City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

February 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
- Prepared council proceedings for FY 18 debt issuance
- Prepared state budget forms to set budget public hearing
- Worked with Rec Center and new software
- Attended Collective Bargaining seminar – February 15
- Attended IMWCA Regional meeting – February 16
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – February 16 (planning for LHI 5K)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- File FY 2018 budget with state and county auditor
- Continue to work with Rec Center and new software
- Distribute and compile information for annual liability and property insurance renewal
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – March 16 (planning for LHI 5K)
    - Hold Annual Employee Blood Profiles – March 8

Accomplishments of particular note:

- 241 utility bills and statements were emailed in February 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 February.

Training sessions for Department members focused annual refresher training in exposure to Bloodborne Pathogens. Our Exposure Control Plan was reviewed with special attention being given to minimizing potential exposure of all members to infectious materials and contaminated items. We are currently in the process of updating our Exposure Control Plan.

Firefighters also re-certified in Healthcare Provider CPR. The Carroll County Ambulance conducted the very detail-orientated training session.

Sixteen year member Jeff Warnke submitted his resignation to the Department, effective March 1st. Jeff was a valuable member of the Department and his service to our organization is very much appreciated.

Run Report for February:

Alarm Date	Alarm Location	Incident Type
02/03/2017	1405 Amy Ave	False alarm
02/13/2017	West 1st & West St	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On February 14, Chief Brad Burke and Officer Ethan Kathol attended Glock Armorer School at the Cedar Rapids Police Department. Both officers are now certified as armorers for the department issued Glock 17 handguns. The training was presented by Glock and certifications are valid for three years at which time an update is required.

Officer Jake Smith and Nathan Christian attended Drone training on February 21st. This training which was sponsored by the Federal Aviation Administration (FAA) and Iowa DOT informed the officers of law regulating the use of drones and how to report violators to the FAA. With the growing popularity in drone use, officers need to be aware of the changing regulations of the FAA and requirements that need to be followed for citizen use. This training was conducted in Carroll and was a regional training for law enforcement.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: February 1 THRU February 28, 2017

Offenses	Incidents
	Reported
Simple Assault	6
Domestic Abuse	1
Shoplifting	5
Theft from Vehicle	1
Theft Vehicle Part	1
Theft from Building	2
Motor Vehicle Theft	1
Counterfeit/Larceny	1
Bad Checks	1
Vandalism: Business	3
Vandalism: Residence	1
Vandalism: Vehicle	5
Vandalism: Other	1
Drug/Narc Violations	2
Drive Under Infl	9
OWI 2nd	1
OWI 3rd	1
Drunkenness	1
Harassment	1
All Other Offenses	1
Trespassing	1
Unattended Death	1
Animal Bite	1
Warrant Outside	8
PI MV Pedestrian	1
10-50 PD	15
1050PD: Hit and Run	3
Under 1500	5
Assist Other Agency	1
Op After Revocation	6
Operate After Suspen	14
Misc. Public	3
Total	**104**

Citations	
Animal	0
Dark Windows	1
License	29
Other	1
Parking Violation	13
Registration	31
Seatbelt	21
Tobacco	0
Traffic	60
Warning	281
TOTAL	**437**

Salvage Vehicle Inspections: 12

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - February 2017

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
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					
		02/24/2017	$300,000.00		170017	$941.00
		Commercial Building Valuation Total:	**$300,000.00**		**Commercial Building Fee Total:**	**$941.00**
	Electrical					
		02/20/2017			170015	$50.14
					Commercial Electrical Fee Total:	**$50.14**
	Mechanical					
		02/20/2017			170013	$0.00
					Commercial Mechanical Fee Total:	**$0.00**
	Plumbing					
		02/07/2017			170009	$30.50
		02/20/2017			170016	$55.50
					Commercial Plumbing Fee Total:	**$86.00**
	Right of Way					
		02/07/2017			170010	$0.00
		02/27/2017			170066	$25.00
					Commercial Right of Way Fee Total:	**$25.00**
	Sign					
		2/17/2017			170012	$15.00
					Commercial Sign Fee Total:	**$15.00**
		Commercial Valuation Total:	**$300,000.00**		**Commercial Fee Total:**	**$1,117.14**

