Remove Mike H from AD.
- Set up new user for O and M.
- Swap cell information for Car 13 and take back to PD.
- Fix HVAC control software for Joel E at the PD.
- Get with Aaron B at City Hall regarding security for IT area at the Rec Dept.
- Get with Insight about Barracuda update.
- Get with Jamie S at the Animal Shelter about the time clock.
- Insight meeting about spam filter.
- Order subscription renewal for Barracuda.
- Pay Invoices.
- Renew GIS Certificate.
- Create short cut to video storage for Kirby B at the PD.
- Get SIM cards replaced for FD tablets.
- Swap SIM card from old to new Car 12 at the PD.
- Take Car 5 back to PD and finish install.
- Try to Fix Car 5 modem again.
- Help Diana B with Council Video.
- Look at laptop for Jeff B at the PD.
- Look at Novatime issue with Randi T.
- Start migrating data to old PD server in preparation for new server upgrade.
- Finish programming ACL for new APs.
- Have RSM look at the GIS external interface.
- Mount new AP at PD once port has been programmed.
- Order larger hard drives for rebuild of PD server.
- Order more memory for the NCIC server.
- Try fixing GIS external interface by rebooting machines.
- Look at calendar issue with Edith B on her phone.
- Re-direct printer scripts on workstations at the PD.
- Re-direct printers from one server to the other at the PD.
- Set Brent H up with remote access.
- Set up new notification group that includes Mayor and Council.
- Continue migrating PD user data to old server.
- Get a quote for a laptop for Brent H.
- Get updated list of computers per department for Internet Bill.
- Look at Adobe Pro issue for Danielle C at the PD.
- Look at picture issue for Randy E at the FD.
- Order replacement keyboard for Surface Pro at O and M.
- Pay Invoices.
- Reinstall Adobe Pro on Danielle C's PC at the PD.
- Add email group for Erik B and Yeni K at the FD.

- Look at failure of GIS nightly backup.
- Mount new AP for Animal Shelter.
- Refresh DHCP reservations on Animal Shelter server.
- Troubleshoot miView Point with Library and Finance.
- Update and finish configuration of new APs at PD and Museum.
- Update two loaner tablets that were turned in.
- Add PD templates to tablet for Terrance P at the PD.
- Check battery for Kentucky tower equipment.
- Get two tablets ready for Logan W.
- Order replacement battery for Kentucky tower.
- Program APs for Academy tablets.
- Recreate Erik B's profile again.
- Check o and M connection to City Hall.
- Have RSM check the firewall at the library for miView Point connection issues.
- Help with scanner at Water Billing desk.
- Hook Aaron B at City Hall with connection to Finance Department Drive again.
- Install new tablet in Car 12 at the PD.
- Pay invoices.
- PD Car 4 becomes PD Car 12 and vice versa.
- Put subscription costs together for Brent H.
- Take tablets back to Logan W at the PD.
- Download and program council meeting to government channel.
- Get Central Lock quotes to Aaron B at City Hall.
- Get with new TraCS rep at the State.
- Have Kyle P look at the lock on the employee entrance at City Hall.
- Replace battery at Kentucky tower.
- Fix scanning folder for user at Housing.
- Install video viewer for Yes Way videos.
- Set up new email group for FD.
- Test player for Yes Way videos at PD.

GIS Department

Airport

Cemetery

- Error when using CIMS tool, contact software company

City Administrator

- Update and share link to online 3D map of Mason City

Development Services

- Run script and create 1st and mid-month parcels CSV file
- Assist user with merging and clipping geometry

Engineering/Water Treatment/Customer Service

- Discuss display of hydrants based on symbology of Type field

- Discuss display of field based on labeling of attributes
- Download software and drivers to GIS user computers x5
- Engineering/IT: troubleshoot monitor not working, video cable failure
- Work on hydrant data updates
- Discuss work on reconciling hydrant data
- Troubleshoot AutoCAD Civil 3D and adding data connection to WMS imagery service
- Troubleshoot AutoCAD Civil3D and export file size problems
- Talk to engineering firm and discuss use of WMS imagery and exporting data
- Discuss data request for utilities in proposed sub-division, email request form to engineering firm
- Meet with database user to discuss missing information, create plan to update data
- Engineering/IT: tablet password problems, connected to intranet, entered password, fixed

