

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

December 2022

(Issued January 13, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: December 2022

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2022 – 12/31/2022	14,507.2 Gallons	60 Buses
Enplaned 527 Deplaned 546		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at December 2022 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Lagoon Decommissioning Project substantially completed
- Advertised Re-Bid of the Replacement Commercial Terminal Project
- Launched 2023 Marketing Campaign
- Prepared Preliminary Capital Budget
- Attended meeting between Iowa Public Airport Association and Iowa Workforce Development

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the January 2022 Airport Commission Meeting.
- Staff continuing to respond to snow events and maintaining snow equipment
- Bid Opening and Award of Replacement Commercial Terminal Project
- Advertise for T-Hangar Building Project
- Pre-delivery inspection and receive new Aircraft Rescue Firefighting Truck
- Prepare Preliminary 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 and tracking items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 13 Resolutions and 2 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
- Issued 11 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 \$520.00 in animal license fees and \$365.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Format, organize and submit for renewal numerous licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Closing on the hotel property is expected soon. Skywalk construction is nearing completion. Early completion of the skywalk will be beneficial to the hotel construction, as there will not be two adjacent projects under way at the same time.

Corridor Revitalization Loan (North/South Federal and Central IA 122 corridors - CoRL); Downtown Revitalization Loan (DoRL); and Building Renovation/Life Safety (BuRLS) Programs: The Grant and Forgivable Loan Review Committee did not meet in December. The first draw for the Foxtrot, LLC BuRLS grant was disbursed in December.

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys to bring properties into compliance. There are several properties where we expect to see major progress in the near future. The City took title to 321 South Louisiana in December. We have heard from an adjoining owner that they are interested in acquiring and renovating it.

Staff is working with the City's attorney on additional properties. We feel that our efforts in this program thus far have been very successful, and we will continue to monitor the progress of this effort.

Staff presented a draft Vacant Building Registration Ordinance at a City Council workshop in November. This ordinance would require the owners of vacant commercial and industrial buildings to register their buildings and pay an annual fee to help offset the City's costs related to nuisance abatement, law enforcement, and other actions related to vacant properties. This ordinance is being reviewed by our attorneys, and we hope to have it ready for Council adoption in the first quarter of next year.

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

- Construction of the River II apartments continues apace. Foundations have been poured and framing has begun.
- Work on the gymnasium and pool additions to Mason City High School is ongoing and are expected to be completed in the first quarter of 2023.
- The new O'Reilly's auto parts store at 1602 South Federal Avenue is nearly complete. The current store at 1002 South Federal Avenue will be relocated to this site.

- The former Whiskey Creek restaurant at 1519 4th Street SW is being remodeled to accommodate Riddles Jewelry (relocating here from the Mall) and a retail space with a tenant to be named later. Construction is ongoing.
- The four units above Simply Nourished at 13 South Federal Avenue, assisted with a CDBG grant and a BuRLS grant, are under construction. One unit has been leased. The owner expects the remaining units to be completed by February 2023.
- Three new units (also assisted with a BuRLS grant) are under construction at 15 North Federal Avenue, above the Edward Jones office. The façade of the building is also being restored.
- The new Five Below store, at Willow Creek Crossing, opened in December, in time for holiday shopping.
- Completion of the new Old Navy and Ross Dress for Less stores is expected in the first quarter of 2023.
- The former Wells Fargo bank branch building at 1315 4th Street SW is being remodeled for a Scooter's Coffee Shop. Construction has begun.

DIVISIONAL REPORTS

Development Review Committee: 2 meetings held in December 2022.

DRC Activity	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Total Development Plans Reviewed	1	52	2	53
Concept plans reviewed/approved as a Minor Site Plan	1	26	0	26
Concept plans to be resubmitted as a Major Site Plan	0	17	2	16
Total Concept Plans	1	43	2	42
Major Site Plan Reviews Completed	0	9	0	11
Preliminary Plat of Subdivision	2	5	0	1
Final Plat of Subdivision	0	0	0	2
Other Reviews (structure moves, etc.)	1	9	0	11
TOTAL ITEMS REVIEWED	4	66	2	67
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11	0	4

PLANNING AND ZONING DIVISION

Activity	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Commercial, Principal Structure	1	26	1	25
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	2	48	3	65
Residential, Accessory Structure	2	54	1	55
Signs	4	35	1	36
Floodplain	0	5	0	11
Sidewalk Service Area Permits	0	3	0	3
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	1	0	4

Activity	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Special Exception	0	10	1*	11
Variance	0	11	1	11
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	4	1	3
Miscellaneous	0	1	0	1
Preliminary Plat	0	1	0	0
Site Plan Approval	0	3	0	1
Zoning Ordinance Text Amendment	0	2	0	3
Land Subdivision Activities:				
Boundary Line Adjustments	0	15	2	7
Lot Splits	0	0	1	1
Final Plat (not requiring P&Z review)	0	0	0	3
Historic Preservation Commission				
Historic Demolition Reviews	0	4	0	13
Zoning Violations				
Reported	0	29	0	22
Unfounded	0	4	0	1
Founded-Resolved without citation	0	12	0	14
Citations	0	0	0	0
Cases initiated by staff	0	25	0	19
Zoning Inspections				
Zoning – Case Request	0	30	0	19
Zoning – Complaint	0	4	0	2
Zoning –Setback	0	13	0	25
Zoning - Final	0	7	1	17
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	2	0	1
Removal Site Inspection	0	2	0	0
Permit Reviews				
Zoning Reviews Completed	21	401	13	384
Floodplain Reviews Completed	24	592	16	769
Historical Reviews Completed	2	40	1	37

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	December, 2021		December, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	14	\$158,250.00	8	\$474,386.00	276	\$55,640,299.06
Minor Building Permits	4	\$7,198.24	4	\$21,344.00	389	\$4,795,692.97
Electrical Permits	23		13	N/A	279	\$0.00
Plumbing Permits	2		10	N/A	115	\$0.00
Mechanical Permits	11		29	N/A	264	\$0.00
Sign Permits	4	\$5,457.00	1	\$1,690.00	38	\$216,787.11
Demolition Permits			0	\$0.00	28	\$2,612,160.00
Structure Moving Permits	1	\$2,000.00	0	\$0.00	2	\$1,500.00
Total	59	\$172,905.24	65	\$497,420.00	1088	\$33,083,668.02

Building Inspections Permit Report						
Permits	December, 2021		December, 2022		2022 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Inspections	December, 2021		December 2022		2022 YTD	
Inspections Completed	114		121		1,707	
Permits by Type	December, 2021		December 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	12	5	417	8	550
Multi-residential	0	0	0	0	1	0
Commercial	0	6	8	71	9	84
Industrial	0	0	4	6	0	9
Institutional	0	0	0	1	0	4
Other (signs, demo, etc.)	0	5	0	67	0	68
Fees Collected	December, 2021		December, 2022		2022 YTD	
	\$11,465.51		\$234,815.27		\$338,386.87	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds ¹)	81	1222	79	1202
Staff Initiated	42	729	31	714
Non-Staff Initiated (total):	39	493	48	488
Response to Complaint	11	167	22	184
Anonymous Complaint	22	194	24	214
SeeClickFix	6	132	2	90
Case Requests Disposition				
Founded Case Requests	81	1222	79	1170
Citations Issued	1	5	1	8
Cases to Court	1	13	1	14
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	1	15	0	17
Dangerous Building	0	16	0	12
Abandoned Vehicle	2	22	1	10
Tree/Shrub Maintenance	0	0	0	5
Garbage	17	264	28	255
Inoperable Vehicle	3	81	2	23
Junk, Rubbish or Refuse	41	443	16	392
Other	1	121	2	162
Writ of Removal	4	37	6	35
Information Request	12	223	24	258
Snow Removal/Weeds & Tall Grass	311	1193	25	814

¹ Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.

