



City Manager's Monthly Activity Report

April 2010

City of *Carroll*

This is a report of the various departments and divisions of the City of Carroll.

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Worked with city staff to prepare FEMA paperwork for two disasters (DR-1877 and DR-1880)
- Worked with Benefit Source Inc re: health insurance concerns/renewal
- Attended Iowa Municipal Finance Officers Association meeting (April 22-23) – Des Moines
- Collected \$2,721.00 for 18 delinquent utility accounts from the Income Offset Program

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Related computer issues at City Hall
- Continue to create utility billing manual
- Work with Benefit Source Inc re: health insurance concerns/renewal
- Continue to work with city staff to prepare and submit FEMA paperwork
- Health insurance reform seminar – Des Moines (May 21, 2010)

Monthly Safety Topic:

- Misc. office safety topics including fire safety and ergonomics

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Carroll Fire Department responded to 10 emergency calls and held three training sessions in April.

Accomplishments of particular note:

The Department completed a course in handling emergencies involving ethanol. Special alcohol-resistant firefighting foam applications were discussed with a live demonstration of the foam capabilities in suppressing ethanol fires.

Department members began training with the new pumper truck. Training on the truck's operation will be completed very soon and the new truck placed in service in May.

Firefighters assisted in a spring clean-up of the sidewalks in the downtown area. Sand used for winter road maintenance had accumulated on the walks and was washed off by members of the Department.

Firefighter Marty Vanderheiden tested for Fire Fighter I certification. Marty completed nearly 120 hours of class room and hands-on training over the past several months. Certification testing included a 100-question written test along with a skill proficiency evaluation. The test and skill evaluation process was conducted by the Iowa Fire Service Training Bureau. The results of Marty's test are expected in late May. My thanks are extended to Marty for his dedication in giving up his own time in order to earn Fire Fighter I Certification.

Run Report for April:

Alarm Date	Alarm Time	Alarm Location	Incident Type
04/03/2010	18:25	1102 Woodland Drive	741 Sprinkler activation, no fire
04/09/2010	20:32	822 Monterey Drive	118 Apartment fire
04/11/2010	10:03	1913 N Randall Road	651 Smoke scare, odor of smoke
04/17/2010	15:38	20627 Jade Avenue	170 Field fire
04/19/2010	14:29	Hwy 30 & Bella Vista Drive	551 Assist police – vehicle collision
04/19/2010	15:13	17486 130 th	111 Mutual aid given
04/19/2010	22:43	1515 Plaza Drive	421 Chemical hazard
04/27/2010	14:14	810 E Highway 30	131 Passenger vehicle fire
04/29/2010	10:06	522 Parkview Drive	651 Smoke score, odor of smoke
04/29/2010	10:31	23754 215 th Street	151 Outside rubbish, trash fire

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

All officers on the police department participated in pistol and shotgun qualification training during April. This training is required at least annually. Chief Cayler, Sgt. Fleecs and Officer Burke all serve as firearms instructors.

Two new patrol cars were put in service in April. Two 2010 Dodge Chargers were outfitted and placed in service during the last week of April. These vehicles will replace two Ford Crown Victorias.

Chief Cayler and Captain Heino helped chaperone a Substance Abuse Free Environment (S.A.F.E.) movie night at the Swan Lake Education Center on Saturday, April 10th. This event was sponsored by the Carroll Police Department and was for 5th and 6th graders from the Carroll area. These safe nights are held approximately four times per year and provide recreational activities for youths throughout the community to promote safe, healthy, non-alcoholic events.

A tour of the police department was conducted for the Foster Grandparents' program on April 14th.

The police department has been dealing with more and more issues involving Pit Bulls being housed within the city limits in violation of our local ordinance. There were at least four situations during the month of April.

D.A.R.E. graduation was held for the St. Lawrence 6th graders on April 26th. There were approximately 80 students in this class.

