



City Manager's Monthly Activity Report

June 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
- Continue to work with FEMA personnel to submit FEMA paperwork
- Worked with Benefit Source Inc re: health insurance concerns/renewal
- West Central Iowa Clerks Association Meeting – Denison (June 10, 2010)
- Prepared information for annual property and liability insurance renewal
- Carroll Foundation Annual Meeting (June 25, 2010)
- Golf cars lease-purchase agreement process – set and conduct public hearing
- Began working with City Attorney for codification process
- Collected \$55 for one delinquent utility account 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
- Continue to work with FEMA personnel for January ice storm
- Continue to work on codification
- Prepare year end reports including audit work papers, state annual financial report, Road Use Tax Report and State of Iowa annual debt disclosure
- Municipal Professional Academy – Ames, IA (July 21 – 23, 2010)

Monthly Safety Topic:

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Carroll Fire Department responded to nine emergency calls and held three training sessions in June.

Accomplishments of particular note:

The Department continued training in water supply and safe truck operations. Rural dry fire hydrants located at Swan Lake and Schumacher's Gravel Pit north of Willey were pumped to ensure proper operation. Firefighters pressure tested 1,900ft. of 5" diameter water supply hose.

Chief Schreck attended a Local Emergency Planning Meeting held at St. Anthony Hospital.

Run Report for June:

Alarm Date	Alarm Time	Alarm Location	Incident Type
06/03/2010	15:24	220 th & Mahogany	352 Vehicle roll over
06/12/2010	12:50	Highway 30 & Hawthorne	352 Two vehicle collision
06/14/2010	16:28	510 N 4 th Avenue – Dedham	111 Mutual aid given – Dedham
06/16/2010	12:36	220 W 7 th Street	131 Passenger vehicle fire
06/21/2010	20:16	1214 E 18 th Street	735 Alarm system malfunction

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

Officer Gary Bellinghausen attended a State D.A.R.E. Board of Directors meeting in Ankeny on June 4. He has served as a member of the board for several years. He also attended the annual D.A.R.E. conference in Marshalltown from June 20 – 22.

Captain Heino and Chief Cayler helped host a S.A.F.E. night at Southside Park on June 3. Approximately forty 7th Grade students attended a barbeque and game night.

Chief Cayler and Dispatch Supervisor Cindy Forgy attended a multi-county communications meeting in Harrison County on June 14th. The purpose of this meeting was to explore future possibilities of pooling resources in a regional effort to make the communications function more efficient and effective.

Chief Cayler and Captain Heino attended a Substance Abuse Free Environment (S.A.F.E.) meeting at Community Opportunities on June 23rd. These meetings are held monthly by interested adults in an effort to plan fun activities for young people in the Carroll area.

Chief Cayler attended a meeting of the F.E.M.A. Emergency Food and Shelter Program on June 24th. He has served as Chairman of this group for many years. This group applies for grant money from the Federal government for a seven county area and distributes this grant money to selected qualified service provider agencies.

Captain Heino and Chief Cayler attended an “Acts of Interest” seminar in Ames on June 25. This seminar focused on legislative changes that took place as a result of the 2010 session.

Storm siren testing revealed problems with the siren on 30th Street by Carroll High School. All of the batteries were replaced as well as the chargers, which had been damaged by a lightning strike. The city currently has a total of 12 sirens.

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: June 1, 2010 THRU June 30, 2010

Offenses	Incidents Reported
Simple Assault	4
Domestic Abuse	1
Burglary/B&E	2
Shoplifting	1
Theft from Vehicle	2
Theft of Bike	1
Theft from Building	3
Vandalism: Other	1
Drug/Narc Violations	2
Drug Equipment Viol	2
Drive Under Infl	6
OWI 2 nd	1
OWI 3 rd	1
Liquor Law Violation	4
Under 21 BAC .02	1
Drunkenness	2
Disorderly Conduct	2
Harassment	2
All Other Offenses	3
Trespassing	1
Found Property	4
Suicide	1
Warrant Outside	6
Restraining Order	1
10-50 PD	11
1050PD: Hit and Run	4
Under 1000	3
Assist other Agency	4
Operate After Suspen	8
Misc. Public	2
Total	86

Citations	
Animal	0
Open Container	0
Tobacco	3
Dark Windows	1
License	20
Loud Stereo	0
Parking Citation	2
Parking Violation	23
Registration	9
Seatbelt	31
Traffic Violation	56
Other	4
Warning	312
TOTAL	461

Salvage Vehicle
Inspections: 20

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	06/11/2010	\$50,000.00	100203	\$287.63
	Commercial Building Valuation			
	Total:	\$50,000.00	Commercial Building Fee Total:	\$287.63

Electrical	NONE			
			Commercial Electrical Fee Total:	\$0.00

Mechanical	06/08/2010		100195	\$48.51
	06/08/2010		100198	\$67.40
	06/08/2010		100200	\$24.75
	06/11/2010		100208	\$28.63
			Commercial Mechanical Fee Total:	\$169.29

Plumbing	06/03/2010		100189	\$139.00
	06/08/2010		100194	\$57.50
			Commercial Plumbing Fee Total:	\$196.50

