

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL MEETING AGENDA
Tuesday, September 8, 2015 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the August 17, 2015 City Council Meeting.
 - b. Approved revised claims from the August 17, 2015 City Council Meeting.
 - c. Approve claims.
 - d. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
 - e. Approve outdoor service privileges for a Class C Native Wine (WCN) liquor license on September 12, 2015 for Elmira Winery, Inc. DBA the Brick Arch Winery.
 - f. Approve street closure for the 200 Block of N. 5th Street on Saturday September 12, 2015 from 5:00 p.m.-9:00 p.m. for a block party.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Second Reading of Ordinance 734, amending Chapter 165 "Zoning Regulations." /Move to action.
 - b. Accept the resignation of Dan Stevenson from the West Branch Library Board of Trustees. /Move to action.
 - c. Accept the resignation of Deputy City Clerk Dawn Brandt. /Move to action.
 - d. Resolution 1382, approving a draft Request for Proposal (RFP) for the consultant selection process for City Highway Bridge Program Project Number BROS-8252(605)—8J-16 with the Iowa Department of Transportation. /Move to action.
 - e. Resolution 1383, adopting and approving Tax Compliance Procedures Relating to Tax-Exempt Bonds. /Move to action.
8. City Staff Reports
 - a. City Administrator/Clerk Matt Muckler – National League of Cities (NLC) Membership
 - b. Public Works Director Matt Goodale – NLC Line Insurance Program
 - c. City Administrator/Clerk Matt Muckler - Recruitments for the police officer and finance officer positions.
 - d. City Administrator/Clerk Matt Muckler – Liability Insurance Issue
 - e. City Administrator/Clerk Matt Muckler – 2015 City Council Goal Setting Session – Monday September 21, 2015
9. Comments from Mayor and Council Members
10. Adjournment

ORDINANCE NO. 734

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code’s requirements; and

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165:

165.04 DEFINITIONS.

165.04 – Insert the following:

165.04(44) D. For corner lot yard definitions refer to section 165.12

165.04(47) “Corner Lot” means a lot fronting on two (2) intersecting streets or at the angle in the street where the interior angle formed by the intersection of the street lines is one hundred thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each leg of such angle.

165.07 ACCESSORY BUILDINGS.

165.07 – Amend as follows:

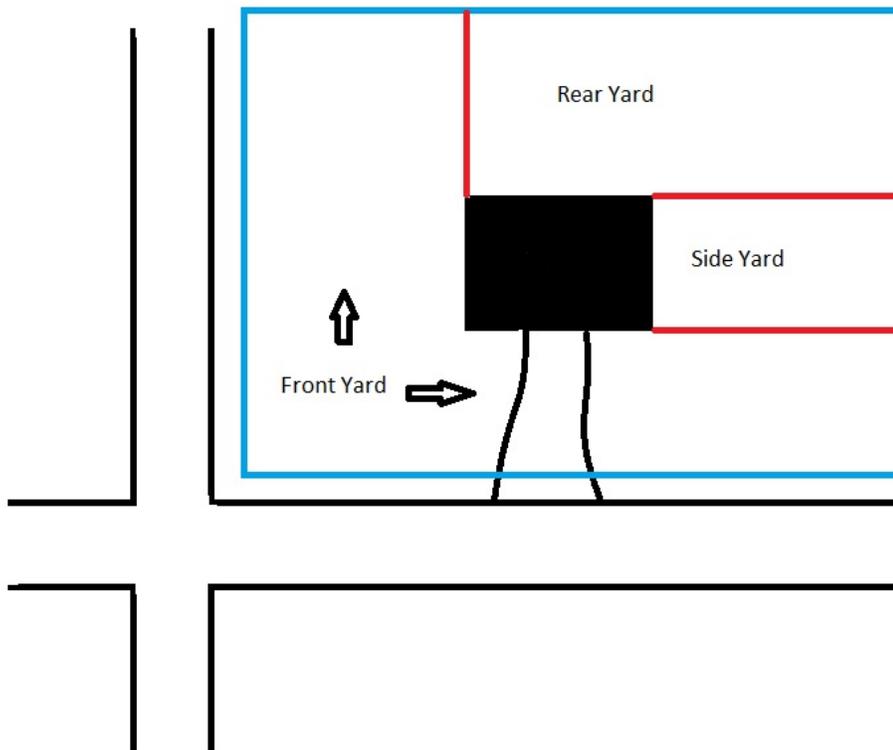
165.07(2) An accessory building may not be located nearer to any interior lot line than that permitted for the main building, if extended. However, when an accessory building is located in the rear yard, it may then be located not nearer

than three (3) feet of the interior lot line, and not nearer than five (5) feet of the rear lot line.

165.12 CORNER LOTS.

165.12 – Amend by deleting the contents of Section 165.12 in its entirety and inserting in lieu thereof:

1. The “Front Yard” for a corner lot means the area situated between the lot lines that are nearest to the intersecting streets and their corresponding building lines.
2. The “Rear Yard” for a corner lot means a yard extending from the rear building line to the rear lot line and from the side lot line that is not adjacent to a street to the front yard.
3. The “Side Yard” for a corner lot means a yard situated between the building line and the side lot line that is not adjacent to a street and extending from the front yard to the rear yard.



165.24 ESTABLISHMENT OF DISTRICTS AND BOUNDARIES.

165.24 – Amend as follows:

Delete Flood Plain, FP District

Delete Central Industrial, CI-2 District

Delete Park, P District and insert Public Use, P District in lieu thereof

165.26 A-1 DISTRICT REQUIREMENTS.

165.26 – Amend as follows:

165.26(1) Permitted Uses.

165.26(3) Area Regulations.

165.26(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than twenty (20) feet in depth.

165.27 R-1 DISTRICT REQUIREMENTS.

165.26 – Amend as follows:

165.27(1) Permitted Uses.

165.27(3) Area Regulations.

165.27(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than eight (8) feet in depth.

165.28 R-2 DISTRICT REQUIREMENTS

165.28 – Amend as follows:

165.28(1) Permitted Uses.

165.28(3) Area Regulations.

165.28(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than eight (8) feet in depth.

165.30 RB-1 DISTRICT REQUIREMENTS.

165.30 – Amend as follows:

165.30(1) Permitted Uses.

165.31 B-1 DISTRICT REQUIREMENTS.

- 165.31 – Amend as follows:
 - 165.31(1) Permitted Uses.
 - 165.31(2) Area Regulations.

165.32 B-2 DISTRICT REQUIREMENTS.

- 165.32 – Amend as follows:
 - 165.32(1) Permitted Uses.
 - 165.32(2) Area Regulations.

165.37 CI-2 DISTRICT REQUIREMENTS.

Delete Section 165.37 in its entirety and insert in lieu thereof 165.49 HCI DISTRICT REQUIREMENTS and all of its contents.

165.44 FENCES.

- 165.44 – Amend as follows:
 - 165.44(4) Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City, except that on corner lots the portion of fence located where the rear yard meets the front yard may be extended into the front yard up to the required front yard setback line but not beyond the front building line of the property to the rear of said corner lot abutting on the intersecting street with the height requirements of the rear yard.

- Delete section 165.44(7) and insert in lieu thereof section 165.44(9)
- Delete section 165.44(8)
- Delete section 165.44(9)

165.49 HCI DISTRICT REQUIREMENTS.

Delete Section 165.49 in its entirety.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 8th day of September, 2015.

First Reading: August 17, 2015

Second Reading: September 8, 2015

Third Reading:

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

165.07 ACCESSORY BUILDINGS.

1. No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

2. An accessory building may not be located nearer to any interior lot line than that permitted for the main building, when any part of the accessory building is on line with the main building, if extended. However, when an accessory building is located in the rear yard, it may then be located **not nearer than** (3) feet of the interior lot line, **and** not nearer than five (5) feet of the rear lot line.

