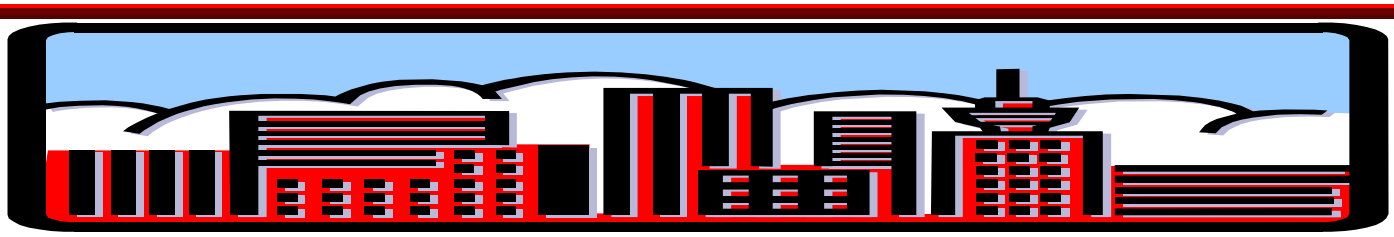

City Manager's Monthly Activity Report

August 2016

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
- Continued the process of replacement of the city manager position
- City Manager city tour and interviews – August 26 & 27
- Rec Center software set-up discussions
- Prepared FY 15/16 audit workpapers
- Prepared Worker Comp audit workpapers – Audit August 25
- Prepared FY 15/16 transfers for Council approval
- Library/City Hall visioning meeting – August 16
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Attended Wellness Coalition Meeting – August 17
    - Participated in the Kids Health & Safety Fair Booth – August 6

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work for auditors on annual audit – September 12 – 14
    - Update notes to the financial statements
- Prepare and file FY 2015/2016 Road Use Tax Report
- Prepare FY 2015/2016 State Annual Financial Report
- Iowa League of Cities Annual Conference – September 14 – 16
- Library/City Hall Project – initial concept review– September 20
- West Central Iowa Clerks Association meeting – September 21
- Continue to promote wellness program with employees
    - Attend Carroll County Wellness Coalition Meeting – September 22

Accomplishments of particular note:

- 175 utility bills were emailed to customers in August 2016

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Firefighters continued refresher training with the Jaws of Life vehicle extrication equipment. Quandt Auto Salvage provided vehicles for this training session. Firefighters also participated in a training session involving apparatus driving skills. Various driving courses were set up in the parking lot at Merchants Park to test and refresh the various driving skills firefighters may need to utilize in responding to emergency incidents.

The Department began putting together plans for a Community Open House to be held at the Fire Station Sunday, October 9th.

Run Report for August**:**

Alarm Date	Alarm Location	Incident Type
08/05/2016	160th & Ranch	Vehicle collision
08/06/2016	1751 E Highway 30	False alarm
08/27/2016	510 E 18th Street	Smoke report – no fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

The police department purchased two new patrol vehicles from Champion Ford. Both vehicles are Ford Police Interceptor Utilities and are a special order. The expected delivery for both vehicles is in October with additional equipment to be installed once they arrive. The vehicles will be out on patrol as early as the middle of October.

Carrollfest was August 6th. The police department displayed a police car at the kid's fest portion of the event on Grant Road. Frisbees, t-shirts, stickers, and popsicles were given out to the kids who visited with the officer and sat in the car.

On August 18th the police department partnered with Culver's to hold Custard with a Cop. These monthly open forums are geared at answering question from the public and allowing the public a chance to meet and interact with the officers in a stress free environment.

The speed trailer has been deployed in areas around town where traffic picks up during the school year. This is used to remind drivers to watch their speed in these areas and also collect statistics that the department uses to determine enforcement activities.

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: August 1 THRU August 31, 2016

Offenses	Incidents Reported
Simple Assault	2
Domestic Abuse	3
Burglary/B&E	6
Shoplifting	5
Theft from Vehicle	8
Theft Vehicle Part	1
Theft of Bike	2
Theft from Building	11
Other Larceny	1
Counterfeit/Larceny	10
Credit/ATM Fraud	1
Embezzlement	1
Vandalism: Business	1
Vandalism: Residence	1
Vandalism: Vehicle	4
Vandalism: Other	1
Weapon Law Violation	1
Drug/Narc Violations	5
Drive Under Infl	2
Liquor Law Violation	1
Drunkenness	1
Disorderly Conduct	1
All Other Offenses	5
Trespassing	3
Missing Person	1
Found Person	1
Found Property	4
Unattended Death	1
Mental Case	1
Animal Bite	1
Warrant Outside	6
10-50 PD	12
MV Pedestrian	1
1050PD: Hit and Run	2
1050Pd: City Vehicle	1
1050PD: Police Vehicle	1
Under 1500	4
Op After Revocation	2
Operate After Suspen	7
Misc Public	6
Total	**128**