Right of Way	06/03/2010		100184	\$15.00
	06/03/2010		100190	\$15.00
	06/08/2010		100199	\$15.00
	06/21/2010		100213	\$15.00
			Commercial ROW Fee Total:	\$60.00

Sign	06/11/2010		100201	\$15.00
	06/25/2010		100216	\$15.00
			Commercial Sign Fee Total:	\$30.00

Commercial Valuation Total:	\$50,000.00	Commercial Fee Total:	\$743.42
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Residential

Building

06/03/2010	\$10,000.00	100185	\$84.50
06/08/2010	\$35,000.00	100196	\$217.00
06/11/2010	\$0.00	100202	\$34.50
06/11/2010	\$0.00	100204	\$28.50
06/21/2010	\$10,000.00	100209	\$78.25
06/21/2010	\$8,500.00	100211	\$72.00
06/25/2010	\$15,000.00	100218	\$115.75
06/25/2010	\$14,400.00	100221	\$110.00
06/29/2010	\$200,000.00	100224	\$731.00
Residential Building Valuation Total:	\$292,900.00	Residential Building Fee Total:	\$1,471.50

Electrical

06/03/2010		100186	\$35.88
06/08/2010		100193	\$35.88
06/11/2010		100206	\$107.00
06/21/2010		100210	\$36.60
06/25/2010		100220	\$35.88
06/28/2010		100222	\$108.86
		Residential Electrical Fee Total:	\$360.10

Mechanical

06/03/2010		100191	\$58.01
06/08/2010		100197	\$60.76
06/21/2010		100212	\$22.00
		Residential Mechanical Fee Total:	\$140.77

Plumbing

06/03/2010		100188	\$100.00
06/08/2010		100192	\$90.50
06/29/2010		100225	\$23.50
		Residential Plumbing Fee Total:	\$214.00

Right of Way

06/02/2010		100183	\$467.00
06/03/2010		100187	\$15.00
06/11/2010		100205	\$15.00
06/11/2010		100207	\$85.00
06/21/2010		100214	\$35.00
06/21/2010		100215	\$15.00
06/25/2010		100217	\$15.00
06/25/2010		100219	\$15.00
06/29/2010		100223	\$15.00
06/29/2010		100226	\$15.00
06/29/2010		100227	\$15.00
		Residential Right of Way Fee Total:	\$707.00

Residential Valuation Total:	\$292,900.00	Residential Fee Total:	\$2,893.37
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Valuation Grand Total:	\$342,900.00	Fee Grand Total:	\$3,636.79
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Permits - YTD - through June 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	\$1,894,000.00	\$5,561.63
	Electrical		\$407.99
	Mechanical		\$381.79
	Plumbing		\$223.50
	Right of Way		\$135.00
	Sign		\$90.00
Commercial Valuation Total:		\$1,894,000.00	Commercial Fee Total: \$6,799.91
<i>Residential</i>			
	Building	\$2,898,658.00	\$7,856.25
	Electrical		\$3,616.35
	Mechanical		\$609.40
	Plumbing		\$849.00
	Right of Way		\$1,881.44
	Sign		\$0.00
Residential Valuation Total:		\$2,898,658.00	Residential Fee Total: \$14,812.44
Valuation Grand Total:		\$4,792,658.00	Fee Grand Total: \$21,612.35

Public Works

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

Routine Activities for the month:

Division: Streets

- Excavated three graves for Cemetery.
- Placed 44.5 cubic yards of concrete for street repairs.
- Pothole patched various locations with new asphalt hot box.
- Graded gravel roads after two heavy rain events.

Division: Water

- Water production:
 - Monthly Total: 37.784 million gallons
 - Daily Average: 1.259 million gallons
 - Daily Maximum: 1.854 million gallons
- Completed 268 Iowa One Call locate requests.
- Meter Department
 - 68 service orders.
 - 4 stuck meters.
 - 34 meters tested.

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 85.896 million gallons
 - Daily Average: 2.863 million gallons
 - Daily Maximum: 4.294 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.
- Division Safety Meeting: Confined Space and Equipment Use, June 13, 2010.

Special Activities/Accomplishments of particular note:

Division: Streets

- Sprayed for mosquitoes and placed larvicide briquettes in ponding areas for mosquito control.
- Assisted Water Division with repair of one watermain damaged by contractor.
- Cleaned streets and intersections of mud for developers following two heavy rain events.

Division: Water

- Continued Iowa One Call locate requests.
- Repaired fire hydrants found to be faulty during system flushing.
- Conducted a tour at the WTP for DMACC students.
- Set up wells for summer pumping.
- Inspected media backwash waste tank.
- Repaired watermain damaged by contractors on Heires Avenue.
- Repaired two fire hydrants that were damaged by vehicle collisions.

Division: Wastewater

- Cleaned sanitary sewer collection system pursuant to schedule.
- Finished monthly maintenance schedule.
- Preventative maintenance on equipment.
- Finished cleaning and televising of sewer mains for Street Resurfacing - 2010.

