City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

December 2018

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 bonding attorney (Ahlers) and financial advisors (PFM) on debt issuance
- Prepared FY 17/18 audit MD&A and final FY 17/18 audit report
- Compiled and reviewed FY 19/20 budget proposal
- Attended IA League of Cities Budget Workshop – December 6 (Johnston)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – December 20
    - Wellness Meeting with Benefit Source – December 13 (new city wellness program)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Finalize FY 19/20 budget proposal to deliver to Council
- Finalize FY 17/18 audit report with presentation to Council
- Council budget work sessions – January 17, 22, and 29
- Begin preparing FY 19/20 budget state forms
- Prepare 2018 W2s and mail to employees
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – January 16
    - Roll out new wellness website – January 2019

Accomplishments of particular note:

- 320 utility bills and statements were emailed in December 2018

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Firefighters conducted regular training with truck and equipment operations. Firefighters also took some time from our regular drill routine to conduct an extensive cleaning of the station and all vehicles.

Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/04/2018	½ East of Glidden	Vehicle roll-over
12/07/2018	720 N East St	House fire
12/11/2018	Highway 71 & 140th St	Vehicle collision
12/12/2018	250th & Olympic Ave	Vehicle roll-over
12/23/2018	125 E 10th St	Vehicle hit house
12/26/2018	210th & Noble	Un-attended brush fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Captain Ethan Kathol attended supervisor training at the Iowa Law Enforcement Academy (ILEA) on the 3rd and 4th. This training is a beginning step to learning about management since his promotion to the rank of Captain.

Officer Jeff Nichols attended tactical medicine for patrol officers on the 10th and 11th. This provided training to treat medical emergencies such as wounds from vehicle accidents to stop the bleed techniques from bullet wounds. This can be used in emergencies for himself, other officers, or the public.

The Carroll Middle School 6th grade graduated from DARE on the 10th. This course was taught to the 6th grade one day a week since the beginning of school. Congratulations to the 6th grade CMS class.

All officers participated in the quarterly physical fitness assessment on the 12th. On the 13th all officers completed TASER recertification training. Both of these are held in house with certified instructors on staff with the CPD.

Two new patrol officers began employment this month. Blake Fiferlick started on the 16th and Steven Pudenz began on the 17th. Both officers will begin the academy on January 2nd and will complete on April 19th. Once the academy is complete they will begin their 10 week field training before being assigned to a patrol shift.

Officer McCarty attended methamphetamine investigations training at the Midwest Counter Drug Training Center (MCTC) on Camp Dodge. This training took place from the 17th to the 19th.

Tony Amdor was promoted to the rank of Sergeant on the 29th. Congratulations Sergeant Amdor.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	December 2018	December 2017	December 2016
Forcible Rape			
Forcible Fondling	1		1
Porno/Obscene Material			
Aggravated Assault	1		
Domestic Violence			
Simple Assault	5	6	1
Domestic Abuse	3	1	
Burglary/B&E	1	1	3
Shoplifting	12	1	4
Theft from Vehicle	2	2	1
Theft Vehicle Part			
Theft of Bike		1	
Theft from Building	4	8	1
Other Larceny	1		
Motor Vehicle Theft	1	1	
Counterfeit/Forgery	1	2	3
Credit/ATM Fraud	1	1	3
Identify Theft			
Wire Fraud	1		
Bad Checks		1	1
Stolen Property			
Vandalism			
Vandalism: Business	1	1	
Vandalism: Residence		2	1
Vandalism: Vehicle	1		3
Vandalism: School			
Vandalism: Other			1
Weapon Law Violation			1
Drug/Narc Violations	2	5	2
Drug Equipment Viol			
Drive Under Influence	1	1	4
OWI 2nd		1	
OWI 3rd			
Liquor Law Violation			
Under 21 BAC.02			
Drunkenness		1	5
Disorderly Conduct	1		2
Harassment	2	2	
All Other Offenses	2	3	2
False Information			1
Trespassing	1	1	
Runaway			
Missing Person			

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	2	1	5
Firearms Accidents			1
Unattended Death	1	1	
Suicide			
Animal Bite	1		2
Dispose of Animal			
Warrant Outside	4	4	9
Restraining Order			1
1050F Traffic Accident			
10-50 PI Personal Injury			1
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	16	28	11
10-50 Car & Deer		1	
1050 PD: Hit and Run	1	2	5
1050 PD: City Vehicle			1
1050 PD: Police Vehicle			1
10-50 PD Under 1500	3	2	4
Assist Other Agency		1	
Moving Violations		1	
Op After Revocation	5	1	1
Operate After Suspen	13	8	8
Miscellaneous Public	5	1	4
Total	**96**	**93**	**94**

12/01/2018 thru 12/31/2018

Citations	
Animal	0
Dark Windows	0
License Violation	22
Other	3
Violation (Parking)	23
Registration	18
Seatbelt	20
Tobacco	0
Traffic	42
Warning Notices	221
Loud Stereo	0
TOTAL	**349**