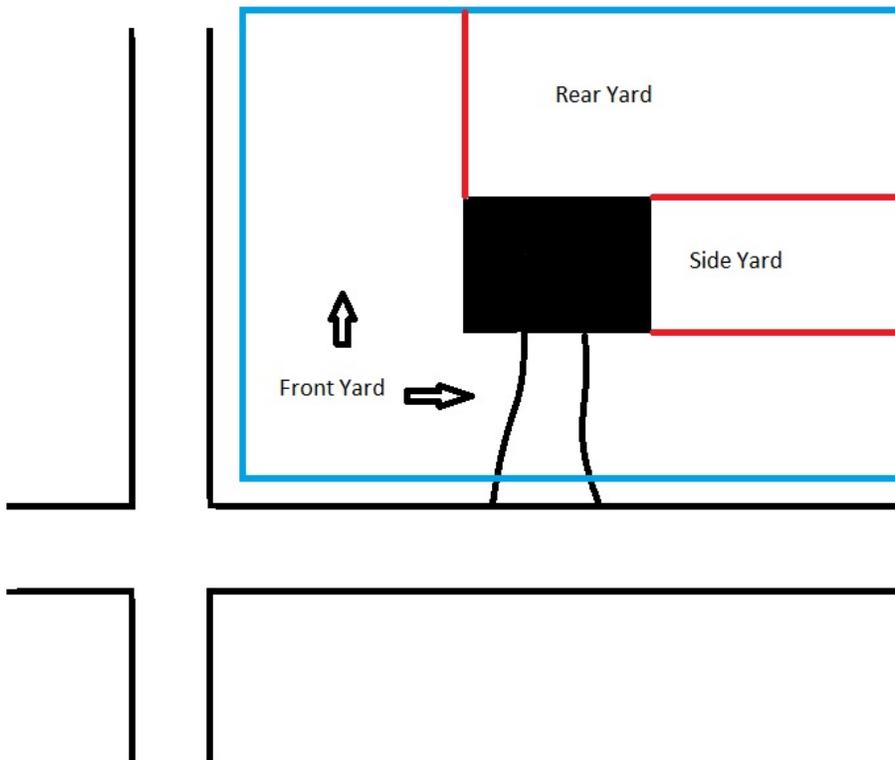
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*Language indicated in red has been added and/or edited

165.12 CORNER LOTS.

1. Side yard requirements for corner lots shall be the same as the front yard requirements for those lots to the rear of said corner lot abutting on the intersecting street.
2. A lot fronting on two (2) intersecting streets which form an interior angle of one hundred-thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each of such streets.
3. A lot located at the angle in the street where the interior angle formed by the intersection of the street lines is one hundred thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each leg of such angle.

1. The “Front Yard” for a corner lot means the area situated between the lot lines that are nearest to the intersecting streets and their corresponding building lines.
2. The “Rear Yard” for a corner lot means a yard extending from the rear building line to the rear lot line and from the side lot line that is not adjacent to a street to the front yard.
3. The “Side Yard” for a corner lot means a yard situated between the building line and the side lot line that is not adjacent to a street and extending from the front yard to the rear yard.



*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.24 ESTABLISHMENT OF DISTRICTS AND BOUNDARIES. For the purpose of this chapter, the City is hereby divided into the following districts:

Agricultural A-1 District
Residence R-1 Single Family District
Residence R-2 Two Family District
Residence R-3 Multiple Family District
Residence/Business RB-1 District

Business B-1 District
Business B-2 District
Industrial I-1 District
Industrial I-2 District
Flood Plain FP District (Eliminate)
Highway Commercial Industrial HCI District
Central Business CB-1 District
Central Business CB-2 District
Central Industrial CI-2 District (Eliminate)
Park P District (Change to Public Use)

Said districts are bounded and defined as shown on a map entitled "Zoning District Map, West Branch, Iowa," adopted April 1, 1991, which, with all explanatory matter therein, is hereby made a part of this chapter.

165.26 A-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Agricultural A-1 District, the provisions of this section shall apply and the following uses shall be permitted:**

3. Area Regulations. **The following regulations as to the area shall apply to the Agricultural A-1 District.**

A. Lot Area and Width. A lot area of not less than 20,000 square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than one hundred and twenty (120) feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be not less than fifty (50) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than twenty (20) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than seventy (70) feet.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.27 R-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Residential R-1 District, the provisions of this section shall apply and the following uses permitted:**

3. Area Regulations. **The following regulations as to the area shall apply to the Residence R-1 District.**

A. Lot Area and Width. A lot area of not less than seven thousand, seven hundred (7,700) square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than seventy (70) feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be not less than twenty-five (25) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than eight (8) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than twenty-five (25) feet in depth.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.28 R-2 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Residential R-2 District, the provisions of this section shall apply and the following uses permitted:**

3. Area Regulations. **The following regulations as to area shall apply to the Residence R-2 District.**

A. Lot Area and Width.

(1) Single-family Structures. A lot area of not less than 6,000 square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than sixty (60) feet. Any building hereafter so erected shall not be allowed to be converted to a multiple-family dwelling without meeting square footage requirements for multiple-family dwelling in that district.

(2) Two-family Dwellings. Two-family dwellings shall have frontage of not less than seventy (70) feet and lot area not less than eight thousand, four hundred (8,400) square feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be no less than twenty-five (25) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than eight (8) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than twenty-five (25) feet in depth.

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***Language indicated in red has been added and/or edited**

165.30 RB-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. ~~In Residence-Business RB-1 District, the provisions of this section shall apply and the following uses permitted:~~

~~*Language indicated in blue to be removed~~

~~*Language indicated in red has been added and/or edited~~

165.31 B-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. In the Business B-1 District, the provisions of this section shall apply and the following uses be permitted.

2. Area Regulations. The following regulations as to area shall apply to the Business B-1 District.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.32 B-2 DISTRICT REQUIREMENTS.

1. Permitted Uses. In the Business B-2 District, the provisions of this section shall apply and the following uses shall be permitted.

2. Area-Regulations. The following regulations as to area shall apply to the Business B-2 District.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.37 CI-2 DISTRICT REQUIREMENTS.

1. Permitted Uses: Any use permitted in Industrial I-1 District.
2. Uses Allowed by Special Exception by the Board of Adjustment: Manufacturing, fabricating and processing, which has not previously been listed provided that the proposed use will not constitute a fire hazard or emit objectionable smoke, noise, vibration, odor or dust.
3. Prohibited Non-industrial Uses. In Industrial Districts, no building may hereafter be used in whole or in part for any of the following purposes.
 - A. Residential uses or any dwelling use including hotels and motels.
 - B. Restaurant, tavern, filling station, theater or other place of commercial recreation or amusement.
 - C. School, church, hospital, sanitarium, correctional institution or other institutional use.
 - D. Cemetery.
4. Prohibited Industrial Uses.
 - A. Acid manufacture, or storage except on limited scale as an accessory to a permitted industry and under conditions specified by the Zoning Board of Adjustment.
 - B. Slaughter house and stock yard.
 - C. Manufacture of fertilizers.
 - D. Garbage, waste materials, offal, dead animal, or refuse incineration or storage.
 - E. Manufacture or storage of gun powder, fireworks or other explosive.

(Move section **165.49 HCI DISTRICT REQUIREMENTS.** And all of its contents to this location)

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.44 FENCES. Fences and hedges located within a front, side or rear yard or within five (5) feet of a lot line shall be subject to the following location, height, and building permit requirements.