Activities planned for next month and other comments:

Division: Streets

- Continue full-depth patching on concrete streets.
- Continue patching asphalt and potholes with HMA.

Division: Water

- Work with contractors on watermain installation on Burgess Avenue and on Clark Street Resurfacing project.
- Continue Iowa One Call locate requests.
- Collect DNR-required TTHMs and HAA5s per permit.
- Install rebuilt chlorinator at WTP.

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.

CAPITAL PROJECT STATUS SUMMARY – 07-16-10

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	\$74,344.25			
						Badding Construction Co.	\$907,079.94	06-07-10			11-12-10	
Street Rehab. '10		X	X	\$70,000	11-01-10	JEO Consulting Group, Inc.	\$75,390.00	08-10-09	\$64,080.00			
						Ten Point Construction Co.	\$651,880.05	03-08-10	\$5,890.00		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
						Snyder & Associates, Inc.	\$92,700.00	01-15-10			10-31-11	

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.	\$83,000.00		\$79,163.00			Late Start Date: 06-21-09 Working Days: 80 Bid Letting: 10-20-09
						Tri-State Paving	\$808,257.90		\$66,663.15			
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.	\$35,000.00	04-13-09	\$24,500.00			Paid \$14,000.00 in F.Y. 09
						Barker-Lemar	\$4,680.00	03-22-10	\$4,600.00		07-30-10	ESA Phase I Asbestos Survey
						Barker-Lemar	\$5,814.00	07-01-10				
Graham Park Tennis Complex	X					JEO Consulting Group, Inc.	\$23,000.00	11-23-09	\$4,070.00		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:

Parks: Scott Parcher, Parks Superintendent

- Clean all parks, restrooms and shelters
- Mow all park areas and ball fields
- Maintain annual and perennial bed – 80 hours
- Spray areas to cut down on trimming
- General parks and open space maintenance
- Prepare all softball/baseball fields
- Trim trees
- Storm cleanup

Golf: Dan Smith, Golf Superintendent

- Mowed greens 28 times
- Mowed tees 13 times
- Mowed collars 13 times
- Mowed fairways 14 times
- Mowed roughs 5 times
- Changed cups 13 times
- Sprayed round up around shrub groups
- Sprayed fungus control on greens twice
- Sprayed fungus control on tees and aprons once
- Sprayed growth retardant on tees once

Cemetery: John Snyder, Cemetery Sexton

N/A

Recreation Center: Marci Hinners, Recreation Center Director

June Usage:	Members	6180
	Daily Admission	633
	Punch card	<u>374</u>
	Total:	7,187

Leisure Services: Mike Mertes, Recreation Program Specialist

- Baseball / Softball Program (27 boy's teams (278 participants) /22 girls teams (207 participants))
- T-ball Program (8 boy's teams (92 participants) / 6 girls teams (63 participants)
- Blastball Program (48 participants)
- Father / Child Golf Outing
- Golf Fundamentals (54 kids)

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:

Parks: Scott Parcher, Parks Superintendent

Golf: Dan Smith, Golf Superintendent

- New greens and tee aerifier delivered
- Topdressed greens
- Wrote specifications for two new 72" rough mowers

Cemetery: John Snyder, Cemetery Sexton

N/A

Recreation Center: Marci Hinners, Recreation Center Director

- Lifeguard recertification for all staff
- Attended Certified Pool Operators class June 8, 9.
- Held Lifeguard meeting with ambulance service at Aquatic center.
- Held session 1 and 2 of swim lessons

Leisure Services: Mike Mertes, Recreation Program Specialist

- Supervise t-ball games
- Manage summer staff
- Supervise Blastball program
- Took part in Lifeguard training class
- Golf Fundamentals Fun Day
- Work on promoting Carroll Recreation Facebook page

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
- 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, at Rec Center
- Ordered pool vac.
- Fixed umbrellas at Aquatic Center
- Worked on specs for City roof replacement
- Worked on specs for new maintenance truck
- Backwashed filters at Aquatic Center
- Cleaned filter building at Aquatic Center
- Installed ice machines for Aquatic Center and Golf Course
- Stadium Lights
- Trained night staff
- Received spa filter and pump
- Received blueprint storage

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Laker's sign installed at Veterans Park
- Clean up park ground areas that have been put on back burner

Golf: Dan Smith, Golf Superintendent

- Apply fertilizer and grub control to tees, aprons and fairways
- Open bids on new rough mowers
- Have 20 stumps removed
- Trim trees

Cemetery: John Snyder, Cemetery Sexton

N/A

Recreation Center: Marci Hinners, Recreation Center Director

- Prepare for pool cleaning
- Prepare for Rec Center closing for cleaning

Leisure Services: Mike Mertes, Recreation Program Specialist

- Conclusion of Baseball / Softball program
- Organize and inventory baseball / softball equipment
- Put together Adult Coed Leagues (Softball & Sand Volleyball)
- Prepare for Graham 2 Graham Race (August 21, 2010)
- Evaluate summer programs
- Prepare for fall programs

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Pool closing
- Spa filter

Safety Topic:

- Man lift safety
- CPR