



# **City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager**

**March 2017**

**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
- Filed FY 2018 budget with state and county auditor
- Continued to work with Rec Center and new software
- Distributed information for annual liability and property insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Wellness Coalition Meeting – March 16 (planning for LHI 5K)
  - Held Annual Employee Blood Profiles – March 8

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue to work with Rec Center and new software
- Compile information for annual liability and property insurance renewal
- Work with Benefit Source Inc. for health insurance renewal
- Attend Iowa Municipal Finance Officers Spring Conference – April 19-21 (DSM)
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – April 27
  - Live Healthy Iowa 5K – April 8

Accomplishments of particular note:

- 247 utility bills and statements were emailed in March 2017

# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to two calls for service and held three training sessions in March.

Training sessions for Department members focused on search and rescue operations utilizing training props at the fire station. Annual Self-Contained Breathing Apparatus mask fit tests were also conducted for all members.

Firefighters Kyle Cmelik, Josh Sporrer, Bill Gross and Austin Goetzing attended the Carroll County Firefighters Association meeting held in Arcadia March 2<sup>nd</sup>. Storm Spotter Training was presented to the group by a meteorologist with the National Weather Service.

Chief Schreck met with a group of three-year old children at the Carroll Area Child Care Center March 8<sup>th</sup>. We, in the fire service, feel it is important that children learn about fire safety and prevention at an early age. Some of the topics covered with the children included reacting to the sound of smoke alarms and the dangers of playing with matches, lighters and candles.

### Run Report for March:

Alarm Date	Alarm Location	Incident Type
03/23/2017	18493 Kittyhawk Ave	Grass/field fire
03/27/2017	Highway 30 & Ivy Ave	Vehicle roll-over

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

On Marcy 1<sup>st</sup>, Sergeants JJ Schreck and Gary Bellinghausen participated in the DMACC career fair held at the DMACC campus in Ankeny.

Officer Ethan Kathol assisted the Iowa Law Enforcement Academy (ILEA) with firearms training for the basic academy on March 8. ILEA requests assistance from local firearms trainers to aid in providing training at the academy in order to serve all of the cadets.

On March 10<sup>th</sup>, Sergeant Bellinghausen attended School Law update at Camp Dodge in Johnston, IA. This training updated the officer on changes to laws dealing with schools and juvenile behavior.

Officer Tony Amdor was trained as an ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) instructor. He is now certified to train schools, businesses, government buildings, etc. on how to react in the event of a threat on the property. Most commonly they train on how to react in the event of an active shooter. The training took place on March 13 and 14 in Iowa Falls.

Carroll Police Officers participated in the quarterly fitness testing on the 15<sup>th</sup>. Officers are required to take the ILEA physical fitness testing every 4 months and have an incentive of time off with passage.

On March 17<sup>th</sup> a group of girl scouts came to the office for a tour. Over the next few months we will be having tours of the department for many schools in the area.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: March 1 THRU March 31, 2017

Offenses	Incidents Reported
Forcible Fondling	1
Simple Assault	3
Domestic Abuse	3
Burglary/B&E	7
Shoplifting	8
Theft from Vehicle	3
Theft Vehicle Part	1
Theft of Bike	1
Theft from Building	3
Counterfeit/Larceny	4
Stolen Property	1
Vandalism: Business	1
Vandalism: Residence	1
Vandalism: Vehicle	9
Vandalism: Other	1
Drug/Narc Violations	8
Drive Under Infl	8
OWI 2 <sup>nd</sup>	1
All Other Offenses	6
False Information	1
Found Property	1
Warrant Outside	8
10-50 PD	14
1050PD: Hit and Run	3
Under 1500	1
Assist Other Agency	1
Op After Revocation	3
Operate After Suspen	11
Misc. Public	2
<b>Total</b>	<b>115</b>

Citations	
Animal	0
Dark Windows	3
License	23
Other	0
Parking Violation	21
Registration	39
Seatbelt	29
Tobacco	1
Traffic	85
Warning	346
<b>TOTAL</b>	<b>547</b>