A summary of case investigations and a summary of citations and warnings issued for the month follows on page 5.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: April 1, 2010 THRU April 30, 2010

Offenses	Incidents Reported
Forcible Fondling	1
Aggravated Assault	1
Simple Assault	2
Burglary/B&E	2
Shoplifting	2
Theft of Bike	1
Theft from Building	5
Motor vehicle Theft	1
Vandalism: Residence	2
Vandalism: Vehicle	2
Drug/Narc Violations	4
Drug Equipment Viol	4
Drive Under Infl	3
OWI 2 nd	1
Liquor Law Violation	1
Drunkenness	4
Disorderly Conduct	1
All Other Offenses	8
Found Property	3
Animal Bite	1
Warrant Outside	8
10-50 PD	13
1050PD: Hit and Run	2
Under 1000	7
Assist other Agency	1
Op After Revocation	1
Operate After Suspen	8
Misc. Public	1
Total	90

Citations	
Animal	3
Open Container	0
Tobacco	0
Dark Windows	0
License	11
Loud Stereo	0
Parking Citation	0
Parking Violation	16
Registration	12
Seatbelt	29
Traffic Violation	52
Other	2
Warning	261
TOTAL	386

Salvage Vehicle
Inspections: 13

Building Department

As reported by Perry Johnson, Building Official

Agricultural

Building	NONE	\$0.00		\$0.00
Agricultural Building Valuation				
Total:		\$0.00	Agricultural Building Fee Total:	\$0.00

Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
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Commercial

Building	04/06/2010	\$629,000.00	100090	\$1,716.00
	04/06/2010	\$150,000.00	100091	\$566.00
	04/22/2010	\$25,000.00	100111	\$172.00
	04/26/2010	\$0.00	100114	\$35.00
Commercial Building Valuation				
Total:		\$804,000.00	Commercial Building Fee Total:	\$2,489.00

Electrical	04/05/2010		100089	\$35.45
	04/07/2010		100095	\$78.26
			Commercial Electrical Fee Total:	\$113.71

Mechanical	NONE			
			Commercial Mechanical Fee Total:	\$0.00

Plumbing	NONE			
			Commercial Plumbing Fee Total:	\$0.00

Right of Way	04/12/2010		100099	\$15.00
	04/30/2010		100126	\$15.00
			Commercial ROW Fee Total:	\$30.00

Sign	NONE			
			Commercial Sign Fee Total:	\$0.00

Commercial Valuation	Total:	\$804,000.00	Commercial Fee Total:	\$2,632.71
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Residential

Building

04/07/2010	\$10,000.00	100094	\$84.50
04/22/2010	\$0.00	100104	\$35.00
04/22/2010	\$228,000.00	100106	\$801.00
04/22/2010	\$220,000.00	100107	\$781.00
04/28/2010	\$276,000.00	100120	\$918.50
04/29/2010	\$13,329.00	100121	\$103.25
Residential Building			
Valuation Total:	\$747,329.00	Residential Building Fee Total:	\$2,723.25

Electrical

04/05/2010			
04/05/2010		100082	\$33.20
04/05/2010		100084	\$35.88
04/05/2010		100085	\$35.88
04/05/2010		100086	\$35.88
04/12/2010		100088	\$35.88
04/12/2010		100096	\$35.88
04/16/2010		100097	\$35.88
04/22/2010		100103	\$35.88
04/22/2010		100109	\$35.88
04/26/2010		100112	\$35.88
04/29/2010		100115	\$35.88
04/30/2010		100122	\$35.88
		100123	\$35.88
		Residential Electrical Fee Total:	\$463.76

Mechanical

04/07/2010		100092	\$47.52
04/26/2010		100117	\$53.26
		Residential Mechanical Fee Total:	\$100.78

Plumbing

04/05/2010		100081	\$37.50
04/12/2010		100100	\$30.00
04/12/2010		100101	\$0.00
04/26/2010		100116	\$80.00
04/30/2010		100125	\$30.50
		Residential Plumbing Fee Total:	\$178.00