1. Fences, hedges, and walls shall be located so no part thereof is within two (2) feet of any alley, sidewalk, or a street right-of-way line.
2. No portion of a fence, hedge, or wall located in a residential or agriculture district, or adjoining a residential use area shall be erected in excess of six (6) feet on side or rear yards.
3. Maximum heights for fences, hedges, and walls in all other districts not adjoining a residential use area shall not exceed twelve (12) feet.
4. Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City, **except that on corner lots the portion of fence located where the rear yard meets the front yard may be extended into the front yard up to the required front yard setback line but not beyond the front building line of the property to the rear of said corner lot abutting on the intersecting street with the height requirements of the rear yard.**
5. At street intersections, no fence, hedge, or wall more than three (3) feet in height above the street level shall be located within a triangular area composed of two of its sides twenty-five (25) feet in length and measured along the right-of way lines from the point of intersection of the above-referenced lines. No portions of the fence, hedge, or wall located within the designated twenty-five (25) foot triangular area shall be more than ten percent (10%) solid.
6. Fences, hedges, and walls shall be entirely located within the confines of the property.
7. **Front yards shall be determined by where the side yard and front building line meet or intersect.**
8. **On corner lots, the portion of a fence, hedge, or wall that is located in the designated backyard shall not be erected in excess of four (4) feet. No portion of said fence shall be more than ten percent (10%) solid.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

Dan Stevenson
115 N. 5th St.
West Branch, IA 52358

March 28, 2015

Nick Shimmin
Library Director
West Branch Public Library
300 N. Downey St.
West Branch, IA 52358

cc: Matt Muckler, West Branch City Manager

Dear Director Shimmin:

I have greatly enjoyed the opportunity to work to support the West Branch Public Library through service on the Library Board of Trustees. Due to outside responsibilities, however, I will have to step down from the board effective August 1, 2015. It has been a particular pleasure to work with you, Nick. You are a real asset to our library and our community.

Thank you,

Dan Stevenson
(digitally signed 7/28/2015)

Dawn Brandt
2295 Baker Avenue
West Branch, IA 52358

August 13, 2015

City of West Branch
P.O. Box 218
110 N Poplar Street
West Branch, IA 52358

Dear Mayor, Members of the City Council and City Administrator/Clerk Matt Muckler,

Please accept this letter as formal notification that I am resigning from my position as Deputy City Clerk for the City of West Branch. I am asking that my last day of employment be Thursday, August 27, 2015.

I would like to take this opportunity to say that making this decision has been difficult, as working at the City of West Branch for the past seven years has been such a positive experience and one for which I am grateful. I sincerely thank you for the experience and professional development opportunities that you have generously provided me.

Please let me know if I can be of any help during the transition. I would like to wish you all the best of success for the future.

Sincerely,

A handwritten signature in black ink that reads "Dawn Brandt". The signature is written in a cursive style with a large, looped initial "D".

Dawn Brandt

RESOLUTION NO. 1382

RESOLUTION APPROVING A DRAFT REQUEST FOR PROPOSAL (RFP) FOR THE CONSULTANT SELECTION PROCESS FOR CITY HIGHWAY BRIDGE PROGRAM PROJECT NUMBER BROS-8252(605)—8J-16 WITH THE IOWA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of West Branch received a letter from the Iowa Department of Transportation (IDOT) Office of Local Systems dated December 12, 2014 which informed the City that the College Street Bridge ranked high enough on the city bridge candidate list to receive funding for replacement; and

WHEREAS, the City Council approved Resolution 1261 on January 14, 2015 which directed the Mayor to send a letter to the Iowa Department of Transportation confirming the City's acceptance of the funding; and

WHEREAS, the City Staff has since this time provided the Iowa Department of Transportation with Standard Department of Transportation Title VI Assurances; and

WHEREAS, IDOT prepared the official agreement for the purpose of providing partial financing for the replacement of the College Street Bridge; and

WHEREAS, the West Branch City Council approved Resolution 1358 on July 20, 2015 approving the official agreement; and

WHEREAS, the West Branch City Council approved Resolution 1376 on August 3, 2015 approving the composition of a consultant selection committee for IDOT review; and

WHEREAS, IDOT reviewed the City's submittals for the consultant selection committee for Project Number BROS-8252(605)--8J-16 and concurred with the membership of the committee and the City's plan to follow the full consultant selection process; and

WHEREAS, IDOT notified the City of West Branch of the need to establish a ranking system for IDOT's review and concurrence; and

WHEREAS, the next step in the process is to prepare and submit a draft Request for Proposal (RFP), estimate of costs and the proposed DBE goal to IDOT for their review and approval; and

WHEREAS, a draft RFP has been prepared and reviewed by the consultant selection committee.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned draft request for proposal is approved and shall be sent to IDOT for their review and concurrence.

Passed and approved this 8th day of September, 2015.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

City of West Branch

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Office of the City Administrator

Date

Consultants Name

Address

City, State

Request for Proposal

College Street Bridge Replacement over the West Branch Wapsinonoc Creek

City of West Branch, Iowa

Dear Consultant's Name

Enclosed please find the City of West Branch's Request for Qualifications for engineering services related to the College Street Bridge replacement project. The project is to be funded under the Federal-Aid for a City Highway Bridge Program administered by the Iowa DOT. The FHWA Number for this bridge is 012380, and the Iowa DOT Project Number is BROS-8252(605)—8J-16.

Please feel free to contact me at City Hall if you have any questions or need any other information.

Sincerely,

Matt Muckler, City Administrator

Enclosure: Request for Proposal

110 N. Poplar St. · PO Box 218 · West Branch, Iowa 52358 · Ph. 319-643-5888

matt@westbranchiowa.org · Fax 319-643-2305 · www.westbranchiowa.org

City of West Branch

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Office of the City Administrator

College Street Bridge Replacement RFP

Project Number BROS-8252(605)--8J-16

Project Location:

The project location is on College Street between 2nd Street and 4th Street.

Project Description:

It is the intent of the City of West Branch to replace an existing bridge on College Street over the West Branch Wapsinonoc Creek within the City limits. The proposed structure will provide two 12' travel lanes with 4' shoulders and a 10' sidewalk on the north side. The bridge is located in a detailed flood insurance study area. We anticipate an Iowa DOT bid letting in the fall of 2016.

Scope of Services:

The City is seeking an engineering design firm to perform bridge design and related professional services. These professional services are to include, but are not necessarily limited to, the following:

1. Development of the Concept Statement
2. Design Survey
3. Coordination with State and Federal agencies regarding review and permitting
4. Coordination with the City and local utilities during all phases of the project
5. Development of temporary construction easements
6. Development of property acquisition plats, if necessary
7. Archaeological survey and assessment of the area, if necessary
8. Wetland delineation and mitigation, if necessary

City of West Branch

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Office of the City Administrator

9. Asbestos testing, Chromium and/or lead testing and review for potential impact to endangered species
10. Preliminary plan development
11. Final plan development including soil borings, if necessary
12. Bid letting assistance
13. Construction administration
14. Construction inspection (including piling driving analysis, if necessary) and construction survey
15. Periodic updates with City Council and the public

Compensation:

The project has received 80% Federal funds for design, construction engineering, and construction costs. Firms solicited are those prequalified under Iowa DOT Categories 215 and 216. The payment terms of this project will be "lump sum" agreement with the fee negotiated after selection of the successful engineering consultant. The form of the agreement will be in accordance with the requirements of the Federal-Aid process as outlined by the Iowa DOT Instructional Memorandum No. 3.305, "Federal-Aid Participation in Consultant Costs." Only those services rendered after Iowa DOT acceptance for FHWA authorization of the agreement will be eligible for compensation. The selected consultant must follow the Iowa DOT's current requirements for Federal-Aid project development.