Salvage Vehicle  
Inspections: 14

# Building Department

**As reported by Perry Johnson, Building Official**

## Permits - By Class - By Type - March 2017

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<b><i>Agricultural</i></b>					
	Building	NONE	\$0.00		\$0.00
	<b>Agricultural Building Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Building Fee Total: \$0.00</b>	
<b>Agricultural Valuation Total:</b>			<b>\$0.00</b>	<b>Agricultural Fee Total: \$0.00</b>	
<b><i>Commercial</i></b>					
	Building	03/08/2017	\$250,000.00	170023	\$816.00
	<b>Commercial Building Valuation Total:</b>		<b>\$250,000.00</b>	<b>Commercial Building Fee Total: \$816.00</b>	
	Electrical	03/30/2017		170055	\$0.00
		03/30/2017		170056	\$150.59
	<b>Commercial Electrical Fee Total:</b>				<b>\$150.59</b>
	Mechanical	03/30/2017		170018	\$100.92
		03/23/2017		170070	\$0.00
	<b>Commercial Mechanical Fee Total:</b>				<b>\$0.00</b>
	Plumbing	03/23/2017		170037	\$0.00
	<b>Commercial Plumbing Fee Total:</b>				<b>\$0.00</b>
	Right of Way	03/08/2017		170022	\$25.00
	<b>Commercial Right of Way Fee Total:</b>				<b>\$25.00</b>
	Sign	3/22/2017		170036	\$15.00
	<b>Commercial Sign Fee Total:</b>				<b>\$15.00</b>
<b>Commercial Valuation Total:</b>			<b>\$250,000.00</b>	<b>Commercial Fee Total: \$1,107.51</b>	

**Residential**

## Building

03/08/2017	\$60,000.00	170021	\$316.00
03/08/2017	\$400,000.00	170024	\$1,231.00
03/23/2017	\$35,000.00	170039	\$217.00
03/23/2017	\$45,000.00	170040	\$262.00
03/23/2017	\$525,000.00	170041	\$1,534.50
03/23/2017	\$30,000.00	170042	\$194.50
03/23/2017	\$5,000.00	170043	\$47.00
03/30/2017	\$850,000.00	170045	\$2,356.00
03/30/2017	\$800,000.00	170047	\$2,271.00
03/30/2017	\$800,000.00	170049	\$2,271.00
03/30/2017	\$30,000.00	170054	\$194.50
03/23/2017	\$400,000.00	170068	\$1,191.00
03/23/2017	\$1,000.00	170069	\$22.00
03/31/2017	\$22,000.00	170071	\$153.25

**Residential Building  
Valuation Total:****\$4,003,000.00****Residential Building Fee Total:****\$12,260.75**

## Electrical

03/08/2017		170019	\$35.88
03/08/2017		170020	\$39.25
03/13/2017		170031	\$64.01
03/13/2017		170033	\$33.20
03/23/2017		170067	\$35.88

**Residential Electrical Fee Total:****\$208.22**

## Mechanical

03/09/2017		170028	\$43.76
03/13/2017		170032	\$34.76
03/13/2017		170035	\$53.26
03/23/2017		170044	\$31.50
03/30/2017		170053	\$72.64
03/30/2017		170060	\$90.02
03/30/2017		170063	\$90.02

**Residential Mechanical Fee  
Total:****\$415.96**

## Plumbing

03/09/2017		170027	\$76.00
03/09/2017		170030	\$121.00
03/13/2017		170034	\$69.00
03/23/2017		170038	\$59.00
03/30/2017		170052	\$138.50
03/30/2017		170057	\$100.50
03/30/2017		170059	\$161.00
03/30/2017		170062	\$161.00
03/31/2017		170072	\$41.00

**Residential Plumbing Fee Total:****\$927.00**

## Right of Way

03/08/2017		170025	\$25.00
03/08/2017		170026	\$25.00
03/09/2017		170029	\$25.00
03/30/2017		170046	\$25.00
03/30/2017		170048	\$25.00
03/30/2017		170050	\$25.00
03/30/2017		170051	\$25.00

	03/30/2017		170058	\$25.00
	03/30/2017		170061	\$25.00
			<b>Residential Right of Way Fee</b>	
			<b>Total:</b>	<b>\$225.00</b>
Sign		NONE		\$0.00
			<b>Residential Sign Fee Total:</b>	<b>\$0.00</b>
<b>Residential</b>				
	<b>Valuation Total:</b>	<b>\$4,003,000.00</b>	<b>Residential Fee Total:</b>	<b>\$14,036.93</b>
<b>Valuation Grand</b>				
	<b>Total:</b>	<b>\$4,253,000.00</b>	<b>Fee Grand Total:</b>	<b>\$15,144.44</b>