12/01/2018 thru 12/31/2018

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - December 2018

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricultural						
	Building					
		NONE				$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					
		NONE	$0.00			$0.00
	Commercial Building Valuation Total:		**$0.00**	**Commercial Building Fee Total:**		**$0.00**
	Electrical					
		12/13/2018			180374	$77.74
		12/26/2018			180377	$121.48
				Commercial Electrical Fee Total:		**$199.22**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		12/26/2018			180378	$23.50
				Commercial Plumbing Fee Total:		**$23.50**
	Right of Way					
		12/13/2018			180375	$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		12/13/2018			180373	$30.00
				Commercial Sign Fee Total:		**$30.00**
	Commercial Valuation Total:		**$0.00**	**Commercial Fee Total:**		**$252.72**

Residential					
	Building				
		12/26/2018	$18,000.00	180376	$134.50
	Residential Building Valuation Total:		**$18,000.00**	**Residential Building Fee Total:**	**$134.50**
	Electrical				
		NONE			$0.00
				Residential Electrical Fee Total:	**$0.00**
	Mechanical				
		NONE			$0.00
				Residential Mechanical Fee Total:	**$0.00**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		NONE			$0.00
				Residential Right of Way Fee Total:	**$0.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$18,000.00**	**Residential Fee Total:**	**$134.50**
	Valuation Grand Total:		**$18,000.00**	**Fee Grand Total:**	**$387.22**

Permits - YTD - through December 2018

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$113,800.00		$0.00
	Agricultural Valuation Total:	**$113,800.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$7,640,700.00		$10,600.50
	Electrical			$2,164.27
	Mechanical			$446.65
	Plumbing			$1,219.50
	Right of Way			$740.50
	Sign			$495.00
	Commercial Valuation Total:	**$7,640,700.00**	**Commercial Fee Total:**	**$15,666.42**
Residential				
	Building	$6,377,821.37		$21,593.67
	Electrical			$3,320.98
	Mechanical			$1,230.97
	Plumbing			$1,565.50
	Right of Way			$4,190.00
	Sign			
	Residential Valuation Total:	**$6,377,821.37**	**Residential Fee Total:**	**$31,901.12**
	Valuation Grand Total:	**$14,132,321.37**	**Fee Grand Total:**	**$47,567.54**

Public Works

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

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated seven graves for Cemetery.
- Snow removal and ice control for snow events.
- Removed snow from CBD.
- Trimmed trees.
- Assisted Wastewater Division with water leak.
- Maintained signs and signals.
- Bladed gravel roads.
- Maintained snow equipment.
- Division Safety Meeting: Mobile Phone Use with a DCL Vehicle; December 10, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 28.994 million gallons
  Daily Average: 0.935 million gallons
  Daily Maximum: 1.190 million gallons
- Completed 36 Iowa One Call locate requests.
- Meter Department
  - 143 service orders.
  - 8 delinquents.
  - 2 rereads.
  - 0 stuck meters.
- Division Safety Meeting: "Danger at any Depth"; December 26, 2018.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 56.544 million gallons
  Daily Average: 1.824 million gallons
  Daily Maximum: 3.407 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: IIAC Informer; December 19, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- None

Division: Water: Terry Kluver, Water Superintendent

- Pat Pudenz passed the Grade 2 Water Treatment exam.
- Installed six (6) fire hydrant extensions.
- Monitored free ammonia and nitrite at SEP and Distribution System.
- Installed new blower motor on Aerator at Water Treatment Plant.

Division: Sean Kleespies: Wastewater Superintendent

- Carroll Controls repaired the digester boiler.
- Boiler inspection completed.
- Replaced level transducer for the fine screen.
- Repaired water line break in the preliminary building.
- No sanitary sewer backups for the month.
- Continued CCTV of the sanitary sewer.
- Repaired broken water line at the Wastewater Treatment Plant.
- Repaired the seals on primary sludge pump #1.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Take down Christmas lights.
- Snow removal and ice control, as needed.
- Maintain signs and signals.
- Trim trees.
- Maintain snow equipment.

Division: Water: Terry Kluver, Water Superintendent

- Continue to monitor free ammonia and nitrite at SEP and Distribution System.
- Complete and file end-of-year documents.
- Obtain permit-required samples for Nitrite from SEP and Distribution System.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Effluent water toxicity test.
- Repair CCTV
- Continue CCTV of the sanitary sewer.

