



City Manager's Monthly Activity Report

May 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 health insurance renewal reform seminar – Des Moines (May 21, 2010)
- Attended municipal funding alternatives workshop – Carrollton (May 19, 2010)
- Prepare and file FY 2009/2010 budget amendment
- Collected \$2,721.00 for payment of 18 delinquent utility accounts from 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 FEMA personnel to submit FEMA paperwork
- Golf cars lease-purchase agreement process
- West Central Iowa Clerks Association Meeting – Denison (June 10, 2010)

Monthly Safety Topic:

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department continued training in water supply and safe truck operations. Safely responding to the station for fire emergencies in privately-owned vehicles was also reviewed.

Accomplishments of particular note:

The Department continued training in water supply and safe truck operations. Safely responding to the station for fire emergencies in privately-owned vehicles was also reviewed.

Firefighters assisted the Chamber of Commerce in the cleanup of the canopy area at the train depot. This area will be used for the Farmers' Market this summer.

Firefighter Marty Vanderheiden received notice from the Iowa Fire Service Training Bureau that he passed the written and skills evaluation and is now certified as Fire Fighter I. Special thanks to Marty for his dedication in committing many hours of his own time throughout the certification process. All new members of the Department are required to achieve Fire Fighter I certification within two years of joining the Department.

The Department participated in the annual Memorial Day Parade

Run Report for May:

Alarm Date	Alarm Time	Alarm Location	Incident Type
05/01/2010	10:14	19111 Kittyhawk Ave	151 Trash fire
05/01/2010	16:16	¼ E of Olympic on 180	171 Field fire
05/02/2010	15:39	23464 Falcon Ave/Halbur	111 Mutual aid given – Halbur fire
05/06/2010	16:24	1214 E 18 th Street	745 Alarm system activation, no fire
05/08/2010	14:16	1214 E 18 th Street	740 Unintentional alarm trip
05/15/2010	14:10	403 W 2 nd Street	111 Structure fire
05/18/2010	11:20	729 W 6 th Street	651 Smoke scare, odor of smoke
05/22/2010	15:48	16002 W Hwy 30	151 Brush fire
05/28/2010	18:05	822 Monterey Drive	111 Structure fire

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

Chief Cayler assisted the Iowa National Guard with the planning and production of a 5K run that was held on May 1, 2010.

Captain Heino attended a Seniors and Lawmen Together (SALT) meeting in Manning on May 10, 2010.

Chief Cayler and Captain Heino gave a security presentation to the local office of the Social Security Administration on May 11, 2010. There were approximately six employees in attendance.

Chief Cayler and Captain Heino attended a law enforcement appreciation breakfast in recognition of National Police Week at the Swan House. They were given a tour of the facility at the conclusion of the breakfast.

Chief Cayler attended a meeting of the Iowa Municipal Workers Compensation Association Loss Control Advisory Board on May 18, 2010.

All officers on the department participated in physical agility assessments on May 19 and 20, 2010. These assessments are conducted four times each year.

Captain Heino and Chief Cayler attended a number of Substance Abuse Free Environment meetings during the month of May to help plan for a 7th Grade cookout scheduled for June 3, 2010.

Approximately 12 tours were given to various kindergarten and pre-school classes during the month of May. These tours were all conducted by Captain Heino.

Chief Cayler attended meetings of the Carroll County E-911 Service Board and the Carroll County Emergency Management Commission on May 20, 2010. He serves as Chairman of both groups.

Officers of the police department helped with leading and traffic control for the annual Memorial Day parade.

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: May 1, 2010 THRU May 30, 2010

Offenses	Incidents Reported
Forcible Fondling	2
Simple Assault	1
Domestic Abuse	1
Burglary/B&E	1
Shoplifting	1
Theft from Vehicle	2
Theft from Building	5
Other Larceny	1
Motor Vehicle Theft	1
Counterfeit/Forgery	1
Vandalism: Business	1
Vandalism: Vehicle	3
Weapon Law Violation	1
Drug/Narc Violations	8
Drug Equipment Viol	7
Drive Under Infl	3
OWI 2 nd	2
Liquor Law Violation	2
Drunkenness	6
Disorderly Conduct	1
Harassment	1
All Other Offenses	3
Trespassing	2
Found Property	9
Warrant Outside	9
Restraining Order	1
10-50 PI	2
PI MV Pedestrian	2
10-50 PD	8
1050PD: Hit and Run	3
Under 1000	11
Assist other Agency	1
Op After Revocation	1
Operate After Suspen	3
Misc. Public	4
Total	110