Rental Inspection Report	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Inspection Requests				
Initial Inspections	58	1427	61	542
Reinspections	13	244	47	533
Inspection Requests	0	1	9	118
Total Inspections	71	1672	117	1111
Inspection Results				
				106
Inspections Cancelled by Landlord	0	1	0	4
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	21	182	13	229
Passed Inspections	45	1351	95	773
No Shows	0	24	1	100
Unfounded	0	7	0	12
Unavailable/Denied Entry	0	2	0	3
Units White Tagged	4	95	8	68
Rental Dwelling Certificates Issued	33	758	72	790
Total Fees Collected	\$ 2,760.00	\$ 65,170.00	\$ 3,430.00	\$ 34,771.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	December, 2021	2021 YTD as of 12/31/22	December, 2022	2022 YTD
Transit				
Fixed Route	8,219	100,643	9,523	112,437
Paratransit	3,109	36,582	3,321	37,113
Midnight Special	244	2,947	Discontinued	871
Safety Training				
New Employees Trained	3	96	4	86
Completed Training Sessions	59	4,924	60	3,106

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	54%	6	46%	13
FY to Date	16	28%	42	72%	58

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	0	0	0
FY to Date	19	6	25

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

Administration – Working on unique family situations, daily operations, CIP cemetery building project

Operations –Burials, seasonal projects around cemetery, mowing, trimming

Board of Trustees – CIP cemetery building project, new board member Charlie West

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	2
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	1
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	2
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	3
▪ Disconnect	0
● 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	6
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	110
● Emergency Call-outs	6
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	5
▪ Review contractor Traffic Control Plan	1
● Permit Review & Approval - City	

▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$2,675.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	111
• Field Book updates (GIS)	0

2022 Street Rehabilitation Program Project:

The final pay request has been signed by Heartland Asphalt. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the January 17th meeting of the City Council.

2022 Street Panel & Curb Replacement Program Project:

The City Council accepted the work and approved final pay at their December 20th meeting.

2022 Multi-Bridge Repair Project:

The project is on the Iowa DOT February 21, 2023, letting schedule.

The work involved with this project includes the replacement of the handrails on bridge on North Pierce Avenue over Willow Creek, replacement of the expansion joint material and reset abutment bearing on bridge on 19th Street SW over UP Railroad and approach repair and joint material replacement on bridge on 12th Street NW over UP Railroad.

Virginia Avenue - Mason Creek Culvert Replacement:

Engineering Staff and the SEH Project Engineer continued the review of final quantities submitted by the contractor Peterson Contracting Inc. (PCI). PCI agreed to the measured quantities and Pay Application 3 was signed on December 14th. Negotiations are currently underway concerning liquidated damages resulting from contractor exceeding the contractual working days allotted for this project. Once the liquidated damages are agreed upon the final pay application will be signed and included in an agenda for City Council acceptance.

Water Tower Maintenance Program:

The contractor working for Verizon Wireless installed the new antenna system and equipment on the tower and demolished a temporary building structure used to protect equipment during the rehabilitation project. The contractor has still to finish the stringing of new cable

Iowa Department of Transportation (IDOT) US 65 Reconstruction Project:

The project limits for the upcoming IDOT project for the reconstruction of U.S. 65 (South Federal Avenue) are from Hwy 122 (6th Street) to 27th Street. The project consists of utility improvements, including storm sewer upgrades to meet new standards, complete pavement reconstruction including the addition of a center turn lane between 15th Street and 19th Street.

The Engineering Department is responsible to provide design plans to the IDOT for water distribution and sanitary sewer improvements. The water portion of the project consists of water main reroutes, replacement of lead water service lines, water valve and fire hydrant replacements and other water system improvements. The sanitary sewer portion of this project consists of manhole replacements and the renewal of multiple service lines.

Engineering Staff completed the field inspection of storm and sanitary structures throughout the corridor. Budgetary estimates for water and sanitary improvements have been made and divided into two totals based off estimated project phasing. Engineering Staff continued on plans for the City utilities portion of the project and will have a draft set soon for IDOT review.

Short Elliott Hendrickson, Inc. (SEH) is finalizing the preliminary lighting design sheets. A project update meeting was held on December 15th between Engineering Staff and the SEH Project and Electrical Engineer. Questions and concerns were addressed prior to the submittal of preliminary lighting plan sheets to the State. The new lighting system will include; streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. The plan sheets currently being prepared by the Engineering Department and SEH will be incorporated in the overall IDOT plan set.

Winnebago Way and 12th Street NE Street and Utility Rehabilitation - SWAP Project:

The two segments identified for this project are Winnebago Way extending from Hwy 122 to North Pierce Avenue and 12th Street NE extending from North Federal Avenue to North Kentucky Avenue. Rehabilitation will consist of improvements to water, storm and sanitary sewer infrastructure, surface pavement rehabilitation, full depth pavement spot repairs and reconstruction of sidewalk pedestrian ramps to meet current ADA requirements.

Visu-Sewer mobilized the first week of December and video inspected several corrugated metal pipe (CMP) storm sewers throughout the 12th Street NE project corridor. This was done to ascertain the condition and determine if the storm sewer would need to be replaced. Several segments of large diameter CMP pipe are in good condition and will remain in-place while some of the smaller diameter pipes have rusted through. The replacement of these damaged pipes will be incorporated into this project. On December 9th, Chosen Valley Testing collect several pavement samples at various locations along Winnebago Way and 12th Street NE by a process of core sawing the pavement materials. These existing pavement samples will help determine the method of street rehabilitation. Check Plans have been submitted to the Iowa DOT to meet the project schedule. Engineering Staff and the SEH Project Engineer are currently planning a meeting for the second week of January to make a final plan review prior to the January 17th IDOT turn in date. The letting for this project is scheduled for April 18th. Construction is planned to begin in May or June of 2023 and last throughout the Summer and Fall of 2023.

Monroe Avenue Street and Utility Rehabilitation:

The project remained under final review and audit by the Iowa DOT. The project will come before the City Council for acceptance of work and approval of final payment upon completion of the audit. A final request for reimbursement in the amount of \$50,000 will also be submitted upon completion of the audit.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

Progressive Rail has not yet obtained the additional quotes as requested by the Iowa DOT.

Union Pacific Railroad Quiet Zone:

The City is awaiting official documentation from the Federal Railroad Administrator in Washington, DC.

Other Tasks Performed through the Engineering Department:

- Prepared Capital Projects Budget for Fiscal Year 2024.
- Engineering and Supply Staff was involved in the 2023-24 goal setting process through the submission of information related to current and long term departmental and city-wide objectives. Work continues on the preparation of work plans for the Policy Agenda items identified during the City Council's Goal Setting Session.
- Engineering Staff continued the collection of field data for the design of annual programs being planned for 2023. These projects include street rehabilitation, street panel and curb replacement and pavement markings.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas and connecting fiber throughout the city. A contractor, Hul-Con Corporation, began installing a fiber route that will eventually connect approximately 35 node locations. Work on the project is on-going and is expected to continue through-out the month of January.
- Engineering Staff continued recording GPS data for the underground repairs being completed as part of the 2022-23 Sanitary Sewer Repairs project. The data collected will be downloaded in the GIS sanitary sewer database and used for future project planning and infrastructure mapping.
- Engineering and Water Department Staff continued with inspections of the utilities for the River II Apartment Complex currently under construction. One of the subcontractors on this project, Charlson Excavating Co., completed the installation of the new 6" water service and is currently hammering through underground rock in preparation for the sanitary sewer main reroute. Engineering Staff recorded GPS data location of this new service lines and incorporate it into the GIS System. Engineering Staff will provide inspection and testing for the new sanitary main.
- Engineering Staff responded to a report of a water valve roadbox damaged following a vehicle accident along 15th Street SW. Excavating contractors were contacted regarding this repair. A local contractor was hired to make the repairs and the work was completed on December 20th.
- Engineering Staff, the City Electrician and a representative from Baker Electric met and reviewed multiple city owned streetlight and traffic signal locations as part of the SMARTcity/SAFEcity Solutions project. Additional electric conduit, wire and outlets will be needed to power the proposed equipment at several locations.