Citations	
Animal	1
Dark Windows	1
License	13
Other	2
Parking Violation	7
Registration	7
Seatbelt	12
Tobacco	0
Traffic	45
Warning	127
TOTAL	**215**

Salvage Vehicle Inspections: 8

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**
Commercial				
Building				
	08/26/2016	$20,000.00	160252	$140.75
	Commercial Building Valuation Total:	**$20,000.00**	**Commercial Building Fee Total:**	**$140.75**
Electrical				
	08/05/2016		160238	$97.37
			Commercial Electrical Fee Total:	**$97.37**
Mechanical				
	08/26/2016		160254	$34.26
			Commercial Mechanical Fee Total:	**$34.26**
Plumbing				
	NONE			$0.00
			Commercial Plumbing Fee Total:	**$0.00**
Right of Way				
	08/26/2016		160249	$0.00
	08/26/2016		160250	$0.00
	08/26/2016		160256	$50.00
			Commercial ROW Fee Total:	**$50.00**
Sign				
	08/18/2016		160244	$30.00
	08/26/2016		160248	$15.00
	08/26/2016		160253	$15.00
			Commercial Sign Fee Total:	**$60.00**
	Commercial Valuation Total:	**$20,000.00**	**Commercial Fee Total:**	**$382.38**

Residential

Building

08/05/2016	$40,000.00	160235	$239.50
08/05/2016	$8,417.00	160237	$72.00
08/18/2016	$630,000.00	160239	$1,718.00
08/26/2016	$12,500.00	160255	$97.00
08/30/2016	$50,000.00	160264	$284.50
Residential Building Valuation Total:	**$740,917.00**	**Residential Building Fee Total:**	**$2,411.00**

Electrical

08/18/2016		160245	$113.00
08/18/2016		160246	$94.00
08/18/2016		160247	$126.00
08/26/2016		160251	$110.00
08/26/2016		160259	$110.88
08/26/2016		160260	$35.88
08/26/2016		160261	$35.88
08/26/2016		160262	$35.88
08/26/2016		160263	$35.88
08/30/2016		160265	$39.16
		Residential Electrical Fee Total:	**$736.56**

Mechanical

08/18/2016		160242	$70.26
08/26/2016		160258	$74.27
		Residential Mechanical Fee Total:	**$144.53**

Plumbing

08/18/2016		160241	$100.50
08/26/2016		160257	$73.00
		Residential Plumbing Fee Total:	**$173.50**

Right of Way

08/05/2016		160234	$25.00
08/05/2016		160236	$25.00
08/18/2016		160240	$25.00
08/18/2016		160243	$254.99
08/31/2016		160266	$25.00
		Residential Right of Way Fee Total:	**$354.99**

Sign

NONE			$0.00
		Residential Sign Fee Total:	**$0.00**

Residential Valuation Total:	**$740,917.00**	**Residential Fee Total:**	**$3,820.58**
Valuation Grand Total:	**$760,917.00**	**Fee Grand Total:**	**$4,202.96**

Permits - YTD – through August 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$5,641,310.00		$8,464.46
	Electrical			$817.88
	Mechanical			$323.49
	Plumbing			$345.50
	Right of Way			$200.00
	Sign			$175.00
	Commercial Valuation Total:	**$5,641,310.00**	**Commercial Fee Total:**	**$10,326.33**
Residential				
	Building	$6,686,134.00		$23,001.54
	Electrical			$3,582.92
	Mechanical			$1,109.09
	Plumbing			$1,646.00
	Right of Way			$2,376.24
	Sign			$0.00
	Residential Valuation Total:	**$6,686,134.00**	**Residential Fee Total:**	**$31,715.79**

Valuation Grand Total:	**$12,327,444.00**	**Fee Grand Total:**	**$42,042.12**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Placed 152.75 cubic yards of concrete for street repairs and ROW permits.
- Swept streets and CBD on Thursdays at 5:00 AM
- Graded gravel roads weekly.
- Patched potholes.
- Cleaned storm sewer inlets.
- Division Safety Meeting: Falls from Heights Protection, Prevention Tips on August 31, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	37.313 million gallons
Daily Average:	1.204 million gallons
Daily Maximum:	1.420 million gallons

- Completed 188 Iowa One Call locate requests.
- Meter Department
  - 114 service orders.
  - 15 delinquents.
  - 11 rereads.
  - 4 stuck meters.
- Division Safety Meeting: Employees completed a pulmonary function test at Soppe Chiropractic on August 22, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	56.290 million gallons
Daily Average:	1.816 million gallons
Daily Maximum:	2.4714 million gallons

- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Eye Protection Safety" on August 24, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted King Construction with the repair of Drain #77 under City ROW on 18th Street on August 16 – 19, 2016.
- Removed tree and stump on August 30, 2016 at 12th Street and High Ridge Road for sidewalk construction.
- Finished painting traffic control markings.
- Repaired traffic signal on August 31, 2016 at Grant Road & Hwy. 30 hit by unknown vehicle.