Fire

- Assist with using measuring tool in GIS/Asset management system
- Create 400' buffer around selected fire hydrants, create map, export as PDF
- Print large format image from jpeg
- Create map with distance buffers around specific points, export as PDF and email

Finance

- IT: check delivery from CDW per IT, get to staff
- IT: Cover IT department calls x4 days
- IT: Check server room and change back up tapes x 4 days

Human Resources

Operations / Utilities/ Water Reclamation / Parks

- Assist user with trouble logging into online GIS/Asset management system, wrong browser
- Create new report in online GIS/Asset management system for user

Police

- Discuss options for crime mapping analysis
- Download spreadsheet, geolocate data and create weekly call data map x4

Recreation

- Rec/IT: reset users password

General

- Send new precinct boundaries to County Auditor
- Troubleshoot online GIS/Asset management site not working properly, imagery site was down, fixed
- Main St MC: update downtown properties web map and application
- Troubleshoot 3D map publishing errors, connection failed
- Update Wards/ Council person web app with new boundaries from US Census
- Work on 3D terrain and contour layers web map

- Create map for Main Street Mason City event
- Complete data request for insurance company

January Initiatives:

Finance Department

- Work on financial month end reports
- Complete City Payables
- Continue CAFR work
- Process City Payroll
- Budget meetings
- Payroll End of Year Preparation

Information Systems Coordinator

- Finish configuring guest network for departments on wireless.
- Continue upgrading servers to newer version of server OS.
- Start planning process to upgrade email system.

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 meetings
- Participate in EOC meetings
- Participate in Quarterly Iowa Geographic Information Council meetings

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	December 2021	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	61	757
EMS	507	5,641
Total Calls for Service (Fire & EMS)	568	*6,398
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
457	41	9
Personnel Training Hours		
EMS	391	4,144.25
FIRE	630.74	10,916.99
Total Training Hours	1,021.74	15,061.24
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	126	2,180
Existing Building Inspections	17	224
Plan Reviews	10	213
Fire Investigations	3	21
Liquor/State License Inspections	12	121
Community Involvement		
Public Tours of the Fire Station (Number)	1	9
Public Fire Safety Appearances/Trainings (Number)	2	75
EMS/Fire Students - Ride-Along	6	28
Preceptor Training Hours	64.00	684.75
National Fire Statistics - YTD		
12.31.2021	Line of Duty Deaths	Civilian Fire Deaths
	136	2,247
Fire Property Loss Report – Mason City		
Estimated Property Value	\$149,770	\$4,839,190
Estimated Property Loss	\$41,600	\$955,123
Total Saved	\$108,170	\$3,884,067

Overtime Hours			
	Fire	64.00	1,289.50
	EMS	251.25	4,954.25

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	16	26
Engineering	17		17
Finance	11		11
Fire	46		46
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	66		66
Police	47		47
Recreation	6		6
Youth Task Force	4		4
Grand Total	240	25	265
Plus 87 Seasonal employees			

Staffing

Activity

Hiring Activity:

- Police Officer-9 openings (Police): 4 additional candidates approved by Council and will start work in 2022. 5 remaining openings
- Firefighter/EMT - 2 opening (Fire): Reviewing remaining applicants and will create new hiring list in February.
- Mechanic - 1 opening (O&M): Council approval hire and started work.
- Wastewater Operator - 1 opening (O&M): No internal candidates so will start an external recruitment in 2022.
- Transit Driver - 0 openings (Dev Services): Continuing recruitment for future openings.

	- Admin Specialist-Housing/Safety (Dev Services) - 1 opening: Conducted Civil Service testing and created external hiring list. Interviews in January.
	- Transit Supervisor - 1 opening (Dev Services): Conducted Civil Service testing and created external hiring list. Interviews in January.
	- Multipurpose Arena Supervisor - 1 opening (Rec): Conducted regional recruitment with interviews in January.
Positions Filled:	- Hired 1 full-time, 1 part-time employees during the month.
Turnover:	- 1 voluntary full-time separations during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 2 regular hires.
Civil Service Commission:	- One meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: Grievance withdrawn. No open grievances. - Teamsters: Two 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

Wellness Program:	Wellness Sub-Committee meeting conducted during the month to review plans.
Employee Activities:	- Conducted a Service Award luncheon to recognize employees service milestones.