Traffic Division:

• Traffic Control	
• Sign work orders	16
• Traffic Sign Orders	1
• Streetlights	
▪ New Installation	1
▪ Repair Request	0
▪ Fixture Replacements	1
• Traffic Signals	
▪ Respond to signal issue reports	7
▪ Perform traffic signal repairs	4
• Iowa One-Call locate reviews	111
• Locate City-owned electrical utilities	10
• Emergency Call-outs	0

Other Tasks Performed by the Traffic Division:

- A pedestrian signal survey was conducted on numerous intersections throughout the city. Repairs were made to the pedestrian signals on 4th Street and Kentucky, 12th Street Northeast and North Rhode Island Avenue, and 5th Street Southwest and South Monroe Avenue. Repairs included replacing push buttons, fixing broken wire, and replacing bulbs in pedestrian heads.
- The crosswalk beacon on 5th Street Southeast on the South Side of St. Joseph's Catholic Church's parking lot was hit and knocked over. Time was spent on fixing and reinstalling the crosswalk beacon.
- Street light pole was knocked down on 13th Street Northwest and North Federal Avenue. Streetlight pole was reinstalled, and a new light fixture was installed.
- Timing on the traffic signals around the city loop were adjusted.
- Calls were received regarding a green light not functioning at the intersection of 6th Street Southwest and South Monroe Avenue. Traffic control was conducted during the repair of the green light on the traffic signal.
- Calls were received regarding a green light not working at the intersection of 4th Street Southwest and South Pierce Avenue. Traffic control was conducted during the repair of the traffic signal.

Water Supply Division:

• Water Production		
	<u>December</u>	<u>FY 2023</u>
• Total (gal)	126,858,000	745,294,000

• Daily Average (gal)	4,092,000	4,051,000
• Daily Maximum (gal)	4,933,000	5,960,000*
• Daily Minimum (gal)	2,781,000	2,753,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced the air compressor pump for the EDR Plant
- Replaced a temperature transmitter on the Sodium Hypochlorite Generator
- Replaced the caustic injection pump on the Sodium Hypochlorite Generator
- Replaced a leaking hose on #1 EDR, stage 2, line 2
- Repaired the wiring to a flow transmitter on Well #8
- Replaced the bearings in the circulation pump for Sodium Hypochlorite Generator
- Repaired a leaking hose on #4 EDR, stage 3, line 5
- Cleaned and sealed the floor in Pumping Plant
- Cleaned the flow switch on the #2 Booster Pump at Federal Booster Station
- Changed the oil in the floor pumps at the treatment plant
- Cleaned the degassifier on the Sodium Hypochlorite Generator
- 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
- CIP #2 and #3 EDR Train

- Customer Service

• Iowa One-Call locates	110
• Prepare and send service repair letters	2
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	5
• Correlate water main breaks and investigate for leaks	5
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	2
• Water shut offs for non-payment	0
• Water shut for other	0
• Water service re-connections	0
• 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 22
- Water Service Permit/Inspection
 - Repair/Replace 2
 - New Installation 0
 - Disconnections 0

- Meter Department

	<u>December</u>	<u>FY 2023</u>
• Meters Installed	18	339
▪ Industrial	0	0
▪ Commercial	0	14
▪ Residential	18	325
• Meters Repaired	2	6
• Contractor and Garden Meters Recovered	0	18
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,866	71,196
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed December 2022</u>			<u>Meters Ordered December 2022</u>		
5/8"	18		Transferred	5/8"	0
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	18			Total	0
<u>Meter Inventory January 1, 2023</u>					
5/8"	6			5/8"	0
3/4"	4			3/4"	0
1"	9			1"	0
1 1/2"	0			1 1/2"	0
2"	4			2"	0
				3"	0
				4"	0
Total	23			Total	0

Other Tasks Performed through the Water Supply Division:

- 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 to evaluate raw hardness and finish hardness for permit changes
- Performed snow removal at the 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

Routine activities for December

Finance

Finance		
	December	Fiscal Year- to- Date
Prepare payable checks	598	3481
Prepare receivable invoices	59	432
Prepare payroll checks	977	5155
Certify invoices to County	0	248
Send letters to State Offset Collections	1	6
Record State Offset collections	\$ -	\$ 22,142.45
Ambulance accounts sent to collections	0	82
Record ambulance receivable	86	645
Scanned invoices for myView point processing	1063	5911

- 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

Utility Collection

Utility Collections		
	December	Fiscal Year- to- Date
Record ACH activities	31	165
Prepare utility adjustments	84	414
Finals & charge offs	664	2343
Issue utility bills	10010	60517
Answer phone calls	1151	5330

Respond to voicemail	41	1434
Complete utility service orders	208	1331
Complete landlord tasks	54	356
Issue shutoff notices	438	2261
Process customer paid utility bills	4637	27900
Process customer deposits	433	2298
Replace meters	19	313

Information Systems Coordinator

- Call Bill H about email problems.
- Finish migration for Mara L at the Museum.
- Install O365 for 3rd Floor users.
- Install O365 for Mara L's PC.
- Migrate next batch of 3rd Floor users.
- Reboot phone for Nancy A to fix side car problem.
- Start last batch of migration for 3rd Floor.
- Start migrating email for Mara L.
- Update government channel PC to O365
- Update shared PCs and laptops for City Hall to O365.
- Create shortcut on training desktops for Perry and Tiffany to the Public Desktop.
- Get dual monitors for Linda H at the Rec Department.
- Get with Mara L at the Museum to get her signed into O365.
- Get with RSM regarding Rec connection again.
- Install last of O365 for 3rd Floor.
- Install O365 on PCs for next users to migrate.
- Let RSM know that replication issue is still happening at the FD.
- Migrate the last of 3rd floor email.
- Order more DisplayPort adapters.
- Pay Invoices.
- Replace hard drive for Tricia S.
- Restore file for Diane Y in Water Billing
- Update HR computer to O365.
- Help Laura M with her login issue to the GIS server.
- Prep Housing for mail migration.
- Start last batch of migration for users at the Museum.
- Start migration for Museum and Cemetery.
- Unlock accounts for Laura M and Dylan S.
- Update Dylan S's table to O365.
- Upgrade O365 for next batch of migrated users.
- Finish O365 install Museum.
- Finish user migration for Museum.
- Help Belinda S with issues and MFA.
- Replace hard drive for FD PC.
- Replace hard drive for PC at front desk of Museum.
- RSM meeting regarding VPN and MFA.
- Set up user for Museum to access their calendars.