Citations	
Animal	0
Open Container	0
Tobacco	4
Dark Windows	0
License	7
Loud Stereo	0
Parking Citation	0
Parking Violation	8
Registration	11
Seatbelt	25
Traffic Violation	51
Other	5
Warning	259
TOTAL	370

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	05/13/2010	\$40,000.00	100138	\$244.00
	05/18/2010	\$0.00	100153	\$35.00
Commercial Building Valuation				
	Total:	\$40,000.00	Commercial Building Fee Total:	\$279.00

Electrical	05/18/2010		100157	\$60.40
			Commercial Electrical Fee Total:	\$60.40

Mechanical	05/05/2010		100134	\$64.91
			Commercial Mechanical Fee Total:	\$64.91

Plumbing	NONE			
			Commercial Plumbing Fee Total:	\$0.00

Right of Way	05/20/2010		100164	\$15.00
	05/27/2010		100176	\$0.00
			Commercial ROW Fee Total:	\$15.00

Sign	NONE			
			Commercial Sign Fee Total:	\$0.00

Commercial Valuation Total:	\$40,000.00	Commercial Fee Total:	\$419.31
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Residential

Building	05/04/2010	\$200,000.00	100128	\$691.00
	05/04/2010	\$1,000.00	100133	\$28.25
	05/05/2010	\$11,500.00	100135	\$90.75

05/13/2010	\$23,400.00	100139	\$165.75
05/13/2010	\$42,958.00	100144	\$253.00
05/13/2010	\$1,200.00	100145	\$28.25
05/13/2010	0.00	100149	\$35.00
05/18/2010	\$68,000.00	100152	\$340.00
05/18/2010	\$4,000.00	100155	\$40.75
05/20/2010	\$1,200.00	100160	\$28.50
05/20/2010	\$1,000.00	100165	\$22.00
05/24/2010	\$5,500.00	100169	\$53.25
05/24/2010	\$170,000.00	100173	\$668.50
05/27/2010	\$12,000.00	100175	\$97.00
05/27/2010	\$0.00	100178	\$22.00
05/27/2010	\$260,000.00	100180	\$881.00
Residential Building			
Valuation Total:	\$801,758.00	Residential Building Fee Total:	\$3,445.00

Electrical

05/04/2010		100129	\$35.88
05/13/2010		100140	\$35.88
05/13/2010		100141	\$126.85
05/13/2010		100142	\$47.08
05/13/2010		100143	\$110.25
05/13/2010		100147	\$33.20
05/13/2010		100148	\$35.88
05/18/2010		100150	\$35.88
05/18/2010		100156	\$35.88
05/24/2010		100168	\$35.88
05/24/2010		100171	\$35.88
05/24/2010		100172	\$137.25
05/27/2010		100179	\$111.25
05/27/2010		100182	\$35.88
		Residential Electrical Fee Total:	\$852.92

Mechanical

05/04/2010		100132	\$53.26
05/13/2010		100146	\$34.76
05/20/2010		100161	\$53.26
05/20/2010		100166	\$61.27
		Residential Mechanical Fee Total:	\$202.55

Plumbing

05/04/2010		100131	\$73.00
05/20/2010		100162	\$72.00
05/20/2010		100167	\$68.00
		Residential Plumbing Fee Total:	\$213.00

Right of Way

05/04/2010		100127	\$15.00
05/05/2010		100136	\$15.00
05/05/2010		100137	\$15.00
05/18/2010		100151	\$15.00
05/18/2010		100154	\$15.00
05/20/2010		100158	\$15.00
05/20/2010		100159	\$15.00
05/20/2010		100163	\$15.00
05/24/2010		100170	\$15.00
05/24/2010		100174	\$15.00
05/27/2010		100177	\$15.00
05/27/2010		100181	\$15.00
		Residential Right of Way Fee Total:	\$195.00