Benefits

Activity

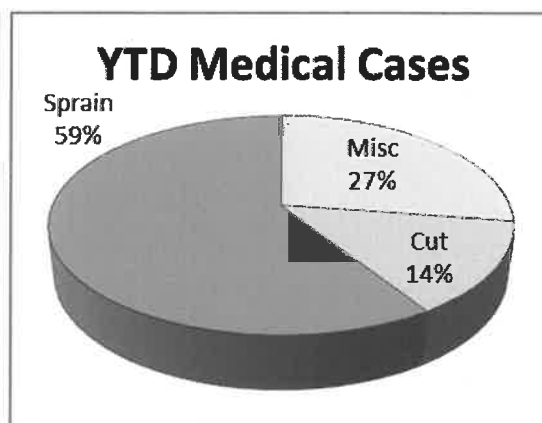
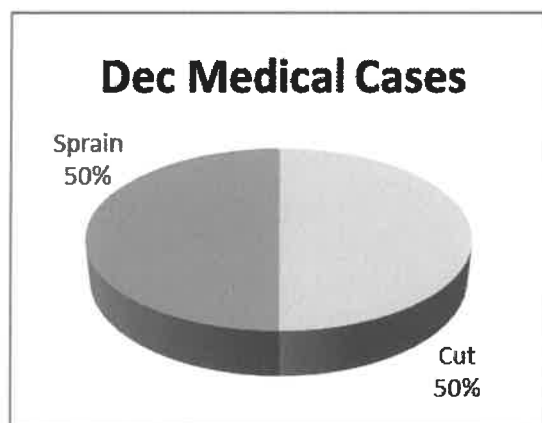
Employee benefit support:	- Ongoing support resolving employees benefit issues
Employee Benefits:	- Met with Benefit vendor to explore options.

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.
Process Improvements:	- Exploring process improvement project for digitizing HR information.
Professional/Community Support:	Participated in state and local HR group meetings and League of Cities zoom meeting.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	2	22	20
# of OSHA Injuries	2	22	19
# of Days Missed	0	18	205
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

In the month of December the Museum continued to operate normally. As always staff completed a number of routine activities that kept the Museum operating smoothly. Duties include daily tasks such as sweeping, vacuuming, and dusting the Museum. Answering the phone, processing mailings, and creating publications such as the newsletter and class flyer. Staff attended service clubs to promote the Museum when requested. The Museum worked to plan a variety of events for patrons. The Museum also paid invoices, processed payroll, and assisted with visitor requests. Staff maintained the Museum's collection including rotating of artworks, care of the hvac, and care of the artworks. Much of the staff time revolves around providing services to visitors. The board meeting met as usual on the third Tuesday of December.

The second weekend in December is always the Museum's annual Holiday Open House. A Mason City Tradition for almost 50 years it was well attended with over 550 persons in attendance. The Museum offered 5 different crafts youth could make with parents or caregivers. They also had an opportunity to visit with Santa, enjoy holiday cookies baked by volunteers, have ornament calligraphy, as well as hear Twas the Night before Christmas read by Mayor Bill Schickel at several points. The evening before the Museum normally hosts a MacNider: Off the Clock with a holiday theme. This year it was canceled due to inclement weather.

Throughout the month the Museum hosted several holiday parties for families and businesses. These are often held on nights and weekend hours that the Museum is not open. The Museum staff takes turns rotating the needed hours. In addition during the holiday times the Museum was not open the staff came in taking turns to check on security, feed the fish, as well as fill humidifiers that are necessary to provide the correct humidity in winter months for the artwork.

With the weather turning colder finally the Museum has seen a notable uptick in families using the imagination playground. The Museum hosted Double Discount Day in the Museum gift shop for members. The Museum also worked on the Iowa Arts Council grant related to advertising during COVID.