- Swap phone server information at PD as part of upgrade.
- Troubleshoot hard drive for FD PC.
- Add permissions for HealthIM folder for the PD as per Chief.
- Download and program council meeting to the government channel.
- Finish FD PC rebuild.
- Make security badge for Jack O at the FD.
- Pay Invoices.
- Start coordinating with PD and FD about O365 migration.
- Start migration back for PD and FD.
- Start migration batch for PD and FD pilot users.
- Take monitors to Rec.
- Add other users to test the new MFA and VPN connections.
- Final migration for Housing.
- Follow up with RSM about Rec connection.
- Install O365 on Housing PCs.
- Look at Tracs task schedule for user credentials.
- Meeting with Tracs users.
- Program numbers for Laura M on her phone.
- Set up label printer at PD to be shared.
- Start removing users from Duo Mobile.
- Zuercher Training meeting.
- Add Erik B, Pam S, and Diana B to teams licensing.
- Final migration for FD admins.
- Finish last laptop for Housing.
- Fix password issue for Scott B at O and M.
- Get Danielle C email migrated at the PD.
- Give Aaron B a license for Teams and have him test.
- Have RSM figure out what is going on with the IP address for the FD.
- Help Lindsay T at the museum connect to email at the front desk.
- Help Scott B with his password.
- Install O365 for FD admins.
- Look for monitor for Animal Shelter.
- Order new phones for PD.
- Reset password for user at FD.
- Restore files for Nancy A.
- Training for AvePoint Backup for email.
- Update Danielle C's office to O365 at the PD.
- Add PD users to new groups for Danielle C.
- Finish migrating PD email for test users.
- Finish O365 upgrade for pilot users at PD.
- Get replacement battery for Laura M.
- Get with Mary L to get her login issues resolved.
- Help Mike M get email on his phone.
- Out sick – Help Mara L at the museum to configure Outlook at front desk.
- Out sick – Help Paul V with his password problems.
- Out sick – Installed and tried to configure miTel Connection for PD users.

- Out sick – Lined up more users for mail migration.
- Out sick – Upgraded Jamie S and Kirby B to O365 at the PD.
- Out sick – Worked with password issue for users.
- Program phone button for Laura M.
- Reset password for Nancy O.
- Start next batch of user migration for the FD.
- Start working on migration for Animal Shelter users.
- Update O365 for next batch of FD users.
- Upgrade office for Jamie S and Sybil S at the Animal Shelter.
- Weekend – Took a look at problems with nightly backup job.
- Finish migration for Animal Shelter users.
- Finish office upgrade for Animal Shelter users.
- Finish up O365 upgrade for FD office users.
- Finish up with migration for FD users.
- Get phone quotes to Brent H.
- Get server rebooted at airport.
- Migrate mail for Heather J and Martha C at YTF.
- Prep YTF users for migration.
- Readjust backups to see if it fixes problems again.
- Start prepping O and M users for Migration.
- Update O365 for YTF users.
- Add PD users to email group for Danielle C again.
- Download and program council meeting to government channel.
- Finish up YTF migration and O365 install.
- Get Rachel set up with laptop and remote connection.
- Help Edith B with email on her phone.
- Pick up UPS for Laura M from Central Stores.
- Readjust nightly backups again.
- Reboot time clock for O and M again.
- Set up laptop for Jeff B at the PD.
- Set up permissions on folders for users at PD per Danielle C.
- Troubleshoot Internet connection issues overnight.
- Work with Rachel V to get her remote access.
- Work with Scott H at RSM to get switch port error resolved.
- Apply new license key to NetMotion server.
- Get a quote for a new Finance large capacity printer.
- Get Rec ready to migrate.
- Get with Jodi R about switch delivery.
- Look at Barracuda and see if it's still filtering email.
- Look up laptop cost for Curt S and Rachel V.
- Make folder changes for Danielle C at the PD again.
- Pay invoices.
- Remove Emily S, Hannah B, and Sarah V from AD.
- Remove Molly B from YTF AD.
- Set up access to parks files for Joe B at O and M.
- Change permissions on timesheet folders for PD.

- Check permissions on timesheet folders for Steve K again.
- Finish laptop and get to Jeff B at the PD.
- Finish up EMS machine for FD.
- Help Aaron B at the FD with Outlook on his tablet.
- Help Jamey M with his cellular connection and Outlook 365.
- Migrate email for George B at O and M.
- Program the Wi-Fi for new PD laptop.
- Reboot server at Highland.
- Reboot time clock at Water Treatment.
- Update O365 for George B at O and M.

GIS Department

Administrator

- Update public road closure interactive map
- Create road closure map x 5

Cemetery

- Bring Microsoft Access database into SQL server

Development Services

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email
 - Transfer data to G: drive
- Create new model builder for parcel data export
- Create interactive map for transit to include benches, shelters, etc.
- Updates to mPower x 3
- Research ROW in plaza
- Reset password
- Update blighted properties excel
- Build the blighted properties map and dashboard
- Download new floodplain data for 2022 and create new public map for GIS website
- Update Mason City Owned Property layer

Engineering/Water Treatment/Customer Service

- Delete water markers x 2
- Create water markers x 2
- Add x/y data to Sanitary MH, Storm MH, and Storm Intake layers
- Reset password
- Complete WHKS aerial imagery request
- Delete, create, and move water customer service points x 20

Finance

- Reset password

Fire

- Create and publish website to house fire pre plan data/maps
- Meet with dept to go over Pre Plan and perform test on the fire dept building

- Enable attachments to the Site Considerations layer
- Reset password
- Configure assigned shifts and station button for pre plan manager
- Create indoor floor layer for the pre plan apps

Operations / Utilities/ Water Reclamation / Parks

- Reset password

Police

- Create weekly call data maps x4

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- Participate in wellness meeting and assist with the planned activities
- Participate in IGIC lunch and learn
- Change backup tapes daily and monitor elevators while IT coordinator is out of office
- Participate in MAGIC meetings
- Attend electronic records committee meeting
- Participate in NIACC 8th grade career day

Grant Administrator:

- Monthly Reimbursements
 - Staffing for Adequate Fire and Emergency Response (SAFER) -
 - Office for Victims of Crime Specialist
 - Byrne Justice Assistance Grant (JAG)
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Wellness Committee
 - Donation drive distribution
 - Preparation for 90 Day Healthy Life Challenge
- David and Phyllis Murphy Foundation Awards –
 - \$3,000 Mason City Fire Department Fire Prevention Materials
 - \$13,000 Norris Softball Complex Mason City Recreation
 - \$8,000 volleyball equipment Mason City Recreation
 - \$11,000 Youth Task Force
- SAFER Desk Review
- Safe Streets Planning
- CAT Agreement Final Report

Deputy CA Duties

- Attended several meetings related to the Joint Comprehensive Plan, including community kick-offs in Clear Lake on December 7 and Mason City on December 8. Both were well-attended and the consultants were able to gather good feedback. RDG is planning a design workshop at the Mason City Public Library on January 24-26, and I have attached a flyer related to this. Open house times will be January 25 & 26 from Noon-1:00, and January 26 from 4-6 PM.
- Attended a meeting of the Landfill of North Iowa board on December 15. The Landfill has heard the concerns of our community and others about not being able to recycle plastic and glass at the current time and is interested in being a partner to help determine a path forward on recycling.
- Organized & attended an electronic records committee meeting to finalize FY24 budget/CIP requests.
- Organized & attended City Hall building maintenance committee to finalize FY24 budget/CIP requests.
- Attended my first employee wellness committee meeting as a member.

Finance Director Duties

- Office 365 is nearing full deployment. Russ was held up a little by the holidays/scheduling with departments but is making good progress.
- Attended employee recognition event on December 8.
- Had a brief meeting with auditors on December 22. We are anticipating receiving a draft audit by approximately January 12.
- Met with City Administrator Burnett and departments regarding FY24-FY28 CIP requests, and developed proposed CIP, which went out to Council on January 3.
- Distributed budget workpapers to departments. Those are due back on January 9, and the City Administrator and I will meet with departments on January 16-17.
- City Administrator, Development Services Director Van Steenhuyse, and I met with John Danos and Amy Bjork of Dorsey & Whitney. We are looking forward to working with their firm going forward on bond & economic development work.
- Attended Council work session on negotiations and assisted HR & City Administrator with review of collective bargaining proposals.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to Farmers for 90 days at 4.30%; and 2) \$3M to IPAIT for 181 days at 4.60%.

January Initiatives:

Finance Department

- Work on financial month end reports
- Complete City Payables
- Process City Payroll

Information Systems Coordinator

- Start working on Guest Wi-Fi Network and security for wireless ring.
- Continue upgrading servers to newer version of server OS.
- Get new PCs up and running for Animal Shelter.
- Start implementing new Email System.