## Permits - YTD - through March 2017

Class	Permit Type	Valuation	Fee
<i><b>Agricultural</b></i>			
	Building	\$0.00	\$0.00
	<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total: \$0.00</b>
<i><b>Commercial</b></i>			
	Building	\$587,500.00	\$1,987.50
	Electrical		\$273.93
	Mechanical		\$100.92
	Plumbing		\$86.00
	Right of Way		\$50.00
	Sign		\$45.00
	<b>Commercial Valuation Total:</b>	<b>\$587,500.00</b>	<b>Commercial Fee Total: \$2,543.35</b>
<i><b>Residential</b></i>			
	Building	\$4,203,000.00	\$12,951.75
	Electrical		\$395.86
	Mechanical		\$415.96
	Plumbing		\$927.00
	Right of Way		\$300.00
	Sign		
	<b>Residential Valuation Total:</b>	<b>\$4,203,000.00</b>	<b>Residential Fee Total: \$14,990.57</b>
<b>Valuation Grand Total:</b>		<b>\$4,790,500.00</b>	<b>Fee Grand Total: \$17,533.92</b>

# Public Works

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

Routine Activities for the month:

**Division:** Streets; Tom Weber, Street Superintendent

- Excavated eight graves for Cemetery.
- Trimmed trees.
- Sanded and plowed for two snow events.
- Swept streets, as weather permitted.
- Graded gravel roads and added gravel weekly.
- Patched potholes.
- Placed four cubic yards of concrete for sanitary sewer repair.
- Maintained signs and signals.
- Replaced 50' of storm sewer pipe along U.S. 71 on March 22, 2017.
- Cleaned up areas from snow plow damage.
- Assisted the WWTP with a sanitary sewer repair on 16<sup>th</sup> Street on March 28, 2017.
- Division Safety Meeting: Work Zone Safety on March 6, 2017.

**Division:** Water; Terry Kluver, Water Superintendent

- Water production:
  - Monthly Total: 32.206 million gallons
  - Daily Average: 1.039 million gallons
  - Daily Maximum: 1.368 million gallons
- Completed 97 Iowa One Call locate requests.
- Meter Department
  - 161 service orders.
  - 48 delinquents.
  - 4 rereads.
  - 5 stuck meters.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 51.073 million gallons
  - Daily Average: 1.648 million gallons
  - Daily Maximum: 3.845 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "March Safety Informer", March 27, 2017.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Tom Weber, Street Superintendent

- Kurt Mosman and Jeff Warnke attended Clark Mosquito Workshop in Ames on March 28, 2017.
- Tom Weber attended the 2017 APWA IA Chapter Spring Conference in West Des Moines on March 30, 2017.

**Division:** Water; Terry Kluver, Water Superintendent

- Worked with contractor on chlorination of Transmission Main.
- Worked with contractor on flushing Transmission Main.
- Worked with contractor on bacteria sampling Transmission Main.

**Division:** Sean Kleespies, Wastewater Superintendent

- Routine maintenance on plant equipment.
- Sanitary sewer camera inspections in Watershed 9 and 10.
- Jet/vac started early this year due to the favorable weather.
- Repaired sanitary sewer at 16<sup>th</sup> Street & Crawford Street.
- No call outs for sanitary sewer backup.

Activities planned for next month and other comments:

**Division:** Streets; Tom Weber, Street Superintendent

- Trim trees.
- Place concrete at the stadium and golf course.
- Sewer repair on April 16, 2017.
- Sweep streets.
- Continue installing new street name signs.

**Division:** Water; Terry Kluver, Water Superintendent

- Obtain permit-required samples for Nitrate.
- Seed excavation sites from this past winter watermain repairs.
- Work with contractor on pressure testing and connection of new 16" Transmission Main to our existing system.
- Terry Kluver will attend the Consumer Confidence Report workshop in Ankeny on April 20, 2017.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Lab will be performing proficiency testing for the EPA.
- Begin jet/vac the sanitary sewer system
- Continue sanitary sewer camera inspection.