Division: Water; Terry Kluver, Water Superintendent

- Submitted two (2) sets of bacteria samples from Transmission Main project.
- Continued working with contractors on Third Street Strom Sewer Improvements – 2016 project.
- Worked with contractor on flushing new 16" raw water transmission main.

Division: Sean Kleespies, Wastewater Superintendent

- Completed Jet/vac watershed #5 and #6.
- Started Jet/vac of watershed #7.
- Travis Boell passed the IDNR Grade 1 Wastewater exam.
- Travis Boell, Sean Kleespies and Matt Riedell completed CDL training and licensing.
- General maintenance on wastewater equipment and collection systems.
- Jet/vac storm sewer inlets for Street Division.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Assist with setup for Airshow on September 11, 2016.
- Maintain signs and signals.
- Grade alleys & gravel roads.
- Sweep streets.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on lowering of watermain on Third Street Storm Sewer Improvement – 2016 project.
- Mow three (3) well sites.
- Continue working with contractor on bacteria sampling on Transmission Main.
- Pat Pudenz and Mark Thompson to attend a Water Distribution Training & Water Leak Detection/Line Locating Workshop in Ankeny on September 7-8, 2016.
- Terry Kluver to attend the Fall Water Conference in Okoboji on September 20-21, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/vac watershed number #2 and #13, televising of the sanitary sewer system.
- Continue water testing for the new NPDES permit.
- Complete installation of new dissolved oxygen system.

CAPITAL PROJECT STATUS SUMMARY – 09-13-16

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	FY17										
Trails	2015 On-going	FY17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY17										
Streambed Stabilization		FY17	FY16	$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY17	FY16	$1,400,000	2017	JEO Consulting Group, Inc. King Construction Rognes Corp.	$152,425.00 $11,000.00 $1,368,237.55 $850,833.90	11-09-15 08-08-16 06-13-16 06-13-16	$146,156.00 $662,639.46		03-31-16	Design Const. Staking (Hourly) Group A Group B
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$43,848.36 $563,827.37	95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc. Ten Point Constr. Co., Inc.	$122,730.00 + $1,132,455.61	11-10-14 06-16-15	$132,856.50 $1,180,803.75	95%	04-15 11-13-15	Plus Hourly Construction Services Design Completion

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 Maintenance Building	2015 On-going	FY17	FY16	$3,050,000	2018	FEH Design	$22,500.00	01-25-16	$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $84,920.05	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$85,686.41		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY17	FY16	$1,150,000	2017	JEO Consulting Group, Inc. OMG Midwest, Inc.	$99,356.00 $94,260.00 1,149,123.40	09-14-15 04-11-16	$133,419.00 $919,007.49	34%	2016 75 Days	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		$150,000	2017	OMG Midwest, Inc.	$121,328.84				11-15-16	OMG Midwest, Inc.
Corridor Entry Features	2015 New	FY17		$440,000	2018							
Third Street Improvements	2015 On-going	FY17		$1,250,000	2018							

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	$324,000.00	07-28-14	$321,229.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	$1,227,543.02	03-23-14	$1,154,607.17	72%	11-30-15	
Watermain Replacement		FY17	FY16	$500,000	2018							
Leachate Forcemain & 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

- Mow all park areas
- Maintain all ballfields
- Prep for CarrollFest
- Trim trees
- Mow and trim downtown area
- Trim Sumac beds downtown 24 hours
- Add new mulch to playground areas
- Check and repair all playground equipment
- Aerify and seed stadium
- Water flowers 12 times
- Remove tree stumps and seed areas

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 14 times
- Mowed fairways 14 times
- Mowed collars 14 times
- Mowed greens 30 times
- Rolled greens 1 time
- Verticut greens 4 times
- Mowed rough as needed
- String trimmed and hand mowed as needed
- Cut cups 14 times
- Sprayed tees, greens, and surrounds as needed
- Serviced equipment as needed

Cemetery: John Snyder, Cemetery Sexton

- Took care of all cemetery office work, grave sales, timesheets and funeral home billing. Collected all monies due at time of burial for out of town burials and all private cremation burials, approximately $9000.00 in grave sales.
- Trimmed numerous trees of low hanging branches and deadwood
- Tended to five interments, two of which were cremation burials all done during standard working hours
- Mowed cemetery four times
- Cleaned up after two storms with high winds causing some tree damage
- Weeded and watered flower gardens as needed
- Did standard maintenance on all equipment when needed
- Sandblasted and painted rust areas on dump truck box
- Backfilled and seeded settled graves when and where needed