- Continue working on and distributing new PCs for the year.
- Add free standing rack to PD server room
- Move switches to new rack and clean up cabling for the PD.

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

Deputy CA /Finance Director

- Continue to work with City Council, City Administrator, and departments on FY24 Budget & CIP process, including Council work sessions on January 12, January 26, and February 16.
- Completion of FY22 audit and submission of ACFR to GFOA.
- Continued work on restructuring cash management to ensure proper liquidity while maximizing investment yields.
- Continued work on financial reconciliation and restructuring.
- Plan to work with intern Tyler Trout to orient him on budget and other aspects of local government.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	DECEMBER 2022	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	84	744
EMS	558	5,976
Total Calls for Service (Fire & EMS)	642	6,720
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
492	46	18
Personnel Training Hours		
Fire	922.18	12,723.52
EMS	421.25	4,213.50
Total Training Hours	1,343.43	16,937.02
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	174	2,336
Existing Building Inspections	8	184
Plan Reviews	12	280
Fire Investigations	1	25
Liquor/State License Inspections	5	129
Community Involvement		
Public Tours of the Fire Station (Number)	1	17
Public Fire Safety Appearances/Trainings (Number)	0	25
EMS/Fire Students - Ride-Along	25	68
Preceptor Training Hours	159	687.25
National Fire Statistics -YTD 12.31.222		
	Line of Duty Deaths	Civilian Fire Deaths
	96	2,251
Fire Property Loss Report – Mason City		
Estimated Property Value	\$249,440	\$39,658,987
Estimated Property Loss	\$33,000	\$942,696
Total Saved	\$216,440	\$38,716,291
Overtime Hours		

Fire	36.25	1,012.75
EMS	156.75	5,771.75

Significant Events

12/14/2022 Building Fire	204 15 th St NE
12/29/2022 Building Fire	220 14 th St SE

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	2	5
Development Services	12	16	28
Engineering	17		17
Finance	11		11
Fire	46	1	47
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	65		65
Police	46		46
Recreation	7		7
Youth Task Force	3		3
Grand Total	240	27	267

Plus 96 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-9 openings (Police): New recruitment was conducted and testing will occur on 1/7/23 followed by immediate interviews.
- Police Sergeant-2 openings: Coordinated promotional assessment center and promoted 2 Police Officers to Sergeant positions to replace Lieutenant positions.
- Street/Parks Supervisor - 1 opening (O&M): Internal promotion approved by Council.
- Water Utilities Supervisor - 1 opening (O&M): Internal recruitment conducted and interviews scheduled for January.
- Firefighter/Paramedic - 3 openings (Fire): Conducted additional interviews and offers made subject to council approval in January.

	- Water Reclamation Operator - 3 openings (O&M): Begin new recruitment in late January.
	- Transit Driver - 2 openings (Dev Serv): Continuing recruitment.
	- Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search is put on temporary hold for budgetary reasons.
	- Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy with CSO.
Positions Filled:	- Hired 5 seasonal staff.
Turnover:	- 1 full-time employee resigned, 2 retired, and 9 seasonal employees season ended.
Employee Orientations/exit interviews:	- Conducted 1 orientation sessions for seasonal hires.
Civil Service Commission:	- No civil service meetings during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. Labor Contract negotiations in December and are at impasse. Federal mediation scheduled for late January. - Teamsters: 1 grievance pending grievance settlement. - AFSCME: No open grievances. Labor contract negotiations scheduled for January.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Activity

Police Swearing In Ceremony:	Assisted with Sgt promotional swearing-in ceremony for Police Dept.
Wellness Program:	- Participated in Wellness Committee meeting.
Employee Activities:	- Coordinated Service Award Recognition luncheon for city staff.

Benefits

Activity

Employee benefit support:	- Ongoing support on employees benefit issues
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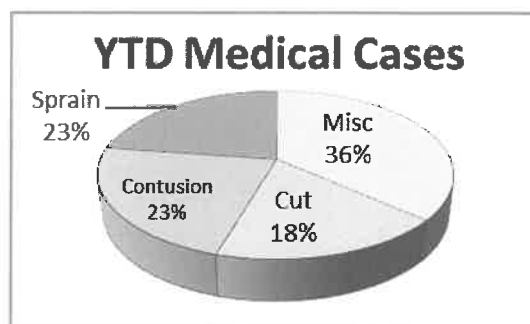
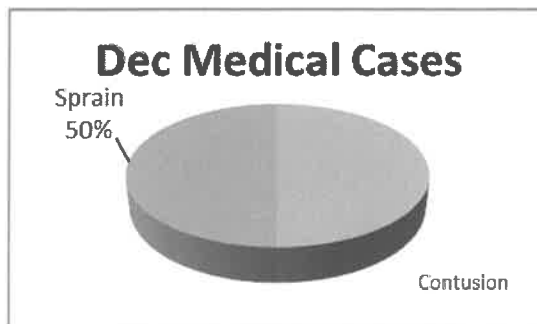
Employee Benefits:	- Completed online annual benefit enrollment process for all employees.
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Miscellaneous

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.
Electronic Recordkeeping Team:	- Attended meeting working on electronic recordkeeping project.
Professional/Community Support:	- Attended online IAPELRA winter training conference.

Safety Statistics	Month	2022 YTD	2021 YTD
# of Work Comp Cases	2	25	22
# of OSHA Injuries	2	22	22
# of Days Missed	0	26	18
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: December 2022

Classes:

- Art Bugs 11 parents 10 children
- Santa's Little Helpers 7 children
- Wine Glass Class: 10 Adults
- Winter Break Fun Day: 12 children

Rentals / Events:

- Self-Guided Tour: 11 adults
- Birthday Party 5 adults 9 children
- Bergland & Cram Meeting: 14 Adults
- Birthday: 3 adults 11 children
- Business Meeting 50 adults
- Off the Clock: 93 adults
- Holiday Open House: 192 adults 199 children

Attendance:

Gallery attendance	256
tour attendance	0
event attendance	587
Classes	58
Playground	142
Outreach	4
TOTAL	1047

Membership:

217 Members

17 Business

10 City Memberships

Partnerships:

Salvation Army Adult Day Care, Prairie Ridge, Manly Care Center, IOOF Home.

Exhibitions:

Rural to Urban: Landscapes in the Permanent Collection

Kinney-Lindstrom Gallery

October 21, 2022 – January 4, 2023



Martin Lewis, *Relics*, drypoint etching on paper, 1928. Purchased with Funds Provided by Esther L. Strickland [1991.9]

Rural to Urban highlights landscapes in the Museum's Permanent Collection. The exhibition will feature wild terrain, rural country sides and urban environments in a variety of media. Explore the American landscape without leaving the Museum.

Center Space Gallery

Adolf Dehn: Selected Works

December 23, 2022 – February 18, 2023



Adolf Dehn, *Western Mines*, watercolor on paper, 1942. Permanent Loan from Virginia Dehn Made Possible Courtesy of Harmon-Meek Gallery, Naples, FL [1997.4.5]

The MacNider Art Museum has several artworks by the Minnesota born artist, Adolf Dehn, in the Permanent Collection. *Adolf Dehn: Selected Works* chooses some of his most vibrant pieces to be featured in this solo exhibition. Dehn was a printmaker and watercolorist, and his work spans subject matter, from whimsical portraits to sweeping landscapes.

Facilities:

The Museum dealt with snow removal and below normal temperatures for much of the month of December. The week prior to Christmas the Museum closed a half a day early due to lack of staff due to weather conditions (there was already low staff numbers due to the holiday).

