



City Manager's Monthly Activity Report

December 2009

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
- Gathered information for FY 2011 budget preparations
- Prepared information to issue bonds for the fire department pumper truck and local option sales tax refunding bonds
- Worked with office staff to prepare for receptionist retirement
- IMFOA Board Meeting (December 2-3, 2009) – Perry, Iowa

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Related computer issues at City Hall
- More research for electronic storage of City documents i.e. “going paperless”
- Continue to create utility billing manual
- Prepare proposed FY 2011 Capital Improvement Plan
- Prepare information for union negotiations
- Prepare FY 2011 budget
- Transition from retirement of receptionist
- Prepare OSHA log to be posted by February 1, 2010

Monthly Safety Topic:

- General office safety – keeping desk area clean, keeping floor clear of clutter etc.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Carroll Fire Department responded to five emergency calls and held three training sessions in December.

Accomplishments of particular note:

The Department conducted a truck equipment location inspection in December. Each Department member had the opportunity to view each truck compartment and equipment carried on each specific unit. A safety review of cold-weather truck operations and winter protective clothing for firefighters was also conducted.

The Department responded to two weather-related calls during the icy conditions on December 24th. Department members also spent several hours after the heavy snows locating and removing snow from fire hydrants. We were very pleased with the response to our request for the community's assistance in keeping hydrants clear of snow. This cooperation saved the volunteers several additional hours of work since many of the hydrants had already been cleared. We also had great cooperation from the Water and Street Divisions in locating and digging out several hydrants that had been buried by several feet of snow.

Captain Mark O'Leary submitted his resignation, effective December 31st, 2009. Mark was an exceptional firefighter and leader on the Department for 25 years. His dedication to this Department was second-to-none and he will be missed by his fellow firefighters.

Run Report for December:

Alarm Date	Alarm Time	Alarm Location	Incident Type
12/03/2009	20:32	708 N Adams Street	440 Electrical wiring fire
12/06/2009	10:12	17219 Mahogany Avenue	631 Authorized controlled burning
12/07/2009	01:15	406 E Anthony Street	745 Alarm system activation, no fire
12/24/2009	10:15	221 E 9 th Street	441 Ice related electrical problem
12/24/2009	04:05	910 W 21 st Street	444 Power line down – ice related

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

Chief Cayler attended the Board of Directors meeting of the Department of Correctional Services, 2nd Judicial District, in Fort Dodge on December 4th. He has served on this board for over ten years.

Officer Bellinghausen attended the State D.A.R.E. Board of Directors meeting in Ankeny on December 4th. He has served as a member of this board for approximately 3 years.

All officers of the police department participated in physical agility testing on December 16th. This testing is currently conducted twice annually and consists of a sit and reach flexibility test, one minute sit-ups, one-minute push-ups, 1.5 mile run, maximum bench press and maximum leg press. Changes have been proposed in this program (SOP re-write) that would require more frequent testing and more frequent physical exams. This is designed to increase physical fitness, reduce sick leave and workers compensation claims, and to help protect against job related disabilities resulting in early retirement and pension.

Chief Cayler attended a meeting with other law enforcement, probation and school officials to discuss various problems related to youth. These meetings are conducted on a monthly basis so that problems can be detected early.

D.A.R.E. graduation was held at Carroll Middle School on December 22nd. There were approximately 130 graduates. Mayor Pedelty served as the guest speaker.

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: December 1, 2009 THRU December 31, 2009

Offenses	Incidents Reported
Simple Assault	1
Domestic Abuse	1
Burglary/B&E	2
Shoplifting	4
Theft from Vehicle	2
Theft from Building	9
Counterfeit/Forgery	3
Vandalism: Vehicle	1
Drug/Narc Violations	4
Drug Equipment Viol	3
Drive Under Infl	3
Liquor Law Violation	4
Drunkenness	1
Disorderly Conduct	2
All Other Offenses	5
Trespassing	1
Found Property	5
Warrant Outside	1
PI MV Pedestrian	1
10-50 PD	17
1050pd: Hit and Run	1
Under 1000	16
Op After Revocation	1
Operate After Suspen	7
Total	95

Citations	
Animal	1
Open Container	0
Tobacco	0
Dark Windows	1
License	7
Loud Stereo	0
Parking Citation	2
Parking Violation	64
Registration	4
Seatbelt	4
Traffic Violation	33
Other	4
Warning	126
TOTAL	246