Right of Way

04/05/2010		100083	\$0.00
04/05/2010		100087	\$15.00
04/07/2010		100093	\$719.44
04/12/2010		100098	\$15.00
04/16/2010		100102	\$50.00
04/22/2010		100105	\$15.00
04/22/2010		100108	\$15.00
04/22/2010		100110	\$15.00
04/22/2010		100113	\$15.00
04/26/2010		100118	\$15.00
04/28/2010		100119	\$15.00
04/30/2010		100124	\$15.00
		Residential Right of Way Fee Total:	\$904.44

Residential			
Valuation Total:	\$747,329.00	Residential Fee Total:	\$4,370.23

Valuation Grand			
Total:	\$1,551,329.00	Fee Grand Total:	\$7,002.94

Permits - YTD - through April 2010

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
Agricultural Valuation Total:		\$0.00	Agricultural Fee Total: \$0.00	
<i>Commercial</i>				
	Building	\$1,804,000.00		\$4,995.00
	Electrical			\$347.59
	Mechanical			\$147.59
	Plumbing			\$27.00
	Right of Way			\$60.00
	Sign			\$60.00
Commercial Valuation Total:		\$1,804,000.00	Commercial Fee Total: \$5,637.18	
<i>Residential</i>				
	Building	\$0.00		\$2,939.75
	Electrical			\$2,403.33
	Mechanical			\$266.08
	Plumbing			\$422.00
	Right of Way			\$979.44
	Sign			\$0.00
Residential Valuation Total:		\$0.00	Residential Fee Total: \$7,010.60	
Valuation Grand Total:		\$1,804,000.00	Fee Grand Total: \$12,647.78	

Public Works

As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

Division: Streets

- Excavated five graves for Cemetery.
- Pothole patched various locations around town.
- Placed 45.5 cubic yards of concrete for street repairs.
- Removed sanders and plows from trucks and stored for the summer.
- Sweeper completed cleaning all city streets.
- Graveled and graded gravel roads.

Division: Water

- Water production:
 - Monthly Total: 38.746 million gallons
 - Daily Average: 1.292 million gallons
 - Daily Maximum: 1.765 million gallons
- Completed 348 Iowa One Call locate requests – Historical Monthly Maximum.
- Meter Department
 - 56 service orders.
 - System hydrant flushing.

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 62.21 million gallons
 - Daily Average: 2.07 million gallons
 - Daily Maximum: 2.549 million gallons
- Performed Laboratory Analysis.
- Completed DNR Monthly Operating Report.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Performed preventative maintenance on equipment.

Special Activities/Accomplishments of particular note:

Division: Streets

- Received 100 tons of salt to fill storage building.
- Received new John Deer Backhoe on April 13, 2010.
- Flushed and cleaned CBD and Highway 30 through Carroll with assistance of Fire Department and IDOT.
- Assisted relocation of house adjacent to City Garage (removed and replaced signs).

Division: Water

- Flushed entire distribution system to enhance water quality.
- Chemically treated one well to enhance water quality and production.
- Installed uninterruptible power sources in four wells to protect them from electrical surges.

Division: Wastewater

- Cleaned sanitary sewer collection system pursuant to schedule.
- Finished monthly maintenance schedule.
- Preventative maintenance on equipment.
- Trained on new CCTV system.
- Televised 3rd Street sanitary sewer and repaired pipe.

Activities planned for next month and other comments:

Division: Streets

- Full-depth patch failed areas of concrete streets.
- Continue with pothole patching
- Begin painting traffic lines and parking stalls.

Division: Water

- Chemically treat one well to enhance water quality and production.
- Collect arsenic, nitrate and sodium samples required per DNR permit.
- Install new chlorine analyzer tubing.
- Rewire HSPS influent vault to prevent shorting out of wiring during flooding periods.
- Repair fire hydrants that were found to be faulty during system flushing.
- Complete Iowa One Call locate requests which are currently at historical monthly maximum numbers.