Residential						
	Building					
		02/27/2017	$200,000.00		170064	$691.00
	Residential Building Valuation Total:		**$200,000.00**	**Residential Building Fee Total:**		**$691.00**
	Electrical					
		02/27/2017			170065	$115.88
				Residential Electrical Fee Total:		**$115.88**
	Mechanical					
		NONE				$0.00
				Residential Mechanical Fee Total:		**$0.00**
	Plumbing					
		NONE				$0.00
				Residential Plumbing Fee Total:		**$0.00**
	Right of Way					
		02/07/2017			170011	$25.00
		02/20/2017			170014	$25.00
				Residential Right of Way Fee Total:		**$50.00**
	Sign					
		NONE				$0.00
				Residential Sign Fee Total:		**$0.00**
	Residential Valuation Total:		**$200,000.00**	**Residential Fee Total:**		**$856.88**
	Valuation Grand Total:		**$500,000.00**	**Fee Grand Total:**		**$1,974.02**

Permits - YTD - through February 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$337,500.00		$1,171.50
	Electrical			$123.34
	Mechanical			
	Plumbing			$86.00
	Right of Way			$25.00
	Sign			$30.00
	Commercial Valuation Total:	**$337,500.00**	**Commercial Fee Total:**	**$1,435.84**
Residential				
	Building	$200,000.00		$691.00
	Electrical			$187.64
	Mechanical			
	Plumbing			
	Right of Way			$75.00
	Sign			
	Residential Valuation Total:	**$200,000.00**	**Residential Fee Total:**	**$953.64**

Valuation Grand Total:	**$537,500.00**	**Fee Grand Total:**	**$2,389.48**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated eleven graves for Cemetery.
- Trimmed trees.
- Sanded and plowed for two snow events.
- Swept street, as weather permitted.
- Graded gravel roads and added gravel.
- Maintained signs and signals.
- Patched potholes.
- Placed 15 cubic yards of concrete for ROW Permits and street repairs.
- Division Safety Meeting: Medications and Driving; A Dangerous Combination, February 26, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 28.936 million gallons
  Daily Average: 1.003 million gallons
  Daily Maximum: 1.349 million gallons
- Completed 34 Iowa One Call locate requests.
- Meter Department
  - 83 service orders.
  - 8 delinquents.
  - 8 rereads.
  - 4 stuck meters.
- Division Safety Meeting: "Safety Trainer on Electrical Hazards"; February 28, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Water production:
  Monthly Total: 28.936 million gallons
  Daily Average: 1.003 million gallons
  Daily Maximum: 1.349 million gallons
- Completed 34 Iowa One Call locate requests.
- Meter Department
  - 83 service orders.
  - 8 delinquents.
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  - 4 stuck meters.
- Division Safety Meeting: "Safety Trainer on Electrical Hazards"; February 28, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Bid a new medium duty truck.
- Repaired US 30 street light pole hit by unknown source.

Division: Water; Terry Kluver, Water Superintendent

- Submitted fifty-six (56) bacteria samples from Well and Transmission Main project.
- Worked with contractor on flushing new Transmission Main with compressed air.

Division: Sean Kleespies, Wastewater Superintendent

- Routine maintenance on plant equipment.
- Sanitary sewer camera inspections in the northwest area of the City.
- Jet/vac started early this year due to the nice weather.
- Replaced laboratory incubator.
- Matt Riedell passed the Grade 2 Wastewater exam.
- Travis Boell, Paul Kersey and Matt Riedell have completed their wastewater training courses.
- Passed mandatory wastewater toxicity test for the State.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Trim trees.
- Grade and gravel alleys.
- Grade gravel roads and add gravel, as needed.
- Install new street name signs.
- Maintain signs and signals.
- Sweep streets.
- Snow removal and ice control, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main project.
- Continue operating water valves in distribution system.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Programming for remote access of the Wastewater Plant computer system.
- Begin jet/vac the sanitary sewer system
- Continue sanitary sewer camera inspection.