Salvage Vehicle
Inspections: 19

Building Department

As reported by Perry Johnson, Building Official

<i>Agricultural</i>				
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	
<i>Commercial</i>				
Building		12/29/2009	\$37,471.00	090491
	Commercial Building Valuation			
		Total:	\$37,471.00	Commercial Building Fee Total: \$230.50
Electrical		12/30/2009		090494
				\$83.12
				Commercial Electrical Fee Total: \$83.12
Mechanical		12/15/2009		090483
				\$48.52
				Commercial Mechanical Fee Total: \$48.52
Plumbing		NONE		
				\$0.00
				Commercial Plumbing Fee Total: \$0.00
Right of Way		NONE		
				\$0.00
				Commercial ROW Fee Total: \$0.00
Sign		12/03/2009		090478
		12/15/2009		090484
		12/17/2009		090486
				\$15.00
				\$15.00
				\$15.00
				Commercial Sign Fee Total: \$45.00
Commercial Valuation Total:		\$37,471.00	Commercial Fee Total: \$407.14	

Residential

Building

	12/03/2009	\$50,000.00	090479	\$284.50
	12/03/2009	\$175,000.00	090480	\$628.50
	12/15/2009	\$0.00	090485	\$441.00
	12/17/2009	\$0.00	090487	\$22.00
Residential Building				
Valuation Total:		\$225,000.00	Residential Building Fee Total:	\$1,376.00

Electrical

	12/07/2009		090482	\$35.88
	12/29/2009		090490	\$35.88
	12/29/2009		090492	\$33.20
	12/29/2009		090493	\$50.48
			Residential Electrical Fee Total:	\$155.44

Mechanical

	NONE			\$0.00
			Residential Mechanical Fee Total:	\$0.00

Plumbing

	NONE			\$0.00
			Residential Plumbing Fee Total:	\$0.00

Right of Way

	12/03/2009		090481	\$15.00
	12/17/2009		090488	\$15.00
			Residential Right of Way Fee Total:	\$30.00

Residential				
Valuation Total:		\$225,000.00	Residential Fee Total:	\$1,561.44

Valuation Grand				
Total:		\$262,471.00	Fee Grand Total:	\$1,968.58

Permits - YTD - through December 2009

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	\$4,198,032.00		\$12,670.80
	Electrical			\$3,220.64
	Mechanical			\$877.79
	Plumbing			\$1,200.00
	Right of Way			\$7,908.22
	Sign			\$360.00
Commercial Valuation Total:		\$4,198,032.00	Commercial Fee Total:	\$26,237.45
<i>Residential</i>				
	Building	\$6,813,872.64		\$27,944.38
	Electrical			\$4,642.17
	Mechanical			\$1,219.34
	Plumbing			\$2,069.13
	Right of Way			\$5,036.17
	Sign			\$0.00
Residential Valuation Total:		\$6,813,872.64	Residential Fee Total:	\$40,911.19
Valuation Grand Total:		\$11,011,904.64	Fee Grand Total:	\$67,148.64

Public Works

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

Routine Activities for the month:

Division: Streets

- Excavated two graves for Cemetery.
- Graded gravel roads.
- Installed two salt-sand spreaders on trucks and installed wing plows on two trucks.
- Crack-sealed full-depth concrete patching areas.

Division: Water

- Water production:
 - Monthly Total: 34.933 million gallons
 - Daily Average: 1.127 million gallons
 - Daily Maximum: 1.353 million gallons
- Completed 57 Iowa One Call locate requests.
- Meter Department
 - 56 service orders.
 - 2 stuck meters.
 - 110 meters tested.
 - 10 rereads.
 - 1 high water bill complaint.

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 44.774 million gallons
 - Daily Average: 1.444 million gallons
 - Daily Maximum: 2.420 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: Confined Space Equipment, December 10th, 2009.

Special Activities/Accomplishments of particular note:

Division: Streets

- Assisted Water Division with one watermain break on Joan Avenue.
- Removed ice and snow from City streets for two ice and snow storms – 12-9 to 12-10 and 12-24 to 12-26.

Division: Water

- Started updating valve card file.
- Started updating fire hydrant card file.
- Continued entering data that was collected this past summer on construction projects.
- Repaired watermain break on Joan Avenue.
- Snow removal at HSPS, WTP and all Well sites.
- Chemically treated one well to enhance water quality and production.
- IDNR conducted Sanitary Survey at the WTP, HSPS, wells and distribution system.
- Collected media samples from filter cell at WTP and sent them in for analysis prior to repairing the air wash grid.