Residential			
Valuation Total:	\$801,758.00	Residential Fee Total:	\$4,908.47

Valuation Grand			
Total:	\$841,758.00	Fee Grand Total:	\$5,327.78

Permits - YTD - through May 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	\$1,844,000.00	\$5,274.00
	Electrical		\$407.99
	Mechanical		\$212.50
	Plumbing		\$27.00
	Right of Way		\$75.00
	Sign		\$60.00
Commercial Valuation Total:		\$1,844,000.00	Commercial Fee Total: \$6,056.49
<i>Residential</i>			
	Building	\$2,605,758.00	\$6,384.75
	Electrical		\$3,256.25
	Mechanical		\$468.63
	Plumbing		\$635.00
	Right of Way		\$1,174.44
	Sign		\$0.00
Residential Valuation Total:		\$2,605,758.00	Residential Fee Total: \$11,919.07
Valuation Grand Total:		\$4,449,758.00	Fee Grand Total: \$17,975.56

Public Works

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

Routine Activities for the month:

Division: Streets

- Excavated six graves for Cemetery.
- Pothole patched various locations with new asphalt hot box.
- Placed 47.5 cubic yards of concrete for street repairs.
- Graded gravel roads after one rain event.
- Hauled sweeping debris to landfill for cover.
- Painted traffic lines on streets, parking lots, etc.

Division: Water

- Water production:
 - Monthly Total: 39.647 million gallons
 - Daily Average: 1.292 million gallons
 - Daily Maximum: 1.772 million gallons
- Completed 302 Iowa One Call locate requests.
- Meter Department
 - 62 service orders.
 - 6 stuck meters.
 - 55 meters tested.
 - 6 remotes replaced.

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 62.17 million gallons
 - Daily Average: 2.01 million gallons
 - Daily Maximum: 3.25 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: Street Safety and Equipment, May 20, 2010.

Special Activities/Accomplishments of particular note:

Division: Streets

- Assisted DOT with ditch cleaning on East U.S. 30.
- Assisted Wastewater Division with sewer repair at 7th Street and Main Street.
- Attended safety training for backhoe operation and maintenance sponsored by Murphy Equipment Co. (John Deere).
- Swept Cemetery prior to Memorial Day.

Division: Water

- Chemically treated one well to enhance water quality and production.
- Collected arsenic, nitrate and sodium samples required pursuant to DNR permit.
- Installed new chlorine analyzer tubing.
- Repaired fire hydrants found to be faulty during system flushing.
- Continued Iowa One Call locate requests, which are currently at historical monthly maximum numbers.
- 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.
- Trained on new CCTV system.
- Cleaned and televised sanitary sewers within Street Resurfacing – 2010 project..

Activities planned for next month and other comments:

Division: Streets

- Continue pothole patching.
- Continue full-depth patching of concrete streets.

Division: Water

- Continue Iowa One Call locate requests.
- Continue repairing fire hydrants that were found to be faulty during spring flushing.
- Flushing WTP transmission watermain to enhance water quality.
- Exercise WTP transmission line valves to ensure proper function in case of emergencies.
- Set flow rates on all wells for summer production.
- Conduct a tour at the WTP for DMACC students.
- Install new light fixture on top of water tower to replace one that has failed.

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 sanitary sewers within Street Resurfacing – 2010 project.

CAPITAL PROJECT STATUS SUMMARY – 06-21-10

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	\$71,618.08			
						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	\$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
						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. 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 Barker-Lemar	\$35,000.00 \$4,680.00 \$5,814.00	04-13-09 03-22-10 07-01-10	\$24,500.00		07-30-10	Paid \$14,000.00 in F.Y. 09 ESA Phase I Asbestos Survey Plus hourly
Graham Park Tennis Complex	X					JEO Consulting Group, Inc.	\$23,000.00	11-23-09	\$4,070.00		11-01-10	
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 restrooms and shelters
- Dump trash cans everyday
- Mow parks four times
- Clean up branches in parks
- Put basketball goal back up at Southside
- Paint soccer lines two times
- Put pre-emergent down on ball fields and park areas
- Start planting flowers
- Prepare ball fields for season
- Mow and trim uptown four times
- Clean up perennial beds – trim, weed pick up trash
- Trim locust trees uptown
- Mow soccer fields four times
- Put bleachers away after soccer season
- Haul bleachers to Aquatic Center
- Trim at cemetery
- Trim all park grounds and open spaces