Gallery attendance	246
tour attendance	76
event attendance	640
Classes	55
Playground	85
Outreach	0
TOTAL	1102

Membership: 193 Business: 20 City: 8

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	2
Cement (Water Main Repairs)	2
Water Main Samples	2
Snow Plowing/ Sanding	5
Hauling	2
Water Main Locates	2
Cement (Valve Installations)	
Fire Hydrant Installations	1
Valve Turning	3
Fire Hydrant Repair	
Road Box Repair	
Safety Inspections	1
Vac	2
Water Line Installation	
Sanitation	7
Total	28

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 4 police cars
Service and repair 0 Rec Department vehicles
Repair and service 5 Sanitation trucks, brakes, etc.
Repair and service 28 Street Department vehicles
Service and repair 1 Water Reclamation vehicle
Service and repair 1 Water Utilities vehicle
Service and repair 1 Water Supply vehicles

Electrical

Street light repairs:

Downtown, City Hall Parking lot, College Drive , N. Benjamin,
Pennsylvania Avenue, 12th Street NW overpass

Traffic Signal repair:

15th and S. Federal, State and Delaware
Replace ground box in Central Park
Install street marker on traffic signal arm

Replace exhaust fan in storm shelter
Repair lights at Street Department

Wastewater Division:

Division: Wastewater

- Wastewater treatment:

Monthly Total:	112.39	million gallons
Daily Average:	3.63	million gallons per day
Daily Maximum:	5.66	million gallons per day
Sludge processed	2.33	million gallons
Biosolids Hauled	0	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2

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
- Completed 1 industrial pretreatment inspection
- Completed 2 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
- Change oil in all small air compressors
- Repaired #5 diaphragm pump
- Cleaned final clarifiers
- Changed oil in all small air compressors
- Bypassed #1 pump station so new sluice gates could be installed
- Continued work on biofilter rehab

- Worked on #2 pump in PS #2
- Found an issue with belt thickener gear box and now waiting for parts
- Repaired water leak in lab
- Plowed snow

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	483.63 tons	5,839.09 tons
Recycling collected	118,780 pounds	1,409,850 pounds
Yard waste collected	38.76 tons	1,448.26 tons
Large item number of stops	48	803
Materials collected:		
Large furniture	21	459
Small furniture	14	352
Tubs & toilets	2	43
Appliances & TVs	14	282
Electronics	4	12
Request for service calls	332	3,685

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
 Pick up dead deer
 Haul old appliances to salvage yard
 Haul mulch
 Remove Christmas Decorations
 Trim and respond to 41 tree requests, remove 51 trees
 Sweep streets
 Pothole maintenance

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
 Haul mulch
 Trim trails
 Build woodshed at the campground
 Repair Skate park ramps
 Plow snow
 Paint over graffiti
 Receive new tractor from 2021 CIP

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	1314	1206	1489	1478	1724	1749	1774	1752	1609	1625	1466	1526	18712
Alarm - Business	48	36	61	36	50	49	51	50	42	41	37	64	565
Animal	36	34	52	56	58	82	76	82	60	66	61	45	708
Burglary	14	12	18	10	12	17	19	22	15	20	16	21	196
Collision - Prop Damage	62	80	62	54	72	52	66	70	51	69	75	88	801
Collision - Pers Injury	3	3	5	5	5	8	6	6	8	15	12	10	86
Collision - Hit and Run	13	13	12	21	23	22	22	19	10	16	12	16	199
Disorderly	116	105	135	153	163	141	156	139	153	127	117	123	1628
Domestic - Physical	8	11	15	14	9	15	14	16	15	16	7	7	147
Domestic - Verbal	24	35	25	31	27	34	25	26	30	33	21	23	334
Fireworks	2	2	0	3	3	47	83	1	8	3	0	9	161
Harassment	64	48	43	55	69	49	62	76	52	58	50	63	689
Medical	69	69	74	68	86	92	86	100	82	93	98	94	1011
Motorist Assist	29	48	21	16	15	23	23	29	20	23	26	23	296
Parking	55	47	40	39	51	49	36	35	38	50	51	57	548
Stray Animal	20	21	45	48	47	65	62	53	46	57	31	40	535
Suspicion	121	106	171	183	219	214	164	203	184	185	169	139	2058
Theft	60	47	68	49	74	66	79	80	78	74	58	75	808
Welfare Check	81	74	100	87	101	105	120	118	100	119	102	101	1208