Division: Wastewater

- Received 3rd and final effluent testing results for NPDES.
- Finished application for NPDES permit renewal.
- Televising equipment specification approved and ordered.
- Completed testing of discharge for Carroll County Solid Waste Management.
- Completed budget projections for 2010-2011.

Activities planned for next month and other comments:

Division: Streets

- Remove CBD Christmas decorations for Chamber of Commerce.
- Perform maintenance on snow-removal equipment.

Division: Water

- Continue to update valve card file.
- Continue to update fire hydrant card file.
- Collect bacteria samples from three wells.
- Install firmware upgrades at remote well sites.
- Repair SLCs in two wells that were damaged during the December snow and ice storm.

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.

CAPITAL PROJECT STATUS SUMMARY – 01-14-09

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	\$53,748.35	85%		Engineering plans submitted to FAA for review and approval
Fire Dept. Bunker Gear		X	X	\$22,500		Ed M. Feld Equip. Co.	\$22,610	07-14-09		100%	09-10-09	Equipment in service
Fire Dept. Pumper Truck		X	X	\$330,000		Toyne Inc.	\$334,214.19	07-15-09			April/May 2010	On schedule
Golf Course Cart Paths		X	X	\$10,000		Rotert Construction	\$10,001.50	11-09-09	\$10,001.25	100%	11-12-09	Done
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
Weather Sirens	X	X	X	\$32,000	06-19-09	Danko Emergency Equipment			\$22,584.25			The sirens have been installed.
Streetscape 4	X	X	X	\$460,500	11-01-09	Confluence	\$65,404.00	10-13-08	\$62,292.39		11-01-09	
						Warnke Construction, Inc.	\$537,256.85	04-27-09	\$395,540.26	74%	11-01-09	
Streetscape 5						Confluence	52,250.00	11-23-09	\$2,904.50			
Street Rehab. '09		X	X	\$386,500	11-13-09	JEO Consulting Group, Inc.	\$78,500.00	10-13-08	\$81,674.75		11-15-09	
						Carley Construction, LLC	\$384,991.20	03-23-09	\$357,080.59	93%	11-15-09	
Street Rehab. '10		X	X	\$70,000	11-01-10	JEO Consulting Group, Inc.	\$75,390.00	08-10-09	\$55,926.00			Estimated project cost = \$400,000
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

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.	\$83,000.00		\$73,651.50			Late Start Date: 06-21-09 Working Days: 80 Bid Letting: 10-20-09
						Tri-State Paving	\$808,257.90					
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	
Well No. 17	X	X				Veenstra & Kimm, Inc.	\$27,400.00	02-26-07	\$27,400.00		04-10-07	
						Sargent Drilling	\$452,450.00	12-11-07	\$452,450.00	100%	01-23-09	
Park & Rec Maint. Building					November 2009	JEO Consulting Group, Inc.	\$41,375.00	01-26-09	\$28,589.33		12-15-09	F.Y. 08-09 Budget
						R.H. Grabau Construction, Inc.	\$246,150.00	06-22-09	\$216,490.27	88%	12-15-09	Final stages
Salt Storage Building				\$150,000	10-01-09	JEO Consulting Group, Inc.	\$4,800.00		\$4,800.00		06-30-08	F.Y. 08-09 Budget
						R.H. Grabau Construction, Inc.	\$67,325.00	04-23-09	\$67,325.00	100%	07-21-09	
Oak Park Subdivision Plat No. 2						Bishop Engineering			\$13,889.57			
						J & K Contracting, LLC	\$159,945.96	01-11-08	\$159,265.93	100%	05-07-08	
Kittyhawk Ave. Ext. Westfield 2 nd Add.						Bolton & Menk, Inc.	\$24,950.00	12-18-07	\$23,723.53		06-30-08	
						Cedar Valley Corp.	\$577,693.35	06-30-08	\$533,333.64	100%	10-03-08	