**CAPITAL PROJECT STATUS SUMMARY – 04-11-17**

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Cemetery Maintenance Garage	2015 New	FY 17										
Trails	2015 On-going	FY 17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY 17										
Streambed Stabilization		FY 17	FY16	\$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY 17	FY16	\$1,400,000	2017	JEO Consulting Group, Inc.	\$152,425.00 \$11,000.00	11-09-15 08-08-16	\$154,807.50		03-31-16	Design Const. Staking (Hourly)
						King Construction	\$1,368,237.55	06-13-16	\$1,386,083.18	95%		Group A - West
						Rognes Corp.	\$850,833.90	06-13-16	\$799,864.62	95%		Group B – East
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2015	2016 On-going	FY 16	FY16			JEO Consulting Group, Inc.	\$122,730.00 +	11-10-14	\$132,856.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,180,803.75	95%	11-13-15	
Street Maintenance Building	2016 On-going	FY 16	FY14	\$4,308,500	2019	FEH Design	\$22,500.00	01-25-16	\$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	\$1,466,150	2017	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$126,334.15			Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	\$998,500	2017	Confluence	\$89,040.00	11-10-14	\$96,994.20		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY 16	FY16	\$1,150,000	2017	JEO Consulting Group, Inc.	\$99,356.00 \$94,260.00	09-14-15	\$196,658.40		2016	Design Construction Services
						OMG Midwest, Inc.	1,149,123.40	04-11-16	\$1,165,968.45	95%	75 Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Corridor Entry Features	2016 On-going	FY 17	FY17	\$440,000	2018	Confluence	\$19,550.00	01-23-17	\$562.55			
Third Street Improvements	2016 On-going	FY 17	FY17	\$1,036,000	2018	JEO Consulting Group, Inc.	\$71,193.00 \$80,078.00	09-26-16	\$73,193.00			Design Construction Services
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$325,810.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction L.C.	\$790,134.07	03-23-14	\$743,099.63	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	\$500,000	2018							
Leachate Foremain & Gravity Sewer						King Construction	\$661,257.50 Total \$335,962.50 City	07-18-16			08-31-16	CCSWMC Contract

# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Clean up all park areas
- Move snow from sidewalks
- Cut ornamental grasses
- Trim shrubs and clean up Depot Area
- Trim trees
- Paint tables and benches
- Put up tennis and volleyball nets
- Paint restrooms at Southside Shelter House
- Turn on water to restrooms
- Groom all fields for softball and baseball
- Paint soccer lines
- Repair winter damage

**Golf:** Scott Haakenson, Golf Superintendent

- Brushed greens three times
- Cut cups two times
- Picked up sticks
- Rolled greens one time
- Serviced mowers

**Cemetery:** John Snyder, Cemetery Sexton

- Handled 10 burials, with eight being full burials and two being cremation burials, only one on Saturday
- Moved snow when and where needed at cemetery, Rec Center, etc.
- Picked up a ton of sticks and branches knocked down by heavy winds as well as flowers and other grave decorations
- Did all office work needed for burial records, grave sales and funeral home billing. Collected all money due for grave sales, out of town funeral homes and private cremations

**Recreation Center:** McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Monitor Production Slideshow update (Mike)
- Updating website & social media
- Attend Iowa Parks & Recreation (IPRA) Conference in Waterloo (Sarah and McKenzie) – toured recreation facilities, visited with fitness coordinators and aquatics coordinators, took notes on good/bad for preparation of hosting in fall 2017
- Full-time staff lifeguarded over 25 hours, mostly lunch hour shifts
- Attended IPRA Aquatics Committee meeting in Clive March 10 (McKenzie & Sarah)
- Weekly Perfect Mind software meetings with our main contact (McKenzie)



- Continued to attend Chamber Leadership Institute (McKenzie)
- In March, McKenzie began teaching the 9 am water fitness class, as our part-time staff who was covering after Kelly's retirement had a baby. Class is beginning to try new routines and getting feedback for the future of the class.
- Continued work with Perfect Mind software on various memberships and troubleshooting

**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
- Vacuum Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center
- Bills

Special Activities/Accomplishments of particular note:

**Parks:** Scott Parcher, Parks Superintendent

- Rebuild shelves in dugouts – Merchants Park
- Seat brackets mounted in dugouts – Merchants Park

**Golf:** Scott Haakenson, Golf Superintendent

- Held clean-up day
- Opened Golf Course March 18

**Cemetery:** John Snyder, Cemetery Sexton

- Worked with Jack and Deb on grave retention for sale

**Recreation Center:** McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Sarah began March 6 as the Aquatics & Fitness Specialist. Started by reviewing lifeguard skills for certification, attending fitness classes, planning new fitness programs & “board challenges” for group fitness room, and begin learning office tasks
- Led a 2<sup>nd</sup> grade PE special speaker at Fairview Elementary on summer fitness and staying off electronics for health (McKenzie)
- Spring Soccer Prep & Organization Concession Prep & Organization (Mike) with 768 kids enrolled
- Spring Soccer Coaches Meeting – new addition of “coaches night” where coaches and their kids learned team skills and drills with local soccer coaches (Mike)
- Business Sponsorship Program updated in new software (Mike & Pam)
- Baseball / Softball & T-ball Registration began in March with “Discount Week” online
- Superintendent’s lunch with City Manager (McKenzie)