Division: Wastewater

- Perform Laboratory analysis.
- Complete DNR Monthly Operating Report.
- Clean collection system pursuant to schedule.
- Clean storm sewers.
- Perform preventative maintenance on equipment.
- Work on database for Collection System.
- Monitor West Central Coop re-package project.
- Clean and televise Court Street, Carroll Street and Adams Street to U.S. 30.

CAPITAL PROJECT STATUS SUMMARY – 05-11-10

Project	Action Plan	CIP F.Y. 2010	Budget 2010	ANTICIPATED		CONTRACT DATA						Notes
				Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	
Parallel Taxiway Design Project			X	\$62,850		JFSCO Engineering	\$62,850	February 2009	\$61,101.00	97%		Engineering plans submitted to FAA for review and approval
Fire Dept. Pumper Truck		X	X	\$330,000		Toyne Inc.	\$334,214.19	07-15-09	\$334,745.94	100%	April/May 2010	Complete
Playground Equipment		X	X	\$50,000								Will go to bid spring 2010. \$25,000 from F.Y. 08-09 budget and \$25,000 from F.Y. 09-10 budget
Streetscape 4	X	X	X	\$460,500	11-01-09	Confluence	\$65,404.00	10-13-08	\$62,802.39		11-01-09	
						Warnke Construction, Inc.	\$537,256.85	04-27-09	\$407,921.53	88%	11-01-09	
Streetscape 5		X	X			Confluence	52,250.00	11-23-09	\$51,476.68		11-12-10	
Street Rehab. '10		X	X	\$70,000	11-01-10	JEO Consulting Group, Inc.	\$75,390.00	08-10-09	\$63,008.50			
						Ten Point Construction Co.	\$651,880.05	03-08-10			11-15-10	
Street Sweeper Purchase		X	X	\$30,000	06-30-09							CIP proposed \$150,000 replacement; F.Y. 10 Budget included \$30,000 recondition
U.S. 30 & Griffith Rd. Signalization	X	X		\$125,000		Snyder & Associates, Inc.	\$7,500.00	05-04-09	\$7,500.00	100%	06-15-09	TSIF Application. Estimated project cost = \$525,000

Project	Action Plan	CIP F.Y. 2010	Budget 2010	ANTICIPATED		CONTRACT DATA						Notes
				Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	
Clark Street Improvements		X	X	\$1,051,700		JEO Consulting Group, Inc. Tri-State Paving	\$83,000.00 \$808,257.90		\$78,813.00			Late Start Date: 06-21-09 Working Days: 80 Bid Letting: 10-20-09
Sanitary Sewer System Evaluation Survey	X	X	X	\$150,000								
Water Supply Improvements	X	X	X	\$750,000		Veenstra & Kimm, Inc.	\$4,900.00	06-29-06	\$2,187.00		08-31-06	
Library	X			\$21,000.00		FEH Associates, Inc. Barker-Lemar	\$35,000.00 \$4,680.00	04-13-09 03-22-10	\$24,500.00			Paid \$14,000.00 in F.Y. 09
Graham Park Tennis Complex	X					JEO Consulting Group, Inc.	\$23,000.00	11-23-09	\$1,490.00		11-01-10	Plus hourly
Rec Center Improvements	X											
New Cemetery Building	X											

Action Plan – City of Carroll Action Plan that was adopted on 09-08-08 and 10-12-09 by the City Council

CIP F.Y. 2010 - City of Carroll Capital Improvement Program F.Y. 2010 as part of the 2009/2010 Fiscal Year Budget approved on 02-23-09 by the City Council

2010 Budget – 2009/2010 Fiscal Year Budget approved on 02-23-09 by the City Council

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Dan Smith, Golf Superintendent