Schedule:

The City anticipates a schedule for this project as detailed below:

- | | |
|-------------------------------------|--------------------|
| 1. Qualifications submitted | September 11, 2015 |
| 2. Selection of an engineering firm | September 21, 2015 |
| 3. Authorize engineering agreement | October 21, 2015 |
| 4. Bid letting | October 18, 2016 |
| 5. Construction | Spring of 2017 |

City of West Branch

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Office of the City Administrator

Selection Procedure:

The City of West Branch anticipates an immediate review of the qualifications submitted by selected engineering firms. Interviews with the responding consultants are not anticipated. The City of West Branch requests that qualifications include the following information:

1. The name, address, telephone number, and email address of your firm and the name of your contact person.
2. Name and background information related to those anticipated to be assigned to this project, including the proposed Project Manager and key staff. Also, indicate the current workload of those anticipated to be assigned to this project.
3. The location of the office or offices where a majority of the work will be performed.
4. A narrative discussing the firm's understanding of the project.
5. Brief summary of qualifications and recent experience with similar federal-aid projects by your firm.
6. An indication of any services that would likely be sub-contracted based upon the identified list for which engineering services may be needed. Include a list of sub-consultants proposed to be used.
7. The City has not established a DBE goal for the engineering services. While no DBE goal has been established, the City still encourages the spirit of the DBE program to be incorporated in the proposed engineering services agreement whenever possible.
8. References – Please provide a list of clients for whom similar engineering services have been performed on recent and local federal-aid projects, and the names and telephone numbers of specific clients that may be contacted regarding your services.

Responses to the Request for Proposal should not exceed 20 pages (single-sided) or 10 pages (double-sided) in length, and should not include any pre-printed or promotional material. Please send four (4) copies of the qualifications to the City Administrator. Evaluation criteria to be used and relative weight for each is attached.

COLLEGE STREET BRIDGE
OVER THE WEST BRANCH WAPSINONOC CREEK

CONSULTANT EVALUATION

Evaluator: _____

	Rating Min-Max			
Understanding of the Project	0-30			
Project Team & Key Personnel	0-30			
Related Federal-Aid Experience	0-15			
Client References	0-10			
Quality & Thoroughness of Qualifications	0-10			
Geographic Location of Firm	0-5			
	0-100			

MINUTES FOR ADOPTION OF COMPLIANCE PROCEDURES

436838

West Branch, Iowa

September 8, 2015

The City Council of the City of West Branch, Iowa, met on September 8, 2015, at _____ o'clock p.m. at the _____, West Branch, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out:

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO. 1383

Resolution adopting and approving Tax Compliance Procedures Relating to Tax-Exempt Bonds

WHEREAS, pursuant to the laws of the State of Iowa and Section 103 of the Internal Revenue Code, the City of West Branch, Iowa (the "City"), acting by and through the authority of its City Council, has issued, and likely will issue in the future, tax exempt municipal bonds, notes or other obligations (the "Tax Exempt Bonds"); and

WHEREAS, the City deems it necessary and desirable to adopt certain procedures and practices to be followed by the City in connection with the issuance of Tax Exempt Bonds; and

WHEREAS, proposed tax compliance procedures are attached hereto as Exhibit A (the "Compliance Procedures");

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. The Compliance Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. The City Clerk is hereby authorized and directed to periodically update the Compliance Procedures in accordance with the Internal Revenue Code and supporting Internal Revenue Service Rulings and Regulations, with advice from bond counsel.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved September 8, 2015.

Mayor

Attest:

City Clerk

EXHIBIT A

**TAX COMPLIANCE PROCEDURES
RELATING TO TAX-EXEMPT BONDS**

[Insert Compliance Procedures Here]

**City of West Branch, Iowa
Tax Compliance Procedures
Relating to Tax-Exempt Bonds**

Dated: September 8, 2015

I. Purpose:

To ensure that interest on tax-exempt bonds, notes or other obligations (the “Bonds”) of the City of West Branch, Iowa (the “Issuer”) remains excludable from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”).

These written procedures shall be followed by the Issuer in connection with its issuance of Bonds:

II. Expenditure/Use of Proceeds:

A. Expenditure of Bond proceeds will be maintained and/or coordinated with the City Administrator (the “Compliance Officer”) for consistency with the Bond documents, including any applicable resolutions, loan agreements, tax/arbitrage/closing certificates or other operative document (referred to collectively as “Bond Documents”).

B. The Issuer has separately established procedures for preparation and review of requisitions of Bond proceeds through the accounting system of the Issuer. To such end, the Compliance Officer shall:

(i). account and record how the Bond proceeds are spent (including investment earnings and including reimbursement of expenditures made before bond issuance) and maintaining records identifying Bond-financed or refinanced assets (e.g., land, buildings, improvements, facilities, furnishings or equipment) (the “Bond-Financed Property”), including the average economic life of such Bond-Financed Property and allocation of such Bond-Financed Property to private use or other non-qualifying use.

(ii). create the required funds/accounts (and any necessary subaccounts) required by the Bond Documents (i.e. sinking funds, debt service funds, debt service reserve funds, project funds, etc.), and if such funds are not required by the applicable Bond Documents, create such funds and accounts, into which proceeds of a Bond issue will be deposited. For all construction projects, a project or construction fund shall be established to track expenditures for the projects. (Referred to herein as the “Project Fund.”) (In the event the Bond Documents require a trustee, paying agent or other entity to create and hold such funds and accounts, the Compliance Officer will monitor such funds and accounts accordingly).

(iii). review and monitor all requisitions, draw schedules, draw requests, invoices and bills for payment from the Project Fund, and determine whether such payments are appropriate and consistent with the Bond Documents and use of the Bond proceeds.

(iv). make and account for all payments from the Project Fund and any other funds created (i.e. sinking funds, debt service funds, debt service reserve funds, etc.).

- C. None of the proceeds of Bonds will be used to reimburse the Issuer for costs of a capital project paid prior to the date of issuance of the Bonds unless the Issuer shall have fully complied with the provisions of Section 1.150-2 of the Treasury Regulations with respect to such reimbursed amounts, and those provisions are summarized in Exhibit 1 hereto.
- D. The Compliance Officer will make a “final allocation” of Bond proceeds to uses not later than 18 months after the in-service date of the Bond-Financed Property (and in any event not later than 5 years and 60 days after the issuance of the Bonds or not later than 60 days after earlier retirement of the Bonds) in a manner consistent with allocations made to determine compliance with arbitrage yield restriction and rebate requirements.
- E. Expenditure of proceeds of Bonds will be measured against the Issuer’s expectation, as set forth in the Bond Documents, to proceed with due diligence to complete the capital project and fully spend the net sale and investment proceeds within three years.
- F. If there are any Bond proceeds remaining other than in a reserve or debt service fund established pursuant to the Bond Documents after completion of the projects, such proceeds shall be applied in a manner consistent with the applicable Bond Documents or pursuant to advice from Bond Counsel/Special Tax Counsel.
- G. In the event that Bond proceeds are to be used to make a grant to an unrelated party, a grant agreement will be reviewed prior to execution for compliance with the Code. Such agreement will be approved by the Issuer’s Attorney or Bond Counsel and the Compliance Officer. The repayment of any portion of a grant by the grantee shall be treated as unspent Bond proceeds.