CAPITAL PROJECT STATUS SUMMARY – 03-14-17

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	$697,934.37	84%		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. 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
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. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $103,945.65	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$94,984.46		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY 16	FY16	$1,150,00 0	2017	JEO Consulting Group, Inc. OMG Midwest, Inc.	$99,356.00 $94,260.00 1,149,123.40	09-14-15 04-11-16	$194,025.90 $1,165,968.45	 95%	2016 75 Days	Design Construction Services

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				
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 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	$325,810.61 $743,099.63	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			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 all park areas
- Pick up litter downtown area six times
- Move snow and ice from sidewalks
- Sand and paint trash barrels
- Maintain equipment
- Check play equipment
- Remove perimeter fence at baseball stadium
- Trim shrubs and trees downtown

Golf: Scott Haakenson, Golf Superintendent

- Painted trash cans
- Painted ball washers
- Rebuilt and sharpened mower reels and bedknives

Cemetery: John Snyder, Cemetery Sexton

- Took care of 13 internments, 11 of which were full burials and two cremations with two being done on Saturdays
- Took care of all burials records, grave sales, time sheets and funeral home billing records
- Picked up sticks and garbage daily
- Plowed cemetery street, Rec Center parking lots, east, west & north sides when needed
- Removed snow for funerals
- Started early spring clean up
- Backfilled four graves which had settled
- Met with numerous families on funeral process and burial options
- Cleaned storm sewer drains three times
- Started cleaning up leaves along boulder perimeter walls
- Restocked dirt bunker

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

- Spray ice rink
- Move snow off ice rink
- Closed ice rink February 10th for season

Golf: Scott Haakenson, Golf Superintendent

- Sent out bids for new rough mower

Cemetery: John Snyder, Cemetery Sexton

- Redid parking lots for Hoop-It-Up tournament after blizzard the day before

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Perfect Mind software – continuing to work with software to fix issues and streamline processes during upcoming months. February was the 1st month auto monthly payments came out with Perfect Mind and ran smoothly.
- Continue weekly meetings with Perfect Mind developers, transferred to a new contact person from development to maintenance staff. We now have access to the 24 hour staff with Perfect Mind.
- Continued opening up a few programs for online registration.
- Covered 32 lunch hour scheduled lifeguard hours, plus another 8 hours lifeguarding shifts for sick guards who couldn't find subs last minute. Taught 1 early AM water fitness class and attended two morning 9 am classes.
- February 9, went to Carroll Area Child Care Center to do a 1 hour recreation/sport introduction activity.
- Taught WSI class for 2 staff during swim lessons, with them able to use skills during teaching with another certified WSI.
- Weekly meetings with director and other supervisors, and with REC staff.
- Attended 5 hour Chamber Leadership program on February 15 at Farner Bocken.
- February 11-12 CAST hosted Fitter Faster Stronger swim clinic bringing in Olympian Camille Adams to present to youth.
- Carroll Recreation Center hosted Hoop It Up games on Sunday February 26.
- Completed mandatory new LGI/LGIT instructor and instructor trainer American Red Cross Training on February 11 at 9 hour course in Urbandale.
- Hosted "Movie Night' in the REC gym Saturday, February 18 showing "Finding Dory"
- Held 2 lifeguard in-services for staff, focusing on new January 2017 skills just released.
- Attended Iowa Parks & Recreation Board meeting February 22 in Grinnell on new strategic plan for association. This is my final year severing on the board of directors.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Spring Soccer Registration
- Business Sponsorship program
- Lifeguarded – 22.5 hours
    - 2/2– 2.5 hours
    - 2/7 – 2.5 hours
    - 2/9 – 2.5 hours
    - 2/10 – 2.5 hours
    - 2/15 – 2.5 hours
    - 2/16 – 2.5 hours
    - 2/21 – 2.5 hours
    - 2/22 – 2.5 hours
    - 2/23 – 2.5 hours

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 MidAmerican preapproval at Rec Center
- Replacement of HVAC at Historical Building
- Night cleaning shift openings
- WIFI plan at Rec Center
- Fire alarm install at Rec Center
- Water valves at Rec Center
- Hoop-It-Up at Rec Center
- Library server CAT6 wiring
- Street light replacement