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	144	111	137	151	148	108	144	142	78	90	1473
New Investigations	355	341	421	365	422	392	405	425	395	420	369	389	4699
Traffic Citations	93	105	95	83	97	59	92	109	101	82	64	104	1084
Written Warnings	114	67	76	60	49	66	58	51	54	22	33	53	703
Crash Reports	62	78	71	68	80	63	75	84	59	80	80	90	890
Parking Tickets	518	802	274	213	105	27	19	13	7	22	22	80	2102
Traffic Stops	167	131	149	117	103	132	104	127	101	67	68	110	1376
Extra Patrol Checks	902	568	675	582	440	430	426	389	402	398	557	552	6321
Business Checks	147	105	92	91	76	79	53	79	63	68	50	31	934

Offender Checks	23	31	24	19	28	23	36	23	25	23	20	11	286
Records Requests	381	460	460	462	524	554	519	610	562	583	1025	473	6613

Several shifts and criminal investigations started to wrap up a long-term investigation on a string of burglaries. One case has been charged so far and we expect there to be more charges in the near future. We are also working with other law enforcement agencies to see if this same suspect may be responsible for burglaries in their jurisdictions.

We wrapped up our package delivery program where residents could have their Christmas orders shipped to MCPD in lieu of their own front steps. We had 15 people ship 37 packages to us this year. For the first year, we think this is success and we intend to offer the program again in 2022.

Criminal Investigations

For the month, 13 new cases were referred to CID for follow-up. Nine of those cases were closed and five were cleared by arrest. Charges were filed for a July burglary to a convenience store against two local suspects. We also filed forgery charges against a local resident for passing three counterfeit checks.

CID provided support to patrol for one stabbing investigation and one shooting investigation. We also completed one child protection center interview.

A murder charge was filed this month for a fatal assault on a female victim following the discovery of her remains during a fire investigation in September. We worked with the DCI, the State Medical Examiner's Office, and the DCI lab to get to this point. The suspect remains in custody, pending further proceedings.

Support Services

We have been able to avoid having to put Alternate Side Parking in effect, but have been working to enforce 48-hour parking following some of our snow events. This month, we issued 80 parking tickets and towed 10 vehicles.

There were 89 animal calls for service in December. This included 5 human bite cases. Six charges were filed for animal offenses and 30 animals were taken to shelter.

For the year, we took 529 animals to shelter. Most were cats and dogs, but that also included two birds and one ferret.

We continue to partner with Central Iowa Community Services – using the Justice Coordinator – to work to impact the outcome for police calls for service for mental health consumers. Often, the Justice Coordinator works with the Crime Victim Specialist to assist victims.

Recently, we had a harassment case that was reported to MCPD by a victim. Follow-up by our staff was completed and the Crime Victim Specialist and Justice Coordinator reached out to their contacts in the community. There had been a separate, similar complaint about a service provider who was approved under a federal contract. Long story short, this inquiry led to the service provider being terminated on the federal contract. There is no way to predict the impact of this

follow-up work that will prevent future harassment cases for clients who must use this service. We appreciate the support that Jennifer Sheehan and Courtney Moretz offer our officers and our community every day.

Administration

We continue to attend a variety of community meetings each month that support and impact different partner agencies in Mason City. We have also completed CIP budget preparation for FY 2023 and are nearing completion with the operations budget.

Planning for 2022 MCPD in-service training is nearly complete and we have almost filled up the calendar. We are working through additional training as part of our Justice and Mental Health Collaboration Program implementation grant and hope to return to in-person instructor training in 2022. Finally, we are working on scheduling out additional Crisis Intervention Training with Solution Point+ that is also funded through the JMHCP grant.

MCPD Social Media	Nov 2021	Dec 2021	Difference
Facebook	9,785	9,900	+115
Twitter	2,029	2,056	+27

Public Library

Reported by Mary Markwalter, Library Director

The Friends Geranium Sale pre order forms are available now until March 31, 2022.

There is a Coloring for Adults program on the first Tuesday of the Month at 2:00 PM at the library.

Youth Services has Take-and-Make Projects available in the Youth Services Department.