III. Use of Bond-Financed Property:

- A. Use of Bond-Financed Property when completed and placed in service will be reviewed and continually monitored by the Compliance Officer.
- B. The Compliance Officer shall monitor all private use or private payments with respect to Bond-Financed Property by nongovernmental entities and the use thereof throughout the term of the Bonds to ensure compliance with covenants and restrictions set forth in the applicable Bond Documents relating to the Bonds. Private Use includes but is not limited to leases, research contracts, and use of

Bond-Financed Property by a non-employee, such as third-party contracts concerning use, management or services in the Bond-Financed Property that do not meet the compensation, term and other requirements under Revenue Procedures 97-13. Such agreements will be approved by the Issuer's Attorney and the Compliance Officer, who will be responsible for determining whether the proposed agreement (i) results in private business use of the Bond-Financed Property, and (ii) if applicable, meets the compensation, term and other requirements under Revenue Procedures 97-13 and 2007-47 (i.e. Management/Service Contract Rules); all upon advice of Bond Counsel, as necessary.

- C. Appropriate department/facility managers shall be advised in writing concerning restrictions on the use of the Bond proceeds and the Bond-Financed Property and instructed to consult with the Compliance Officer and the Issuer's Attorney or Bond Counsel, as appropriate, regarding private use.
- D. Upon issuance of Bonds, there shall be no expectation that the Bond-Financed Property will be sold or otherwise disposed of by the Issuer during the term of the Bonds; and no item of Bond-Financed Property will be sold or transferred by the Issuer while the Bonds are outstanding without approval of the Issuer's Attorney and the Compliance Officer upon advice of Bond Counsel or advance arrangement of a "remedial action" under the applicable Treasury Regulations.
- E. To the extent that the Issuer discovers that any applicable tax restrictions regarding use of Bond proceeds and Bond-Financed Property will or may be violated, the Issuer will consult promptly with Issuer's Counsel/Bond Counsel/Special Tax Counsel to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a "remedial action" is necessary.
- F. The Issuer acknowledges that any sale, transfer, change in use, or change in users of the Bond-Financed Property may require remedial action or resolution pursuant to the IRS Voluntary Closing Agreement Program (or "VCAP") to assist in resolving violations of the federal tax laws applicable to the Bonds.

IV. Investments:

- A. The Compliance Officer shall manage and supervise the investment of Bond proceeds in compliance with the arbitrage and rebate requirements of the Code and applicable Treasury Regulations.
- B. Guaranteed investment contracts ("GICs") may be purchased only in accordance with the fair market value provisions of applicable Treasury Regulations, including bid requirements and fee limitations. Certificates of deposit may be purchased only according to the fair market value provisions of applicable Treasury Regulations. The Issuer's Counsel/Bond Counsel/Special Tax Counsel will be consulted before purchasing any other, non-marketable securities and before depositing gross proceeds in any other bank account not explicitly authorized by the Bond Documents.

C. The Compliance Officer will:

- (i) Maintain a procedure for the allocation of proceeds of the Bonds and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. (See Section I Expenditure/Use of Proceeds and Section II Use of Financed Property, above).
- (ii) Obtain a computation of the Bond yield for each issue of the Bonds from the Issuer's financial advisor, underwriter or other relevant third party and maintain a system for tracking investment earnings.
- (iii) Coordinate with Issuer staff to monitor compliance by departments with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the Bonds, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- (iv) Ensure that investments acquired with proceeds of the Bonds are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used. (See Section IV. B. above).
- (v) Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on the Bonds without determining in advance whether such funds must be invested at a restricted yield.
- (vi) Consult with Bond Counsel/Special Tax Counsel prior to engaging in any post-issuance credit enhancement transactions.
- (vii) Monitor compliance of spending of Bond proceeds with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- (viii) Prepare or cause to be prepared a spending exception report or an arbitrage rebate computation (as applicable) for the Bonds upon final expenditure of the Bond proceeds, other than a reserve fund or debt service fund (i.e. after the project is completed and Bond proceeds allocated to the projects have been spent).
- (ix) Cause rebate payments, if due, to be made with Form 8038-T no later than 60 days after (i) each fifth anniversary of the date of issuance of the Bonds and (ii) the final payment or prepayment of the Bonds. The Compliance Officer shall engage a rebate specialist to assist with its rebate obligations.
- (x) Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

- (xi) In the case of any issue of refunding Bonds, coordinate with the Issuer's financial advisor and any escrow agent to arrange for the purchase of the refunding escrow securities, obtain a computation of the yield on such escrow securities and monitor compliance with applicable yield restrictions.

V. Continuing Disclosure:

The Compliance Officer shall be responsible for complying with any continuing disclosure agreements/obligations related to any Bond issue, including making required annual filings, reporting material events and coordinating with any dissemination agent.

VI. Financial & Other Non-Tax Covenants:

The Compliance Officer shall be responsible for monitoring and complying with financial and other non-tax covenants and requirements in the Bond Documents, including but not limited to covenants and requirements regarding liquidity, debt coverage, incurrence of additional indebtedness, financial reporting, transfer of property, lien restrictions and loan-to-value ratios.

VII. Record Management and Retention:

- A. Management and retention of records related to Bond issues will be supervised by the Compliance Officer.
- B. Records for Bonds will be retained for the life of the Bonds, plus any refunding Bonds, plus eleven years (or such longer term as may be required by the state records administrator). [Iowa Code section 372.13(5)(a)] Such records may be in the form of documents or electronic copies of documents, appropriately indexed to specific Bond issues and compliance functions.
- C. Records pertaining to Bond issuance shall include a transcript of documents executed in connection with the issuance of the Bonds and any amendments, and copies of rebate calculations and records of payments, including Forms 8038-T.
- D. Records pertaining to expenditures of Bond proceeds and final allocation of Bond proceeds will include requests for Bond proceeds, construction contracts, purchase orders, invoices, payment records, and trustee/paying agent reports. Such documents will include documents relating to costs reimbursed with Bond proceeds.
- E. Records pertaining to use of Bond-Financed Property shall include all third-party contracts concerning use of the Bond-Financed Property, including (without limitation) leases, use, management or service contracts, and research contracts.
- F. Records pertaining to investments shall include records of purchase and sale of GICs, certificates of deposit and other investments, and records of investment activity sufficient to permit calculation of arbitrage rebate or demonstration that no rebate is due.

- G. Records shall include all documents pertaining to IRS communications regarding the Bonds, including audits and compliance questionnaires.

VIII. Overall Responsibility:

- A. Overall administration and coordination of these procedures is the responsibility of the Compliance Officer.
- B. The Compliance Officer shall review compliance with these procedures not less than annually.
- C. The Issuer understands that failure to comply with these policies and procedures could result in the retroactive loss of the exclusion of interest on Bonds from federal gross taxable income.
- D. Any violations or potential violations of federal tax requirements shall promptly be reported to the Compliance Officer, and the Issuer will engage qualified consultants and Bond Counsel to further investigate potential violations or recommend appropriate remedial actions, if necessary.

CONDUIT BOND POST ISSUANCE PROCEDURES

It is the policy of the Issuer that for any conduit bonds (the “Conduit Bonds”) issued on behalf of a conduit borrower (the “Borrower”) the Borrower shall be responsible for and shall establish written procedures in the applicable bond documents for the issuance of such Conduit Bonds (the “Conduit Bond Documents”) to address ongoing compliance with applicable financial and tax requirements, arbitrage/rebate requirements, remedial actions and other applicable post-issuance requirements of federal tax law throughout the term of the Conduit Bonds (collectively, the “Borrower’s Post Issuance Compliance Procedures”).