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Worked on locker locks at Rec Center
- Budget items
- Pool remodel plans at Rec Center
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Storm sirens update
- Baseball stadium project
- Golf house removal
- Next year’s budget items

- Pool lights out to bid at Rec Center
- Replacement of HVAC at Historical Building
- Replacement of electrical service at Historical Building
- Night cleaning shift openings
- WIFI install at Rec Center
- Fire alarm install at Rec Center
- Water lines at Rec Center
- Street light replacement
- Golf course opening

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Open all park restrooms and shelters
- Finish Merchants Park construction

**Golf:** Scott Haakenson, Golf Superintendent

- Put fertilizer and pre-emergent down
- Charge irrigation system up
- Open bathrooms

**Cemetery:** John Snyder, Cemetery Sexton

- Hire part time seasonal help
- Continue with spring clean-up
- Move into new building

**Recreation Center:** McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Spring Soccer
- Baseball / Softball / T-ball Prep & Organization
- Summer / Fall Program planning

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Pool lights at Rec Center

**Safety Topic:**

- Cleaning chemicals



# Annual Planning Session

## Carroll City Council Annual Planning Session 2016-2017 Priority Items Work Plan Update as of March 31, 2017

### Current and Ongoing Items

- Develop Library/City Hall concept/implementation/financing plan
  - Council Work Session with OPN held February 13, 2017
  - Council Work Session with PFM held February 27, 2017
- Continue Street Improvements
  - Third Street HMA Resurfacing
    - Bid Letting March 21, 2017
    - Award of Contract: April 24, 2017
    - Contract late start date: August 24, 2014
    - Contract working days: 40
- Grant Rd/Hwy 30 Improvements
  - Right of Way Acquisition: Anticipated completion June 2017
  - Plan Preparation: Check plans (95%) anticipated May 2017
- Trails Expansion
  - Currently Segment A & B are out to bid. City Council action on bids will be in April
- Review Graham Park Athletic District/ISU Plan when developed
  - Plan reviewed with Committee at the February 10, 2017 meeting
  - Final Plan has been reviewed by City Council
  - \$75,000 in the FY 18 budget for further planning
- Continue Corridor of Commerce streetscapes on planning bases
  - Work with consultant to prepare Phase 8 plans for 2017 construction
- FY 2018 Budget
  - Conducted Council Work Sessions on January 26 and 30, 2017
  - Public Hearing and FY 2018 Budget approved: March 13, 2017
- City Entryway Signs
  - City Council Workshop: January 9, 2017
  - Monument signage and Trail Improvement Capital Loan Note Public Hearing and Resolutions: February 2017
  - Downtown Business Sign Selection: April 10, 2017
  - US 30 East Entrance Sign Consideration: April 10, 2017
- Competitive Bidding Laws for Iowa
  - City Council Workshop: January 23, 2017
  - No further scheduled action

**Upcoming Actions (Tentative Dates)**

- Develop Library/City Hall concept/implementation/financing plan
  - Rescheduled meeting with OPN: February 13, 2017
  - Meeting with OPN: April 10, 2017
- Debt Issuance and Debt Management meeting with PFM
  - City Council Workshop: February 27, 2017
- FY 2018 Budget
  - Public Hearing: March 13, 2017
- Develop Sidewalk repair program
  - City Council Workshop: May 2017
- Start Rec Center Improvement Projects
  - City Council Workshop: March 27, 2017
- Develop plan/strategy for Rec Center for long-term viability
  - City Council Workshop: March 27, 2017
- Trails Expansion
  - City Council Workshop
- Implement Housing Study
- Rental Housing Inspection Program
  - City Council Workshop
- Water Distribution/Street Conditions
  - City Council Workshop: July 2017

**Other items on the Horizon (Ongoing/no set timeline at this time)**

- Waste Water Treatment Plant Improvements
- Street Maintenance Building – Develop Financing Plan
- Council Adoption of Financial Policies
- Learn more about and provide information on the Community Endowment Fund