On January 30, 2022, the Museum had a leak in the Chang Gallery. No artwork was near the leak and staff were unable to determine the source of the leak. The Museum called Henkel

construction who came and determined a drainage pipe that runs through the Museum was clogged with a block of ice. The drain had a heat tape that at some time began malfunctioning. There was also debris in the pipe, possibly an animal. This coupled with the cold temps the week before caused the pipe to freeze closed. Pressure from the pipe couplings leaking was the source of the dripping in the Chang Gallery. Once the pressure was relived, the ice broke loose and debris and ice rushed out, reliving the pressure. The Museum let the area dry out and then hired Henkel to fix the ceiling.

Daily / Weekly / Monthly tasks:

The Museum had a very busy month with the holidays. There were more visitors than prior months due to families bringing out of town guests. In addition, the Museum was short staffed for brief time requiring adjustments of schedules. The Museum also hosted two large public events.

The first was MacNider: Off the Clock where nearly 100 people enjoyed the Museum. Sam Crosser played holiday music for the patrons while they mingled amongst the artwork with beverages and food provided. Off the Clock events are held quarterly and are an excellent way for area residents to visit the Museum.

The second event was Holiday Open House. This event has been a community favorite for many years. It features half a dozen crafts, letters to Santa, an opportunity to visit Santa in person, music from the Clarinet Society, and free holiday cookies. Hundreds of youth visited the Museum on this day along with their parents. In addition to staff dozens of Museum volunteers made the vent possible by helping out.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	2
Cement (Main Repair)	1
Sanitary Sewer Repair	2
Road Box Repair	1
Water Valve Installations	1
Leak Detection	1
Snow Plowing/Sanding	10
Sanitation	11 Days

We had two water main breaks this past month: the first was on Hwy. 122 and Virginia and the second one was on Christmas Day in the 1800 block of S. Wilson. We have had numerous main failures on Wilson.

Internal Service Division:

Mechanical

Service and repair inspection vehicles
Service and repair 1 Engineering vehicle
Service and repair 5 Fire trucks and ambulances
Service and repair Park Vehicles
Service and repair 15 Street Dept. vehicles
Service and repair 9 Police Department vehicles
Service and repair 3 Water Utility vehicles
Service and repair 2 Water Supply vehicles
Service and repair Water Reclamation vehicles
Service and repair 5 Sanitation vehicles

Electrical

Street light repairs

4th Street and Washington pole knocked down in accident
Parking light Repair
Service and repair at the Water Reclamation Department
Locates Hwy. 122/Virginia
Traffic Lights
Traffic Light Repair St. Joe's Church

Snow Removal

Repaired lights on #76 Dump Truck

Repaired Light Heads

Water Reclamation Final Clarifier

Wastewater Division:

- Wastewater treatment:

Monthly Total:	99.70	million gallons
Daily Average:	3.20	million gallons per day
Daily Maximum:	3.80	million gallons per day
Sludge processed	2.5	million gallons
Biosolids Hauled	0	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5
- Helped Engineering with locating manholes for street project

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 3 industrial pretreatment inspections
- Completed 5 industrial pretreatment sampling inspection
- Issued 4 NOV's.

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
- Hauled scrap iron to scrap yard

- Cleaned all hauling equipment and stored for the winter
- Monthly inspections
- Change oil in all small air compressors
- Iowa Wall Sawing cut and removed base for pump #4 replacement
- Rebuilt doghouse for biofilter fan
- Drained and cleaned south final clarifier for repair
- Changed oil in pumps in PS #2
- Plowed snow

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	523.91 tons	5,366.58 tons
Recycling collected	61,640 pounds	1,151,010 pounds
Yard waste collected	6.14 tons	1,123.97 tons
Large item number of stops	28	674
Materials collected:		
Large furniture	22	412
Small furniture	9	388
Tubs & toilets	3	64
Appliances & TVs	4	172
Electronics	0	103
Request for service calls	298	3,564

Street Division:

Cleaned and maintained shop and equipment as necessary
 2 crews out doing alley tree trimming
 Installed signs as directed by City Engineer's Office
 Picked up dead deer on City rights-of-way
 Hauled old appliances to salvage yard
 Swept streets as weather allowed
 Cleaned out space and unloaded truck for new Transit shelter
 Unload Stage for Parks & Recreation
 Street Plowing
 Street Sanding

Park Department:

Worked on warming house & ice rink
 Cleaned Shelters as needed
 Snow removal (includes all trails) multiple times
 Trail Maintenance
 Picked up sticks at arboretum & adult complex
 Shop maintenance
 Equipment maintenance

Grounds Maintenance at youth complex

Monthly safety inspections

Cleaned up around Soccer Fields

Ball Diamond Repair

Sled Sheds

Feed and care for deer

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	1286	1205	1483	1463	1846	1731	1862	1860	1739	1551	1375	0	17401
Alarm - Business	42	45	42	39	41	47	56	52	42	38	39	0	483
Animal	33	37	57	51	72	86	63	95	47	54	50	0	645
Burglary	10	8	9	17	8	5	11	16	15	15	16	0	130
Collision - Prop Damage	81	59	53	54	47	57	62	53	63	67	69	0	665
Collision - Pers Injury	9	1	11	7	12	13	10	10	7	5	4	0	89
Collision - Hit and Run	20	15	13	10	24	19	23	17	21	15	21	0	198
Disorderly	78	76	89	100	151	132	167	143	161	106	93	0	1296
Domestic - Physical	10	10	8	10	8	11	16	14	9	12	16	0	124
Domestic - Verbal	32	21	29	23	28	23	24	29	32	37	22	0	300
Fireworks	6	0	2	2	6	60	68	8	2	2	0	0	156
Harassment	38	35	50	49	69	62	53	61	56	60	40	0	573
Medical	68	85	88	107	74	97	97	105	87	89	117	0	1014
Motorist Assist	56	25	23	24	21	28	15	23	21	20	24	0	280
Parking	71	48	8	33	33	39	55	45	44	35	38	0	449
Stray Animal	32	23	43	54	80	74	59	45	74	74	59	0	617
Suspicion	91	147	181	171	228	190	214	232	195	203	144	0	1996
Theft	45	51	70	49	87	64	83	98	113	62	55	0	777
Welfare Check	106	90	89	120	146	129	140	130	109	111	95	0	1265

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	125	105	156	138	112	158	106	151	96	0	1305
New Investigations	354	317	411	342	417	394	407	459	421	399	338	0	4259
Traffic Citations	93	86	99	90	83	90	81	67	77	102	144	0	1012
Written Warnings	45	47	51	35	33	41	62	24	49	47	111	0	545
Crash Reports	85	65	74	64	64	71	77	65	76	75	85	0	801
Parking Tickets	463	131	13	19	24	6	31	22	13	45	177	0	944
Traffic Stops	101	121	114	96	68	79	119	51	72	84	199	0	1104
Extra Patrol Checks	701	604	561	690	474	443	269	399	395	492	664	0	5692

Business Checks	66	46	41	20	17	27	37	23	13	24	56	0	370
Offender Checks	20	22	22	25	25	27	20	39	22	30	12	0	264
Open Records Requests	600	338	654	482	397	564	480	611	521	537	459	0	5643
Dogs to Shelter	16	5	17	17	33	28	37	19	23	27	12	0	234
Cats to Shelter	14	8	14	14	41	47	32	30	42	28	32	0	302

While the calls for service from November may not indicate that it was an overly business month at MCPD, we have been working on wide variety of cases. This month that included the loss of four children in an accidental house fire. We continue to support our responding personnel to ensure that they are coping well and prepared for their next shift.