- Picked up sticks, branches and any garbage on cemetery grounds. Emptied garbage cans every day
- Repaired two small old grave markers which were damaged for 15 plus years
- Sprayed for weeds along all fences and boulder walls
- Raised ceiling on all white pine trees on north end wall
- Trimmed around all monuments in cemetery

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin

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

- Prep for fall softball
- Prep for fall soccer and flag football

Golf: Scott Haakenson, Golf Superintendent

- Cut brush away from #12 cart path
- Overseeded #8 fairway
- Aerified seven tees
- Took out old dead bushes by #3 green and seeded with grass seed

Cemetery: John Snyder, Cemetery Sexton

- Edged all curbs and sidewalks

Leisure Services: Mike Mertes, Recreation Program Specialist

- Adult Coed Softball
- Flag Football Program
- Fall Soccer Program
- 3rd & 4th Volleyball Program
- 5th & 6th Volleyball Program
- Supervise Flag Football Games
- Dash 2 the Splash Run
- 3 on 3 Basketball Tournament

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
- Weight room remodel expansion project punch list
- Tested and fixed storm sirens
- Testing and cleaning A/C units throughout the City
- Aquatic Center
- Installed new equipment in weight room
- ICAP list
- Mirrors in weight room at Rec
- TVs in weight room at Rec
- Rolling Hills power and lighting
- Filter piping and sand replacement at Rec
- Floor refinish at Rec

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Aerify and seed park areas
- Move trees – evergreens

Golf: Scott Haakenson, Golf Superintendent

- Aerify tees and greens

Cemetery: John Snyder, Cemetery Sexton

- Regular fall schedule

Leisure Services: Mike Mertes, Recreation Program Specialist

- Flag Football Games
- Fall Soccer Games
- 3rd & 4th Volleyball Games
- 5th & 6th Volleyball Games
- Winter / Spring Programming

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Closing Aquatic Center

Safety Topic:

- Ladders

Director's Report
August 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:

Stress Relief Coloring	20
Artist Trading Cards with Kelsey	5
Tech Help Friday	68
Children's Library Programs	684
Children's Program Outreach	47
Adult Test Proctoring	3
Crafty Library Ladies	64
Poetry Group	19
Movie Mondays	5
CarrollCon in Graham Park	75
Total Program Attendance	**990**
Monthly Door Count	**8,468**
Website Traffic (Google Analytics)	**2,517**

Monthly Statistics:

Total Print Circulation:	12,515
BRIDGES Circulation:	640
Consumer Reports Page Views:	339
Public Computer Use:	1,058
Wi-Fi Use:	344
EbscoHost Downloads:	154
Tumblebooks Downloads:	2
Global Road Warrior Page Views:	1
Learning Express Resources:	243
Freegal Music Downloads:	643
GVRL eBook Downloads:	0
ABC Mouse Sessions:	65
Zinio Digital Magazine Circulation:	120
Daily Times Herald Page Views:	N/A
Total Resources Utilized	**16,124**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Summer storytime programming this month included special daycare story times at the library, Rookie Readers, Diane's read-aloud, and Ivan the Reading Dog. Outreach continued to the Breda daycare twice this month. Diane continued to provide a program for the Autism camp once per week on Tuesdays through mid-August. The summer reading program came to an end with children wrapping up their tracking on August 27th and teens and adults finishing up on August 31st. Prize drawings will be awarded in September as well as the Challenge Obstacle Course that will take place at the Rec Center.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, Artist Trading Cards, and the poetry group. CarrollCon was held in Graham Park at the Band Shell on August 6th with Carrollfest. The venue was not ideal for this type of event and turnout was low. Not many vendors were willing to attend an outdoor event and were unhappy with the loading/unloading arrangements. We probably won't host another CarrollCon event in the future until we have a more appropriate space for programming in the library.

3) **Technology Updates:** Continuing the technology upgrades budgeted this year, Freegal Music was upgraded to a streaming service. Now patrons can get 3 songs per week to download as well as 3 hours per day of streaming. Since this change was made, song downloads have more than doubled. Hardware updates will continue in September with new monitors and keyboards for the remaining public computers as well as a few more database upgrades/additions.

4) **Space Planning:** The visioning session with OPN Architects was held on August 16th in the council chambers. OPN completed a survey of participants and gathered information to help them with their project directive. Additional information about library statistics was sent to them by library staff.

5) **Upcoming Events**: View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.