<i>Circulation-Books</i>	21-Dec	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	822	1105	1025	1066	1279	1252	6549	2041
Adult Non Fiction	336	374	455	398	465	495	2523	383
Large Print	534	563	598	767	751	777	3990	1396
Young Adult	187	386	383	274	427	544	2201	587
Juvenile Fiction	1012	1428	1406	1153	1347	1548	7894	1353
Juvenile Non-Fiction	184	255	392	346	216	336	1729	260
Middle School	159	165	159	162	202	240	1087	0
TOTAL BOOKS	3075	4111	4259	4004	4485	4952	24886	6020
<i>Circulation-Other</i>								
Audio/CD/Playaway	130	168	208	76	177	225	984	250
Video Games	15	27	25					
Periodicals	105	138	126	160	123	102	754	92
Software	0	0	0	0	0	0	0	0
Other(puppets, misc.)	2	10	15	25	9	7	68	54
DVD	631	842	747	722	707	802	4451	385
Tumblebooks	12	9	3	4	1	1	30	42
Creativebug (users)	5	1	5	2	3	14	30	11
World Book Online	7	179	0					
Chilton's Online		298	11					
Gale	0	1432						
Ancestry.com	0	0	118	33	16	47	214	26
Brainfuse	42	55	247	123	32	0	0	2
Bridges	1761	1759	1817	1814	1639	1744	10534	6389
Newsbank	62	68	76	80	80	62	0	0
Hoopla!	630	622	679	625	718	722	3996	2665
Total-Other	3402	5608	4077	3664	3505	3726	23982	10428
Grand Total Circ.	6477	9719	8336	7668	7990	8678	48868	16448
Item Records Added	529	593	317	694	493	532	3158	974
Patrons Registered	49	42	85	56	80	65	377	74
Renewals	762	647	572	552	877	693	4103	1726
Holds Filled	189	225	169	197	161	234	1175	585
Holds Placed	431	471	442	476	499	472	2791	4223

Discs Cleaned	0	0	0	0	0	0	0	0
Photocopies	1792	1500	1495	1500	1463	1834	9584	1313
Meeting Room Guests	687	506	517	501	295	335	2841	426
Meeting Room Used	134	56	29	56	40	17	332	43
SILO request unfilled	0	1	0	3	4	2	10	1
SILO request filled	5	3	16	0	24	16	64	6
SILO MCPL Request Filled	14	8	0	5	0	1	28	0
SILO MCPL Request Unfilled	10	31	4	23	7	2	77	19
Attendance	11500	10500	10500	12000	10000	10000	64500	912
Children's Programs	2	0	0	4	0	3	9	8
Children's Program Attendance	200	0	0	126	0	112	438	1194
Young Adult Programs	0	4	0	0	0	0	4	0
YA Program Attendance	0	63	0	0	0	0	63	0
Adult Programs	3	4	4	0	0	0	11	0
Adult Program attendance	43	42	31	0	0	0	116	0
In Library Use	1100	1800	3100	3325	1500	2000	12825	25
Faxes Received	0	101	10	15	0	14	140	71
Faxes Sent	61	0	40	25	48	101	275	71
Scan	40	13	79	48	79	30	0	77
Handouts, Brochures, etc.	1700	1000	1500	700	600	700	6200	3500
Genealogy Referrals	0	0	2	1	0	0	3	1
Archive Referrals	7	12	4	2	2	8	35	1
Photo Prints	0	6	19	8	4	4	41	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	1000	1000	1000	825	800	1000	5625	2602
Internet Users	325	375	300	325	325	325	1975	484
WI-FI Sessions	1408	1394	1382	1352	1261	1291	8088	4073
Microfilm Users	0	0	0	0	0	0	0	0
Website Visits	2186	2243	2243	2269	2223	2414	13578	9964
TOTAL PUBLIC SERVICES	24177	22640	23860	25088	20785	22205	138755	32488
GRAND TOTAL SERVICE UNITS	30654	32359	32196	57844	28775	30883	212711	55776
VOLUNTEER HOURS	21	21	21	21	10	7	101	63

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Volleyball
- 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 2021 through December: 334,302