It is the Issuer’s policy that the Borrower shall be responsible for compliance with all of the following:

A. Arbitrage Rebate and Yield Requirements

- (i) determining the likelihood of complying with an arbitrage rebate exemption;
- (ii) if necessary, engaging the services of a rebate service provider;
- (iii) assuring payment of required rebate amounts, if any, no later than 60 days after each 5 year anniversary of the issue date of the Conduit Bonds, and no later than 60 days after the last Conduit Bond of each issue is paid or redeemed; and
- (iv) during the construction period of each capital project financed in whole or in part by Conduit Bonds, monitoring the investment and expenditure of Conduit Bond proceeds and consulting with the rebate service provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month, 18 months or 2 year spending period, as applicable, following the issue date of the Conduit Bonds.

B. Use of Bond Proceeds and Bond-Financed or Refinanced Assets

- (i) monitoring the use of Conduit Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (e.g., facilities, furnishings or equipment) (the “Conduit Bond-Financed Property”) throughout the term of the Conduit Bonds to ensure compliance with covenants and restrictions set forth in the Conduit Bond Documents;
- (ii) maintaining records identifying the Conduit Bond-Financed Property with proceeds of each issue of Conduit Bonds (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Conduit Bond proceeds as described below under “Record Keeping Requirements”;
- (iii) consulting with bond counsel and other legal counsel and advisers in the review of any change in use of Conduit Bond-Financed Property to ensure compliance with all covenants and restrictions set forth in the Conduit Bond Documents; and

- (iv) to the extent that the Borrower discovers that any applicable tax restrictions regarding use of Conduit Bond proceeds and Conduit Bond-Financed Property will or may be violated, consulting promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

C. **Record Keeping Requirement**

- (i) retaining copies of the Conduit Bond closing transcript(s) and other relevant documentation delivered to the Borrower at or in connection with closing of the issue of Conduit Bonds;
- (ii) retaining copies of all material documents relating to capital expenditures financed or refinanced by Conduit Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Conduit Bond proceeds and records identifying the Conduit Bond-Financed Property, including a final allocation of Conduit Bond proceeds and the Final Completion Report filed pursuant to the Conduit Bond Documents;
- (iii) retaining copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements, and copies of all bidding documents, if any; and
- (iv) ensuring the required 8038 forms (including 8038-T forms) are filed on a timely basis.

EXHIBIT 1

REIMBURSEMENT RULES SUMMARY

Following is a general summary of the requirements relating to Bonds (or a portion thereof) that are issued to reimburse expenditures that were paid prior to the date of issuance of such Bonds.

Subject to certain exceptions set forth below, the Bond proceeds cannot be used to reimburse expenditures paid more than 60 days prior to the adoption of the declaration of official intent/reimbursement resolution by the Issuer, which must contain:

- a general functional description of the property to which the reimbursement relates or an identification of the fund or account from which the expenditure is to be paid and a general functional description of the purposes of such fund or account; and
- the maximum principal amount of tax-exempt bonds to be issued.

Reimbursement allocations must be made in writing and not later than 18 months after the later of (i) the date on which the original expenditure is paid, or (ii) the date on which the property for which the original expenditure was made is placed in service or abandoned, but in any case not more than three years after the date on which the original expenditure is paid.

There are exceptions to the general 60-day rule described above for “de minimis” amounts (not in excess of the lesser of \$100,000 or 5% of proceeds of the Bonds) and for “preliminary expenditures” (such as architectural, engineering, surveying, soil testing and similar costs and costs of issuance that are incurred prior to acquisition, construction or rehabilitation but not including land acquisition and site preparation), so long as such preliminary expenditures do not exceed 20% of the aggregate issue price.

NOTE: This is only a summary of current law as of the Date of this Policy, and special rules may also apply. Additionally, the requirements may be amended or revised from time to time. The Issuer should consult with Bond Counsel/Special Tax Counsel, as necessary.

STATE OF IOWA
COUNTIES OF CEDAR AND JOHNSON SS:
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the adoption of compliance procedures with regard to the issuance of tax exempt bonds.

WITNESS MY HAND this _____ day of _____, 2015.

City Clerk

NATIONAL LEAGUE of CITIES

MEMBERSHIP APPLICATION

You're Invited to Join Us



Helping City Leaders Build Better Communities

When your municipality joins the National League of Cities (NLC), you become a member of a network of municipalities that care about their future. The NLC network includes mayors, council members, clerks, managers, department heads, and city staff from municipalities of all sizes that share in the resources and services offered by the National League of Cities.

Before you apply, please remember:

- **Your municipality must be a member of your state municipal league in order to become a member of NLC.**
- Membership dues amounts are based on your city's population as recorded in the 2010 U.S. census. Refer to the dues chart on the last page.
- Membership will be activated for the first day of the month in which the application is received, or the first day of the following month – whichever date is closer.
- A new member packet will be sent to elected officials and staff after receiving the completed application and full payment. The city can then begin to take advantage of all the benefits and services offered by NLC.

Application Instructions

- 1 Please type or print all sections.
- 2 Complete all information about your municipality and the individual profiles for elected officials and staff of your municipality. Please be sure to include email addresses, as members will miss many NLC communications without it. Email preferences can be adjusted by the individual at any time.
- 3 Use the dues schedule on the last page to determine your municipality's dues.
- 4 Submit your application and payment via one of the methods in Section 6.

Questions

Call NLC Member Services at (202) 626-3100 or toll-free at (877) 827-2385
Email us at memberservices@nlc.org.

NATIONAL
LEAGUE
of CITIES

Celebrating
90
Years
1924 - 2014

SECTION 1 – MUNICIPALITY DATA

A municipality must be a member of its state municipal league before becoming a member of the National League of Cities.

Name of Municipality: _____

Referred By: _____ City: _____ State _____ Primary Membership Contact: _____

Address (City Hall): _____

City: _____ State: _____ Zipcode: _____

Billing Address (if different from above): _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Fax: _____

Email: _____ Web: _____

Twitter: _____ Facebook: _____

Municipality Type: City Town Village Township Borough

Today's date: ____/____/____

Form of Government: Mayor / Council Council / Manager Commission Town Meeting

POPULATION: _____

SECTION 2 MUNICIPALITY FORM OF GOVERNMENT

Date Founded: ____/____/____ Date Incorporated: ____/____/____ Fiscal Year Begins: ____/____/____

Primary Election Date: ____/____/____ General Election Date: ____/____/____

Is the Chief Elected Official a member of the governing body: Yes No

How is the chief elected official selected?

- Directly by the voters in the general election
- Most votes for seat on governing body during general election
- Selected from the governing body by the governing body
- Other, describe _____

What is the size of the governing body? _____

Are governing body terms concurrent (C) or staggered (S)

What is the term length for the chief elected official? _____

What is the term length for the members of governing body? _____

SECTION 3 MUNICIPALITY PRIORITIES

- Economic Development
- Fiscal Stability
- Transportation
- Job Growth/Creation
- Public Safety
- Sustainability
- Education
- Neighborhood Revitalization
- Other

SECTION 4 – CITY OFFICIAL PROFILE

CHIEF ELECTED OFFICIAL

Name _____

Title _____

Email _____

Term End Date (month/year) _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

Chief of Staff / Exec. Ass. Name _____

Email _____ Telephone _____

CITY MANAGER

Name _____

Title _____

Email _____

Term End Date (month/year) _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

CITY CLERK

Name _____

Title _____

Email _____

Term End Date (month/year) _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

PRIMARY MUNICIPAL CONTACT

Name _____

Title _____

Email _____

Term End Date (month/year) _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

PRIMARY BILLING CONTACT

Name _____

Title _____

Email _____

Term End Date (month/year) _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

You may submit as many individual profiles as desired for city staff at all levels who want to participate in the NLC membership