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	
Forest Street – Stadium Storm Sewer						JEO Consulting Group, Inc.	\$7,700.00	05-12-08	\$8,305.00		08-06-08	
						King Construction	\$59,410.70		\$56,210.10	100%	03-26-09	
Griffith Road Sewer & Water						JEO Consulting Group, Inc.			\$9,056.25			
						General Excavating, Inc.	\$84,916.00	10-14-08	\$82,970.00	100%	11-04-08	
Aquatic Center						Burbach Aquatics, Inc.	\$445,687.96		\$442,832.12			
						Christiansen Construction	\$3,685,839.10	06-04-08	\$3,676,328.03	100%	07-02-09	
Aquatic Center Parking Lot						JEO Consulting Group, Inc.						
						Concrete Technologies Inc.	\$275,174.90	10-09-08	\$252,681.90	100%	10-28-09	
Develop Plan for Library Project	X											
Tennis Courts	X											
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, Recreation and Cultural Board Meeting
- Continued construction on the Parks garage
- Carroll County Leadership Institute
- Tennis Court discussion
- Minneapolis Lakers 1960 Plane crash event planning
- Reapply for Tree City USA certification
- Start working on 2009/2010 budget

Accomplishments of particular note:

Activities planned for next month and other comments:

- Quarterly meeting with the schools
- Budget preparations
- Move into new Parks garage
- Ceremony for Minneapolis Lakers event

Recreation Center

**As reported by Marci Hinnners, Recreation Center Director
and Mike Mertes, Program Specialist**

Routine Activities for the month:

- Organize youth basketball leagues
 - Santa Calling
 - Basketball Shootout
 - Lifeguard Training class
-
- Usage: 9477 total
 - Members: 8375
 - Non member 1102

Accomplishments of particular note:

- Attended American Red Cross Authorized Provide meeting in Des Moines

Activities planned for next month and other comments:

- Youth basketball leagues start
- Level 2 and pre school swim lessons begin
- Work on '10-'11 budget

Safety Report:

Parks

As reported by Scott Parcher, Parks Superintendent

Routine Activities for the month:

- Clean park areas and dump trash barrels
- Remove snow and ice from sidewalks
- Clean shelter at Southside Park
- Check water in two restrooms for freezing
- Work on equipment for next season
- Equipment maintenance
- Work on budget for 2010-2011
- Check sledding hill
- Pesticide applicators recertification

Activities/accomplishments of particular note:

Activities planned for next month and other comments:

- Move snow and ice
- Move to shop
- Evaluate tree damage from storm in December

Monthly Safety Topic:

Golf Course

As reported by Dan Smith, Golf Course Superintendent

Routine Activities for the month:

- Trimmed trees with bucket truck
- Removed 12 mowing heads from traction units
- Repaired and power washed three tee heads
- Sharpened reels and bedknives on three tee heads
- Winterized three sprayers
- Power washed all trash baskets
- Cleaned and winterized two 72" out front mowers
- Brought in all flag poles
- Put out no snowmobile signs

Accomplishments of particular note:

- Topdressed greens for winter protection
- Prepared budget for 2010-2011
- New 72" out front mower delivered

Activities planned for next month and other comments:

- Continue winter mower repair and sharpening
- Attend Iowa Turfgrass Conference
- Prepare chemical and fertilizer schedules for 2010

Monthly Safety Topic:

Cemetery

As reported by John Snyder, Sexton

Routine Activities for the month:

- Tended to four internments
- Moved snow at Cemetery, Recreation Center, Fire Department, and City Hall when needed
- Cleaned up some of the many broken branches from ice storm
- Hauled snow at night for street department
- All cemetery grave sales and routine paperwork needed for burial records and billing for services along with time sheets, activity reports, etc.
- Budget preparation with Scott Parcher

Accomplishments of particular note:

- Hauled, plowed, blew and shoveled a lot of snow

Activities planned for next month and other comments:

- Clean up ice damage when weather permits

Monthly Safety Topic:

Building Maintenance

As reported by Andy Snyder, Building Maintenance Specialist

Routine Activities for the month:

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

Accomplishments of particular note:

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Worked on programming on control upgrades at Rec Center
- Worked on spinning bikes
- Worked on street scape Charismas lights
- Working on new budget
- Worked in theater on different projects.
- Worked on chlorinators at Rec Center
- Pool light ballast at Rec Center
- Worked on sauna door and seats at Rec Center
- Got quotes for tables and chairs.
- Working on what to do with slide at Rec Center
- Cleaned out floor drains throughout Rec Center
- Changed shower heads in women's locker room at Rec Center
- Recovered weight equipment at Rec Center
- Pool door bids at Rec Center

Activities planned for next month and other comments:

- Working on '10-'11 budget

Safety Topic:

- Understanding the use of heavy duty cleaning chemicals