- Mowed greens 12 times
- Mowed tees 8 times
- Mowed collars 8 times
- Mowed roughs 2 times
- Changed cups 7 times
- Put out ball washers
- Put out trash baskets
- Put out tee markers
- Put out flag poles
- Put out tee signs
- Mowed fairways 8 times
- Parks, Recreation and Cultural board meeting

Cemetery: John Snyder, Cemetery Sexton

- Tended to seven internments
- Backfilled and seeded 32 graves
- Mowed entire cemetery twice
- Picked up garbage and branches daily
- Worked with monitors and debris removal crew on cemetery ice storm damage
- Met with numerous families on grave sales
- Trimmed weeds around monuments
- Tilled flower gardens up and seeded with grass
- Cleaned all leaves and garbage away from fences and walls
- Finished cleaning up all piles of rakings made by volunteers
- Worked with different groups on volunteer to do raking
- Continued to train new part-time help
- Did all cemetery paperwork, timesheets, death records, grave sales, etc

Recreation Center: Marci Hinners, Recreation Center Director

- Teach flex and stretch class
- February Usage: Members 6,817
Daily Admission 437
Punch card 330
Total: 12,214

Leisure Services: Mike Mertes, Recreation Program Specialist

- Soccer Program (28 boys teams (309 participants) / 26 girls teams (331 participants))
- Started work on Baseball/Softball program
- Finished Adult Coed Volleyball (9 teams)
- Put together upcoming registration forms

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Changed light bulbs on city property
- Back washed filters for pools and spa at Rec Center
- General housekeeping
- Time sheets for staff
- Ordered supplies
- Cleaned pool and spa chlorinators at Rec Center
- Vacuumed Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center

Special Activities/Accomplishments of particular note:

Golf: Dan Smith, Golf Superintendent

- Opened golf course
- Opened bathrooms
- Coordinated with contractor for ice storm clean up
- Cleaned up remaining storm debris

Cemetery: John Snyder, Cemetery Sexton

- Clean up of storm damage
- Monitor the monitors who are monitoring the contractors
- Reviewing cemetery rates

Recreation Center: Marci Hinnners, Recreation Center Director

- Attended IPRA Spring Conference

Leisure Services: Mike Mertes, Recreation Program Specialist

- Supervise Soccer Games
- Finished and delivered Summer/Fall program book to schools
- Attended IPRA conference in Sioux City
- Prepare for Scholarship Program beginning

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Worked on spinning bikes
- Recital time at Rec Center
- Worked on chlorinators at Rec Center
- Pool lights ballast at Rec Center
- Worked on sauna door and seats at Rec Center and new seating options.
- Got quotes for 3 meter, diving platforms, pool vac, and spa filter at Rec Center
- Contract for doing tile work in pool and shower areas at Rec Center
- Worked on specs for City roof replacement
- Worked on exhaust fans at Rec Center
- Chemical tanks installed outdoor pool
- Storm door at golf course
- Club house ready to open.
- Stadium Lights
- Worked on replacing night staff

Activities planned for next month and other comments:

Golf: Dan Smith, Golf Superintendent

- Apply fertilizer and crabgrass control to fairways and tees
- Apply wetting agents to greens
- Open bids for new aerifier
- Open bids for golf cars

Cemetery: John Snyder, Cemetery Sexton

- Prepare grounds for Memorial Day
- Continue regular schedule

Recreation Center: Marci Hinners, Recreation Center Director

- Preparing signs, cleaning of outdoor Aquatic center
- Soccer concessions
- Water Safety Instructor class finished up
- Taking applications for Aquatic Center and summer staff
- Open quotes for lounge chairs at the Aquatic Center

Leisure Services: Mike Mertes, Recreation Program Specialist

- Finish Soccer
- Start Baseball / Softball
- Organize T-ball
- Plan Summer Activities
- Baseball / Softball games
- Hershey Track Meet
- Outdoor pool preparation

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Outdoor aquatic center
- Replacing night staff

Safety Topic:

- Over capacity during events
- CPR