SECTION 4 – CITY OFFICIAL PROFILE

FINANCE DIRECTOR

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

ECONOMIC DEVELOPMENT DIRECTOR

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

PLANNING DIRECTOR

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

SUSTAINABILITY DIRECTOR

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

ASSISTANT CITY MANAGER

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

ASSISTANT TO COUNCIL

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

ASSISTANT TO MAYOR

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

ADMINISTRATIVE ASSISTANT

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

CITY ATTORNEY

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

HUMAN RESOURCES

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

OTHER

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

OTHER

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

OTHER

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

OTHER

Name _____

Title _____

Email _____

Gender: Male Female Year of Birth _____ Ethnicity: _____

SECTION 4 – CITY OFFICIAL PROFILE



MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____
Chief of Staff / Exec. Ass. Name _____
Email _____ Telephone _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____



*Helping City Leaders
Build Better Communities*

SECTION 4 – CITY OFFICIAL PROFILE

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____
Chief of Staff / Exec. Ass. Name _____
Email _____ Telephone _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

MEMBER OF GOVERNING BODY

Name _____
Title _____
Email _____
Term End Date (month/year) _____
Gender: Male Female Year of Birth _____ Ethnicity: _____



OTHER

Name _____
Title _____
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Gender: Male Female Year of Birth _____ Ethnicity: _____

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Gender: Male Female Year of Birth _____ Ethnicity: _____

OTHER

Name _____
Title _____
Email _____
Gender: Male Female Year of Birth _____ Ethnicity: _____

SECTION 5 – MEMBERSHIP DUES

NATIONAL LEAGUE OF CITIES DUES SCHEDULE

POPULATION	DUES	POPULATION	DUES
Under 1,000	\$263	275,001-300,000	\$15,259
1,000-2,500	\$536	300,001-325,000	\$16,192
2,501-5,000	\$809	325,001-350,000	\$17,118
5,001-10,000	\$1,117	350,001-375,000	\$18,050
10,001-20,000	\$1,489	375,001-400,000	\$18,979
20,001-30,000	\$1,861	400,001-425,000	\$19,910
30,001-40,000	\$3,258	425,001-450,000	\$20,842
40,001-50,000	\$3,813	450,001-475,000	\$21,767
50,001-60,000	\$4,467	475,001-500,000	\$22,698
60,001-70,000	\$5,401	500,001-600,000	\$23,631
70,001-80,000	\$5,952	600,001-700,000	\$24,554
80,001-90,000	\$6,697	700,001-800,000	\$25,490
90,001-100,000	\$7,816	800,001-900,000	\$26,421
100,001-125,000	\$8,743	900,001-1,000,000	\$27,352
125,001-150,000	\$9,674	1,000,001-1,333,333	\$34,607
150,001-175,000	\$10,610	1,333,334-1,666,666	\$39,073
175,001-200,000	\$11,535	Over 1,666,667	\$45,000
200,001-225,000	\$12,468	Annual Dues are based on your population reported in the 2010 census.	
225,001-250,000	\$13,400		
250,001-275,000	\$14,328		

PAYMENT METHOD: Check Enclosed Send Invoice Visa MasterCard American Express Wire Transfer

Credit card number: _____ CSV# _____ Exp. Date: _____

Name as it appears on Credit Card _____
(Please Print)

Signature of Card Holder: _____ Date: _____

SECTION 6 – SUBMIT APPLICATION

MAIL:

Return a completed application form by mail to:

National League of Cities
Membership Lockbox - 4047
PO BOX 17425
Baltimore, MD 21298-8240

FAX:

Send application to (202) 626-3109.

PHONE:

NLC Member Services
(202) 626-3100 or (877) 827-2385
8:30 a.m. - 5:00 p.m. eastern time, Monday through Friday

EMAIL:

memberservices@nlc.org



NLC SERVICE LINE WARRANTY PROGRAM

BRINGING PEACE OF MIND, ONE COMMUNITY AT A TIME

NLC SERVICE LINE WARRANTY PROGRAM

BRINGING PEACE OF MIND, ONE COMMUNITY AT A TIME

HOME PROTECTION SOLUTION

The NLC Service Line Warranty Program, administered by Utility Service Partners, Inc. (USP), is an affordable home protection solution for your residents offered at no cost to the city. It helps city residents save thousands of dollars on the high cost of repairing broken or leaking water or sewer lines. The city also receives a share of the revenues collected.



PEACE OF MIND

Residents who have not set aside money to pay for an unexpected, expensive utility line repair, now have an opportunity to obtain a low-cost warranty that will provide repairs for a low monthly fee, with no deductibles or service fees. The work is performed by licensed, local plumbers who will call the customer within one hour of filing a claim. The repair is performed professionally and quickly, with a local plumber dispatched no later than 48 hours after claim is filed, but typically within 24 hours. USP provides a personally staffed 24/7 repair hotline for residents, 365 days a year.

BENEFITS

- NO COST to your city
- Generates revenue for your city
- Affordable rates for residents
- 24/7 customer service
- Trusted local contractors
- Simple implementation process
- Fewer citizen complaints
- Repairs performed to local code

IMPLEMENTATION PROCESS

The program will be offered to all cities in the 48 contiguous states and rolled out over an 18-month period in six-month intervals. Once your city agrees to participate in the program, start up is simple. The program is designed for a quick launch, taking up little of your city employees' valuable time. USP administers the program and is responsible for marketing, billing, customer service, and performing all repairs to local code.

MORE INFORMATION

To learn more about this program, visit www.nlc.org or contact us at savings@nlc.org or (202) 626-3051.

This program is offered by Utilities Service Partners, Inc. (USP). USP is solely responsible for the implementation and operation of the program.

[HOME](#)[OVERVIEW](#)[PARTICIPATING IS EASY](#)[FAQS](#)[CASE STUDY](#)[TESTIMONIALS](#)[PARTNERSHIPS](#)[NEWS & NOTES](#)[ABOUT US](#)[CONTACT US](#)[BLOG](#)Follow Us Follow Us On 

FAQS

UTILITY SERVICE PARTNERS

[How long has the company been in business?](#)

PROGRAM

[How are our citizens notified of the problem?](#)

[What cooperation will be needed from the cities?](#)

[When do you solicit residents?](#)

[Does NLC or USP sell or rent the personal information of residents that enroll in the program?](#)

BENEFITS

[How much will residents save by using this warranty?](#)

[Will this program cost the city any money?](#)

[What benefits does the city receive from endorsing these programs?](#)

RESPONSIBILITIES

[Who administers the program?](#)

[What are the cities responsibilities?](#)

[Why does the city have to provide a city seal, address and signature?](#)

[Will we get a lot of calls from citizens when they get the letter?](#)

PRODUCTS

[How will citizens know what is covered?](#)

[What items are included as part of the warranty?](#)

[What are the event caps for the warranty? What are the annual caps per household?](#)

[The Coverage Cap looks adequate, but is there an annual or lifetime restriction on how much you will pay to repair?](#)

[Who replaces landscaping if damaged?](#)

[What building codes will you adhere to?](#)

CUSTOMER SERVICE

[Will a citizen have a long hold time when reporting a claim?](#)

[Will the customer always get a live operator when they call?](#)

[What is the claims process?](#)

CONTRACTORS

[Who performs the repair work?](#)

[How selective are you when choosing contractors to conduct repairs?](#)

UTILITY SERVICE PARTNERS

[Return to top](#)

How long has the company been in business?