Total People Served in 2020 through December: 185,545

* 80.1% increase from 2020

* 2.3% increase from 2019

** These numbers only include Recreation Department (does not include Golf or Arena numbers)

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
- Reviewed our fee structure and will be making recommendation for changes to the Parks and Recreation Board
- Worked on FY 2023 budget

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
- Held 7 different staff meetings for upcoming programs
- Worked on FY 2023 budget
- Attended the Statewide Aquatic meeting
- Attempted to recruited an intern for Summer 2022

- Continue prep work at MacNider Campgrounds will host the four stand-alone Steak Cook-off Competition July 2, 3, and 4, 2021
- Assisted Band Festival committee
- Met with our water management contractor about our chemical pricing for the Aquatic Center

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 handicap door

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
- Become a Steak Cook-off Association Judge Training Site for 2022
- Finalizing dates for the 2022 outing and tournament schedule

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Adult Volleyball
- 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

Arena Special Activities/Accomplishment

- Assist with 18 games or events
- Hire a new Arena Manager

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of December 2021:

On-going restocked Volunteer supplies for various events

- Assisted Rec Department, Museum, and 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, and updates on upcoming events.
- Sent emails to volunteers, recognizing total annual hour totals for 2021.
- Help set up community service for volunteer group.
- Finalized report for grant and sent 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	120.85
Recreation	Zoom Santa	837.50
Beautification	Garden Maintenance/Cleanup	12.0
457	Maintenance	28.0
Library	Misc. Jobs	0
Cemetery	Misc.	0
Parks	Misc. Jobs/Street cleanup	8.0
Total Hours		1006.35

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

IDPH - Improving Tomorrow: Prevention Focused Mentoring & OJJDP - Iowa Mentoring Partnership Grants

The Mentoring Coordinator provided tools for Peer and Outreach Coordinators to support their respective matches. 1. “52 Mentor Activities: An activity for each week!” 2. The Mentor Edition Winter 2021 (relationship tips and support) 3. An activity sheet for older youth, “Get the Facts About Vaping” and for use with younger youth, “Smarter than Smoking” crossword. 4. The ONE ON ONE MENTOR BRIEF “Facts and Approaches to Talking About Marijuana With Teens”. The publication included the latest available Iowa Youth Survey 2018 stats relating to marijuana use.

- 19% of Iowa 8th grade students believe they would be more popular if they smoked marijuana.
- 28% of 11th graders believed this statement.
- 54% of Iowa 11th grade students say it is easy or very easy for them to get marijuana.
- 23% of Iowa 11th grade student perceives that using marijuana weekly is not risky at all.
- 9.1% of Iowa 11th graders reported that they perceive that their parents wouldn’t disapprove of them using marijuana.

Youth input tells us that most adults don’t talk about marijuana use with young people. According to the Center for Substance Abuse Prevention, kids are 30% less likely to start using marijuana if a caring adult has an open, honest conversation about it first. Tips for starting the conversation included a reminder to their mentees that they can talk to them with any questions or concerns about marijuana without fear of judgment or shaming.

*Holiday Ornaments were delivered to participants from Newman, John Adams, and Clear Lake

*Mentor Recruitment radio ads will begin in January to celebrate National Mentoring Month

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

The Federal Financial Report (FFR) was submitted on time. The Annual Progress Report submission was postponed by SAMHSA for sites granted a No Cost Extension (NCE) period. The report will now include all of Year 3 and cover an eighteen-month time-period.

YTF continues applications to fund the North Iowa Teen Mental Awareness Training Project. During the month, we received notification First Citizen’s Bank will support the project with a \$2,500 donation.

STAFF / OTHER

Youth Task Force continues close communication with the Iowa Department of Public Health (IDPH), SAMHSA, Iowa Mentoring Partnership (IMP) concerning COVID-19 and programming/projects.

December community involvement:

12/2 - Empowering Youth with Education and Support (EYES) Coalition meeting

12/2 - Partners 4 Children (P4C)

12/14 – NI Addiction Prevention Alliance

12/23 – Community Health Improvement Plan for North Central Iowa

Educational:

12/16 Mental Health and Intersectionality: Gaps and Opportunities in Serving Youth

***All staff used more vacation hours during the month, taking advantage of holiday school closings**

***YTF searches for overall program-related grant funding sources/donations - ONGOING.**