Other notable patrol work for the month includes the following:

- The recovery of a handgun from a local liquor establishment. The case remains under investigation while we complete follow-up with ATF and charges are pending.
- During a traffic stop, a Third Detail officer seized a handgun and marijuana from the occupant of the vehicle. The gun was a ghost gun and we have identified fingerprints that were recovered from the gun. A warrant has been filed for the person who was in possession.
- Officers on Second Detail followed up on the theft of some tools from a work site at a local company. While looking for a vehicle that had also been stolen in the incident, officers developed information that led to the execution of a search warrant in Floyd County. Nearly all of the stolen tools were recovered and an arrest was later made in the case.
- We investigated a shooting on November 28 that resulted in an attempted murder charge on a local resident. Outstanding teamwork by the responding patrol officers, investigator, and following shifts led to the apprehension of the suspect and the gun the following day. The suspect is in jail awaiting a court appearance.

Criminal Investigations

Nine new cases were assigned to CID for following in November. Three of those cases were closed and two were cleared by arrest. Two previous arrests were adjudicated this month. In one case, a local sex offender was convicted in federal court of possession of child pornography. In the other case, a local resident was sentenced on three counts of sexual abuse and sent to prison on consecutive sentences.

Other notable CID casework for November included: work with the State Fire Marshal's Office on the fatal house fire; service of search warrant in Floyd County and recovery of stolen tools; completed a shooting investigation and filed charges of attempted murder and 1st degree theft; assigned a new investigator to CID from patrol; and completed Child Protection Center case review.

Support Services

The Crime Victim Specialist followed up with 53 victims this month and made referrals to four outside agencies and two to Crisis Intervention Service. She also assisted with the completion of

three Crime Victim Assistance Division applications and worked with the County Attorney to follow-up on two cases.

In addition to attending a variety of community meetings, the CVS also assists with mental health calls for service, when necessary. She also is able to support victims by answering questions about next steps in cases and resource availability that keeps officers available for calls for service.

Again this year, we are offering the Holiday Package Program so that local residents can have their holiday packages shipped to MCPD. This helps to prevent crime by preventing theft from packages left on front steps of homes. So far this year the number of packages has already exceeded the number from 2021. This is a great way for us to interact with our community and prevent crime at the same time.

November marked the return of Alternate Side Parking and a nearly immediate use of the ordinance when we had our first storm. For the month, MCPD issued 177 parking tickets. Three vehicles were towed for parking issues. We sent out 26 delinquency letters to vehicle owners for overdue fines.

Although it cooled off, we still continued to respond to a large number of calls for animals – 111 for the month. This included two bite cases, both by dogs. We filed 10 charges for a variety of animal offenses and took 44 animals to the Stray Animal Shelter – 32 cats and 12 dogs.

Administration

We worked in November to complete training for our new BMHS (Basic Mental Health Screening) tool using the HealthIM app on new patrol car smart phones. This tool will help us to improve officer, patient, and nursing safety during these encounters while more accurately documenting the crisis and arriving at a placement decision. While HealthIM has been widely used by police in Canada, we are just the second law enforcement agency to use it in the United States. This five-year pilot study is being funded by our social service region, Central Iowa Community Services. We would not have been able to implement this solution without support from MercyOne, Prairie Ridge and their Downtown Drop-In Center, and the Cerro Gordo County Jail.

We also made some administrative changes this month to how we close out our calls for service in CAD. This process has become more efficient for officers and still allows us to deliver detailed information to community partners (Mental Health Stakeholders and the Department of Corrections) each day about who we encountered the previous 24 hours. The transition for officers has been smooth and we are adapting to the procedural change.

MCPD is working with Human Resources on our current recruitment for Police Officer. Applications are being accepted through December 15, 2022, and testing will be in early January. We are offering relocation assistance to new hires along with the residency stipend that we implemented near the end of 2020. We are looking forward to testing and hiring new officers in the coming weeks. We are also offering a referral bonus to all city employees for referring successful applicants.

Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	22-Dec	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTD
Adult Fiction	856	923	972	1067	1759	1086	6663	6549
Adult Non-Fiction	225	332	366	318	437	443	2121	2523
Large Print	591	606	724	793	797	764	4275	3990
Young Adult	273	343	485	440	616	690	2847	2201
Juvenile Fiction	1086	1588	1494	1281	1643	2160	9252	7894
Juvenile Non-Fiction	176	263	276	222	301	370	1608	1729
Middle School	157	292	234	232	390	367	1672	1087
TOTAL BOOKS	3364	4347	4551	4353	5943	5880	28438	25973
<i>Circulation-Other</i>								
Audio/CD/Playaway	90	95	203	162	228	226	1004	984
Video Games	78	33	34	28	34	55	262	0
Periodicals	86	145	181	135	104	138	789	754
Software	0	0	0	0	0	0	0	0
Other (puppets, misc.)	8	7	8	11	6	14	54	68
DVD	642	677	940	690	1052	831	4832	4451
Tumblebooks	11	6	2	9	11	6	45	30
Creativebug (users)	14	20	19	11	11	31	106	30
World Book Online	0	40	101	76	0	240	457	186
Chilton's Online	32	27	24	14	35	28	160	309
Gale	0	1	0	5	2	1	9	1432
Transparent Languages	46	793	599	613	640	638	3329	545
Brainfuse	0	62	12	11	23	26	134	0
Bridges	2142	2049	1975	2053	2105	2016	12340	10534
Newsbank	105	92	20	73	62	57	409	0
Hoopla!	969	923	886	882	957	863	5480	3996
Total-Other	4223	4970	5004	4773	5270	5170	29410	23319
Grand Total Circ.	7587	9317	9555	9126	11213	11050	57848	49292
Item Records Added	309	441	499	422	705	365	2741	3158
Patrons Registered	42	65	90	78	102	98	475	377
Renewals	650	652	579	803	862	791	4337	4103
Holds Filled	453	222	279	260	288	277	1779	1175
Holds Placed	254	452	370	470	475	421	2442	2791
Discs Cleaned	0	0	0	0	0	0	0	0
Photocopies	1825	1753	2813	3102	2995	6311	18799	9584

Meeting Room Guests	795	719	855	500	853	1619	5341	2841
Meeting Room Used	130	143	159	90	129	155	806	332
SILO request unfilled	25	9	15	27	4	7	87	10
SILO request filled	2	0	2	0	0	0	4	64
SILO MCPL Request Filled	23	2	7	9	3	5	49	28
SILO MCPL Request Unfilled	0	16	12	11	5	27	71	77
Attendance	8000	9800	10000	7800	9700	9700	55000	64500
Children's Programs	3	6	8	7	0	11	35	9
Children's Program Attendance	335	321	609	33	0	1109	2407	438
Young Adult Programs	2	1	5	2	0	7	17	4
YA Program Attendance	42	2	123	21	0	271	459	63
Adult Programs	12	9	9	8	4	16	58	11
Adult Program attendance	118	42	35	103	115	136	549	116
In Library Use	865	880	650	464	1250	1250	5359	12825
Faxes Received	20	17	14	23	8	1	83	140
Faxes Sent	34	81	64	114	36	50	379	275
Scan	145	164	70	89	51	43	0	289
Handouts, Brochures, etc.	5000	4000	7000	4000	3000	5500	28500	6200
Genealogy Referrals	0	0	0	1	0	2	3	3
Archive Referrals	14	8	5	4	13	6	50	35
Photo Prints	8	23	16	24	28	15	114	41
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	4500	3000	3500	4000	3000	4000	22000	5625
Internet Users	350	450	375	400	600	425	2600	1975
WI-FI Sessions	1115	1255	1554	1604	1635	1864	9027	8088
Microfilm Users	2	3	6	10	2	2	25	0
MyLibro App	3871	3902	3299	2976				13578
Website Visits	2470	2595	2615	2856	2281	2118	14935	138755
TOTAL PUBLIC SERVICES	31414	31033	35637	30311	28144	36602	193141	213042
GRAND TOTAL SERVICE UNITS	39001	40350	45192	69748	39357	47652	281300	262334
VOLUNTEER HOURS	36	48.5	28.5	73	40	26	252	101