CAPITAL PROJECT STATUS SUMMARY – 01-17-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Library/City Hall Project	2017	FY 18	FY18	$4,511,000	2019	OPN Architects Badding Constr. Co.	$604,666.00 $4,555,187.00	12-18-17 10-15-18	$510,769.79 $853,895.70	84% 18.75%		
Trails	2015 On-going	FY 17	FY16									
Sidewalk Transition Plan	2018	FY18		$57,414	2018	FEH Design Badding Constr. Co.	$5,680.00 $65,765.00		$5,680.00 $43,402.76		09-14-18 10-14-18	
Streambed Stabilization		FY 17	FY16	$385,000	2018							
Street Maintenance Building	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH FEH DESIGN	$22,500.00 $349,050,99	01-25-16 12-10-18	$22,500.00		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$143,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2019	On-going	FY 19	FY 19	$700,000	2019	JEO Consulting Group, Inc.	$88,100.00 + Hourly	10-08-18	$50,300.00		2019	Design Const. Service
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc. Dixon Const. Co.	$4,900.00 $412,500.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $431,885.82 $1,428,630.45	100%	08-15-13 118 Working Days	TSIP Application Design & Construction

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc. Tri-State Paving	$71,193.00 $80,078.00 $788,870.73	09-26-16 Late Start Date 08-14-17	$143,765.45 $772,208.02	95%	40 Working Days	Design Construction Services
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	$1,340,500	2018	Confluence Badding Constr. Co.	$109,101.00 $1,707,342.05	10-23-17 05-29-18	$103,973.46 $1,627,683.04	18%	05-18 11-16-18	
Downtown Streetscape Phase 10	On-going	FY 19	FY 19	$1,300,000	2019	Confluence	$97,915.00	10-22-18	$10,240.70		04-19	
Downtown Streetscape Phase 11	On-going	FY20		$1,700,000	2020	Confluence	$118,775.00	03-19			03-20	
Well and Transmission Main Transmission Main – Group A	2014 2014	FY 16 FY 16	FY16 FY16			JEO Consulting Group, Inc. Drake Construction, L.C.	$324,000.00 $790,134.07	07-28-14 03-23-14	$327,680.61 $751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	$500,000	2018							
Leachate Forcemain & Gravity Sewer						King Construction	$661,257.50 Total $335,962.50 City	07-18-16	CCSWMC $325,605.01		08-31-16	CCSWMC Contract
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	$1,000,000	2020	Veenstra & Kimm, Inc.	$73,500		$9,008.44			
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800		$15,343.25			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Cleaned up mowers
- Took heads off reel mowers
- Moved snow in front of clubhouse and shop
- Started grinding reels and bedknives

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Schedule
- Lifeguard Meeting (12-9)
- Radio Ad
- State Water Test

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- Basketball Basic Registration
- Adult Co-Ed Volleyball Registration
- Fitness Equipment Maintenance

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:

Golf: Scott Haakenson, Golf Superintendent

- Jeremy and I went to Cedar Falls for Winter IGCSA meeting

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Red Cross Onsite Observation and Evaluation
- Lifeguard Recert Class
- Swim Tests
- 2 High School Swim Meets / 1 CAST Meet
- Breakfast with Santa
- Kids Night Out X2

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- Finalized security cameras and door locks for 24 hour access
- Received approval to being Renew Active membership program
- Breakfast with Santa
- Kids Night Out X2

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
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year's budget items
- Night cleaning shift
- A/C and heating repairs at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- Cemetery door lock
- City construction sites
- Railings west entry at Rec Center
- Rec and Cemetery snow removal
- Pool heating system at Rec Center
- 2019/2020 budget items

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Keep working on grinding mowers
- Sand and paint ball washers, tee markers, trash cans

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Swim Band
- Lifeguard Recert Class
- 1 High School Swim Meet / 2 CAST meet

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- Basketball Basics
- Sponsor letter
- Weight room organization

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building construction

Safety Topic:

- Rescues / First Aid
- Severe weather

Director's Report
December 2018

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	21
Children's Library Programs	164
Children's Program Outreach	335
Diane's Read Aloud	151
Crafty Library Ladies	51
Book Club Groups	16
Poetry Group	6
Hugo Kringle	15

Monthly Statistics:

Total Print Circulation:	6,848
BRIDGES Circulation:	881
Consumer Reports:	290
Public Computer Use:	423
Wi-Fi Use:	181
Website Visits	2,577
Gale Databases:	32
Global Road Warrior Page Views:	1
Learning Express Resources:	87
Freegal Music Downloads:	742
Transparent Language:	2
Chilton Auto Manual	13
ABC Mouse Sessions:	2
Zinio Digital Magazine Circulation:	64
Daily Times Herald Page Views:	3,750
Lynda.com	94

Total Program Attendance	**759**
Monthly Door Count	**3,934**

Total Resources Utilized	**15,987**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the various daycares in the area. Mike Anderson brought Hugo Kringle to the Carroll Public Library on a snowy Friday afternoon to share his stories growing up with his brother, who would one day be Santa Klaus, and sing holiday songs with families.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group

3) 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 or on Facebook.
    - Human Trafficking: Tuesday, January 22 from 6-7 pm