Golf: Dan Smith, Golf Superintendent

- Mowed greens 23 times
- Mowed tees 12 times
- Mowed collars 12 times
- Mowed fairways 12 times
- Mowed roughs 4 times
- Changed cups 14 times
- Cleaned up from ice storm damage
- Sprayed wetting agent on greens once
- Sprayed fungus control on greens once
- Applied pre-emergent on greens
- Applied growth retardant on tees once

Cemetery: John Snyder, Cemetery Sexton

- Tended to nine internments
- Removed fallen branches daily
- Did dirt work where needed
- Mowed cemetery four times
- Mulched trees where needed
- Planted perennials in two north gate flower beds
- Edged all curbs on 1st Street and Grant Road two times
- Edged sidewalks on 1st Street in Memorial Circle twice
- Met with numerous families on grave sales
- Trimmed weeds on stone walls and cyclone fences
- Applied pre-emergent on entire cemetery
- Repaired broken steering column on one mower
- Repaired broken rim on Kubota mower

Recreation Center: Marci Hinners, Recreation Center Director

- Teach flex and stretch class
- May Usage:

Members	5,972
Daily Admission	445
Punch card	<u>308</u>
Total:	6,725

Leisure Services: Mike Mertes, Recreation Program Specialist

- Soccer Program (28 boys teams (309 participants) / 26 girls teams (331 participants))
- Baseball / Softball Program (27 boy's teams (278 participants) / 22 girls teams (207 participants))
- Hershey Track Meet (50 participants)
- Prepare T-ball program

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

- Planted main street islands
- Watered plants twice

Golf: Dan Smith, Golf Superintendent

- Applied fertilizer and crabgrass control on fairways and tees
- Opened bids on new greens and tee aerifier

Cemetery: John Snyder, Cemetery Sexton

- Finished FEMA tree work
- Defined clean-up clause in contract to Randy Krauel and tree contractor which resulted in cemetery cleanup to include raking

Recreation Center: Marci Hinnners, Recreation Center Director

- Finished soccer league
- Hershey Track Meet
- CHS, CMS and KCES using pool for PE classes
- Prepare Aquatic Center for opening
- Aquatic Center opened – May 29, 2010
- Met with After the Bell program leaders
- Held a lifeguard meeting
- Train Concession staff for Aquatic Center

Leisure Services: Mike Mertes, Recreation Program Specialist

- Supervise Soccer Games
- Implemented Scholarship Program
- Pool Preparation
- Line up summer helpers
- Replace old baseball / softball equipment

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 at Rec Center
- Worked on specs for City roof replacement
- Worked on specs for new maintenance truck
- Cleaned and filled Aquatic Center
- Cleaned and dewatered bath house and filter building at Aquatic Center
- Ordered ice machines for Aquatic Center and Golf Course
- Stadium Lights
- Replaced night staff
- Ordered Spa filter and pump
- Received quotes on blueprint storage

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Finish planting flowers
- Maintain all park areas
- Spray weeds in all public areas
- Prepare for softball and baseball tournaments

Golf: Dan Smith, Golf Superintendent

- Top-dress greens
- Take delivery of new aerifier
- Spray second application of wetting agent on greens
- Apply fungus control to greens twice and tees once

Cemetery: John Snyder, Cemetery Sexton

- Work on trees
- Clean up Memorial Day grave decorations

Recreation Center: Marci Hinners, Recreation Center Director

- Recertify lifeguards, CPR and First Aid
- Attend Certified Pool Operators class
- Meet with Ambulance service at Aquatic Center

Leisure Services: Mike Mertes, Recreation Program Specialist

- Baseball / Softball Games
- T-ball Games
- Blastball Program
- Baseball Tournament
- Father / Child Golf Outing

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Get things order for the end of this budget year
- Get quotes for next budget year

Safety Topic:

- Outdoor pool safety