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Merchants Park reconstruction
    - Fences put in
    - Restrooms ready
    - Dugouts finished
    - Irrigation fixed
- Prepare for soccer and baseball seasons
- Parks cleaned up
- Put plumbing fixtures back together

Golf: Scott Haakenson, Golf Superintendent

- Have a cleanup day
- Open mid-month or when weather allows

Cemetery: John Snyder, Cemetery Sexton

- Hire part time help
- Spring clean up

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Chamber Leadership Class
- Teach more Lifeguard courses and WSI courses in preparation of summer
- Teach parent/child swim lessons

Leisure Services: Mike Mertes, Recreation Program Specialist

- Soccer Prep
- Soccer scheduling
- Summer / Fall Program planning
- T-ball and Baseball / Softball Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Golf Course opening

Safety Topic:

- Storage of chemicals

Director's Report
February 2017

As reported by Brandie Ledford, Library Director

Program Attendance:

MOB – STEM Programming	84
Fairview Parent Literacy Day	360
Tech Help Friday	32
Children's Library Programs	467
Children's Program Outreach	381
Adult Test Proctoring	2
Crafty Library Ladies	79
Poetry Group	13
Noon Book Club	6
Evening Book Club	5
Total Program Attendance	**1,429**
Monthly Door Count	**5,572**

Monthly Statistics:

Total Print Circulation:	7,399
BRIDGES Circulation:	611
Consumer Reports:	0
Public Computer Use:	593
Wi-Fi Use:	233
Website Visits	3,369
EbscoHost Downloads:	6
Global Road Warrior Page Views:	1
Learning Express Resources:	3
Freegal Music Downloads:	270
GVRL eBook Downloads:	1
ABC Mouse Sessions:	38
Zinio Digital Magazine Circulation:	49
Daily Times Herald Page Views:	2,703
Total Resources Utilized	**15,276**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Story time programming this month included Rookie Readers, Diane's Read-Aloud, Ivan the Reading Dog, and outreach to area daycares. Diane made a special trip to Fairview this month for their preschool literacy day for parents in both the a.m. and p.m. sessions. Diane has also been working with the Everybody on the Same Page committee to include special storytime programs on the book *Finding Winnie* by Lindsay Mattick. She has 8 groups of kids scheduled in the months of March and April to come to the library for this program.
   Staff members Donna Evans and Kelsey Hall, with the help of library trustee Janet Auge, started the Makers or Breakers (MOB) After School STEM Club this month. They held 4 sessions with 21 children in grades 3 through 5 attending after school from 4:00 to 5:30. In the past 4 sessions this month they covered instructions on using the STEM cart, safety practices with tools and equipment, explored the idea of making, and created STEM journals and stamps. They experimented with a variety of materials using drills, irons, and sewing machines. Watch the library Facebook page for MOB updates and other makers in the library.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Noon Book Club, Evening Book Club and the poetry group.

3) **Director Search**: The board of trustees hired Rachel Van Erdwyk to begin work as the CPL Library Director in May 2017 upon her graduation from the University of Illinois library school.

4) **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.

Carroll City Council Annual Planning Session
2016-2017 Priority Items Work Plan Update as of February 28, 2017

February Actions

- 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 scheduled for March 21, 2017
- Grant Rd/Hwy 30 improvements
  - Staff continues to work with consultants to prepare plans for 2017 construction.
- 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
  - 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
  - Staff continues to work with consultant to prepare plans for Phase 8 for 2017 construction
- City Entryway Signs
  - Staff continues to work with consultant to prepare schematic designs for review
  - Public Hearing and Resolutions regarding Monument Signage and Trail Improvement Capital Loan Notes – February 27, 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
    - April 10, 2017 – Meeting with OPN
- FY 2018 Budget
    - March 13 – Public Hearing
- Develop Sidewalk repair program
    - April – City Council Workshop
- Start Rec Center Improvement Projects – Work Session in April
- Develop plan/strategy for Rec Center for long-term viability – Work Session in April
- Trails Expansion
    - April 24, 2017 – City Council Workshop
- Implement Housing Study
- Rental Housing Inspection Program
    - April 2017 – City Council Workshop
- Water Distribution/Street Conditions
    - July 2017 – City Council Workshop

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