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Adult Open Gym Basketball
- Harding Open Gym
- NIACC Youth Basketball Camp
- Process Timecards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2022 through December: 336,853

Total People Served in 2021 through December: 334,302

* 0.8% increase in people served from 2021

** 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
- Worked on FY 2023 budget
- Grounds Superintendent Jon Gansen received recognition for 35 years of Service at Highland

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru November: 93,285
- Hosted 2 North Iowa Bulls games
- Hosted 4 Mason City Toros games
- Hosted 2 High School Club Games
- Hosted 8 Mason City Youth Hockey Home games
- Hosted the 1 Tournament (13 Teams)
- 5 Open Skates

- Skate with Santa
- Continue to support Youth Hockey Association activities

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Addressing Winter Staff needs (email/letter)
- 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 recruit an intern for Summer 2022
- Continue prep work at MacNider Campgrounds will host the fourth stand-alone Steak Cook-off Competition
- Assisted Band Festival committee
- Renewed our water management contract for the Aquatic Center
- Worked on the Rock-Climbing Proposal for the Destination Iowa Project
- Met with Main Street Mason City on collaborating on summer projects
- Assisted in the Chamber with a Yield class lesson
- Met with QR Fit to see if they would be a good fit for our community
- Staff won the city-wide Holiday Donation Drive #teamdomination

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
- Finalizing dates for the 2022 outing and tournament schedule
- Preconstruction meeting for the Cart Storage Shed Project – 2 meetings

Multipurpose Arena Special Activities/Accomplishment:

- Worked with on fixing minor issues
- Continue to work with Rock House Productions on adding concerts for the summer 2023 – A finalist list was presented back to Rock House (offer will be made after 1/1/2023)
- Continue talks with two different promoters for the 2023 concert series
- Met with the Mason City Youth Hockey Board and ICON Marketing
- Assisted in preconstruction meeting with SECTOR - 4 meetings
- Made contact with 3 different youth events for the summer
- Met with possible host for a farm expo at the arena (summer 2023)

Recreation Work to Be Completed in Coming Month:

- Reviewed our fee structure for the Family Aquatic Center and will be making recommendation for changes to the Parks and Recreation Board
- Run Before and After School Programs
- Run Adult Drop In Basketball
- Run Adult Drop In Pickleball
- Run Adult Drop In Coed Volleyball

- Run Adult Volleyball
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Host the Annual Fishing Derby – January 14th
- Run a No School Day Camp – January 16th
- Host Hockey Fun Day with the Toro's – January 21st

Highland Park Golf Course Work to Done in Coming Month:

- Reviewed our fee structure and will be making recommendation for changes to the Parks and Recreation Board
- 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

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.
- Hopefully finalize dates for the summer concerts
- Continue to try to find a youth booking for the summer

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of December 2022:

- On-going restocked Volunteer supplies for various events
- Assisted Recreation 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 kept volunteers abreast of upcoming events
- Talked 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 2022
- Finalized report for grant and letter of request for Beautification program
- Attended Gardeners and Aging Coalition Meetings
- 6 new volunteers applications accepted
- Contacted city departments regarding volunteer opportunities and new volunteer interest

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	90.55
Recreation	Volleyball	1040.75
Beautification	Garden Maintenance/Cleanup	12.0
457	Maintenance	61.0
Parks	Misc. Jobs/Street cleanup	9.75
Yield Students	Sled Project	160.0
Total Hours		1374.05

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

IDPH - Improving Tomorrow: Prevention Focused Mentoring Grant

Peer Mentoring (*John Adams Middle School (JAMS) students with Alternative High School mentors*)

Regular group meetings continued throughout the month.

Staff attended training on the new “Iowa Grants” system, scheduled for implementation in mid-December.

North Iowa Teen Mental Health First Aid (tMHFA) Project

Three schools wrapped up their first Teen Mental Health First Aid (tMHFA) sessions at the end of November.

Pre and Post Surveys were administered.

FY 23 – Q2 Post-survey Results: 100% of respondents indicated an increased knowledge/awareness of mental health issues after taking the course. (Target Goal – 50%)

Measure 3 (DHS contract-specific): *Each teen will be able to identify one trusted adult or caregiver that they can go to, in order to promote positive behavioral health.*

FY 23 – Q2 Outcome: 100% of students indicated at least one trusted adult they can go to for help.

As a supplement to course curriculum, tMHFA instructors provide information about where and how to access local mental health resources and services for teens.

DHHS is funding the first 200 area teens trained under the program. YTF will submit the first claim to the Iowa Department of Health and Human Services (DHHS) in December.

Another YTF staff-member began training to become certified in Teen Mental Health First Aid. Two staff-members attend each training in the event any emotional difficulties that might come up during discussion and sharing of mental health personal experiences. An additional instructor “in-house” also provides coverage in the event of instructor illness.

Please see next page with attached feedback from two local high school students (submitted by their school counselor)

***YTF continues the search for appropriate grant funding to support all program activities.**

STAFF / OTHER

November Meetings, Community Involvement, Education:

11/1 – Teen Mental Health First Aid (tMHFA) Training - Mason City	11/14 - tMHFA Training – Northwood
11/1 - JAMS Peer Mentoring	11/15 – tMHFA Training- Mason City
11/2 - tMHFA Training - Britt	11/15 – JAMS Peer Mentoring
11/3 – Iowa Mentoring Partnership (IMP) Webinar	11/16 – DM Mtg
11/4 - tMHFA Training - Northwood	11/16 – Staff Meeting
11/4 - tMHFA Training – Northwood	11/17 – IMP IT Call
11/7 - tMHFA Training – Northwood	11/17 – IDPH Monthly Call
11/7 – tMHFA Training – Northwood	11/17 – Executive Meeting
11/8 - Staff mtg session	11/17 – Iowa Grants Training
11/8 - tMHFA Training - Mason City	11/22 – JAMS Peer Mentoring
11/8 - JAMS Peer Mentoring	11/29 – JAMS Peer Mentoring
11/10 - tMHFA Training - Mason City	11/30 – CG Public Health Improvement – Early Childhood Strategic Planning Mtg
11/14 - tMHFA Training – Northwood	

Teen Mental Health First Aid (tMHFA) Training

November 2022

STUDENT FEEDBACK (as submitted)

Before this class I didn't know much about mental health. Every time I heard mental health illnesses I would think of depression or anxiety, but there are so many more. This class taught me what steps to take when helping someone who is going through a crisis. A mental health crisis is when someone has a greater risk of harming themselves or others.

This class helped teach me how to notice mental health issues and how to start a conversation about them. Having these conversations is okay. It is okay to ask someone if you have concerns about them, but you need to trust what they are saying. I learned to be there for someone in need but to never try to diagnose them. If I was helping someone, I now know I cannot do it alone and telling a trusted adult is okay. This class showed me places in my community that are available to help.

All questions were answered and no one was judged. We were allowed to share what we felt and everyone listened. No ideas or opinions were shut down. This class was good to take and I think all high school students should learn about mental health.

Before this class I knew a little bit about mental health. When it started, at first I thought what was the point of it, but once we started learning about it, I got really into it. You learn a lot about all types of mental health issues like, anxiety, depression, bipolar, etc. I have always wanted to

be some sort of therapist, so learning about all kinds of mental health issues really made me just want to help people more.

This class gives the correct information that you need to learn about these things. I have had lots of mental disorders in my life but I never really thought to learn about it, this class makes sure you learn everything about these disorders. Even if you wanted to learn about one disorder in particular, you could just ask, and they will give you all the information needed. What I also love about this class is that no one gets left out, you get to interact with people, you learn about all sorts of mental health.

When taking this class you learn all about, well obviously mental health, what it does to you, all different types of mental health, how to treat it, what you can do to help the person in need. It is generally a great class, and it made me feel safe talking about my issues.