USP was founded in 2003, when Philip E. Riley, Jr., CEO, was concerned that while government was addressing aging public infrastructure issues, there was no solution available to homeowners, whose private water and sewer lines are subjected to the same wear and tear as public service lines. USP initially focused on addressing the issues presented by the aging public infrastructure with local utilities. By 2009, USP recognized the need for educating homeowners about their service line responsibilities at the municipal level, and began partnering with municipalities across the U.S.

PROGRAM

[Return to top](#)

How are our citizens notified of the program?

USP mails each resident a campaign letter which outlines the cities' endorsement, followed by a reminder letter two weeks later to ensure the highest response rate. USP only solicits through direct mail — no telemarketing is ever employed. All homeowners will have the option to enroll in the program, regardless of the age of their residence.

What cooperation will be needed from the cities?

USP desires to enter into a co-branded marketing services agreement with each city. The agreement provides for the use of the city name/logo, in conjunction with USP's logo, on marketing materials sent to citizens. The city is endorsing USP as the service provider for the warranty program.

When do you solicit residents?

Through the years, we have found the optimal times to invite citizens to participate are in the Spring and Fall of each year.

Does NLC or USP sell or rent the personal information of residents that enroll in the program?

No. Neither the NLC nor USP will sell or rent the names of prospective customers or participants.

BENEFITS

[Return to top](#)

How much will residents save by using this warranty program?

While costs of water line and sewer line repairs can vary, the average cost of repairing a broken water line or sewer line may range from \$1,200 to over \$3,500.

Will this program cost the city any money?

Not a cent. USP pays for all marketing materials and program administration. Furthermore, USP will pay the city a royalty for every resident that participates in the program!

What benefit does the city receive from endorsing these programs?

By endorsing the USP programs, the city is able to reduce resident's frustration over utility line failures by bringing them low-cost service options. 96% of survey respondents say that their image of the city is enhanced because the warranty program is offered as a service by the city. These programs also generate extra revenue for the city through the royalty that is paid by USP to the city. Finally our programs help to stimulate the local economy. USP only uses local contractors to complete the repairs, which helps to keep the dollars in the local community.

RESPONSIBILITIES

[Return to top](#)

Who administers the program?

Utility Service Partners (USP) administers the program and is responsible for all aspects of the program including marketing, billing, customer service, and performing all repairs to local code.

What are the city's responsibilities?

We ask each city to work with USP to provide the following; 1) a copy of the city seal, if available, for the solicitation letterhead 2) the city's return address for outer envelope (this ensures a high "open-rate") 3) the name, title and signature sample of the designated solicitation signor and 4) the appropriate zip codes of the city to allow USP to purchase a mailing list of the residents.

Why does the city have to provide a city seal, address and signature?

We have found that while the letter is written in such a manner as to leave no doubt that it is a USP program (the USP logo is on the enrollment form), the city address drives a very high "open-rate" and the city seal and signature lend credibility to the offer, thus driving a much higher enrollment rate.

Will we get a lot of calls from citizens when they get the letter?

A press release provided by USP and issued prior to the first mailing will help alleviate citizen concerns, which should result in nominal calls to city hall.

PRODUCTS

[Return to top](#)

How will citizens know what is covered?

All customers receive a set of terms and conditions upon enrollment in a utility warranty program. They have 30 days from the date of enrollment to cancel and receive a full refund.

What items are included as part of the warranty?

The external water and/or sewer line warranty covers the underground service line from the foundation of your home to the point where the line becomes the utility's responsibility. If any part of the line is broken and/or leaking, SLWA will repair or replace the line in order to restore the service (including clearing tree roots from the water or sewer line).

What are the event caps for the warranty? What are the annual caps per household?

Coverage caps listed in the Terms & Conditions are per occurrence as follows:
 Water — \$4,000 plus an additional \$500 for public sidewalk cutting, if necessary
 Sewer — \$4,000 plus an additional \$4,000 for public street cutting, if necessary

There are no annual or lifetime caps for coverage. Coverage is provided on a per incident basis and all work is warranted for one year. It has been our experience that these coverage caps will more than adequately provide coverage 99.9% of the time. In the rare instance that the repair is greater than the coverage provided, we will work closely with the contractor to provide the homeowner the additional work at a discounted cost.

Please note – some cities require special coverage caps to reflect local conditions. Please contact USP to determine if such special caps are needed in your city.

The Coverage Cap looks adequate, but is there an annual or lifetime restriction on how much you will pay to repair?

No. Unlike some other warranties available, we provide you with the full coverage per incident. We will pay up to your coverage amount each and every time you need us. We do not deduct prior repair expense from your coverage cap or limit the amount we will pay annually.

Doesn't Homeowner's Insurance cover this type of repair?

Typically, no. Most homeowner policies will pay to repair the damage created by failed utility lines but they generally do not pay to repair the actual broken pipes or lines. We encourage you to call your insurance company to determine your actual coverage.

Who replaces landscaping if damaged?

USP will provide basic restoration to the site. This includes filling in the holes, mounding the trench (to allow for settling) and raking and seeding the affected area. Restoration does not include replacing trees or shrubs or repairing private paved/concrete surfaces. This is outlined in the terms & conditions sent to the customer.

What building codes will you adhere to?

If the line is broken and leaking, USP will repair or replace the leaking portion of the line according to the current code. However, USP is not responsible for bringing working lines up to code that are not in need of repair.

CUSTOMER SERVICE

[Return to top](#)

Will a citizen have a long hold time when reporting a claim?

No. Repair calls receive the highest priority and are answered 24/7. Repair calls are connected to a live agent through a voice recognition unit (VRU).

Will the customer always get a live operator when they call?

Yes. Customers are directed to select to speak with either a service or claims agent and will then be directed to a live Agent.

What is the claims process?

Program participants call a toll-free USP number to file a claim. USP selects the contractor, who is required to contact the customer within one hour of receiving the job to schedule a time to begin the repairs. Typically, repairs are completed within 24 hours. Emergencies receive priority handling.

CONTRACTORS

[Return to top](#)

Who performs the repair work?

USP retains local, professional plumbers to perform all the service line repair work.

How selective are you when choosing contractors to conduct repairs?

USP only selects contractors who share our commitment to excellence in customer service. Scorecards are maintained for each contractor, tracking the customer satisfaction rating for work performed. Customer feedback is shared with our contractors and any contractor with a low customer satisfaction rating is removed from the network.

PARTNERS
[Partner Materials](#)

[HOME](#)
[OVERVIEW](#)
[PARTICIPATING IS EASY](#)
[CAREERS](#)

[FAQS](#)
[CASE STUDY](#)
[TESTIMONIALS](#)
[PARTNERSHIPS](#)

[NEWS](#)
[ABOUT US](#)
[CONTRACTOR NETWORK](#)
[CONTACT US](#)



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[HOME](#)[OVERVIEW](#)[PARTICIPATING IS EASY](#)[FAQS](#)[CASE STUDY](#)[TESTIMONIALS](#)[PARTNERSHIPS](#)[NEWS & NOTES](#)[ABOUT US](#)[CONTACT US](#)[BLOG](#)Follow Us Follow Us On 

CASE STUDY

A PARTNERSHIP WITH BECKLEY, WEST VIRGINIA

Beckley, West Virginia is a city with a population of 20,000 residents located in southern West Virginia and is the central hub of Raleigh County. Like many cities in the country, Beckley is looking to create an environmentally conscious community while, at the same time, dealing with important budget issues.

In June 2009, Beckley hosted a workshop, sponsored by Utility Service Partners, Inc., discussing "Bottom Line Green." 'Green' has become a new buzzword today, and everyone is making a claim that their program or product is good for the environment.

But can a utility line warranty program contribute to a cleaner planet?

Well, the answer is Yes.

Leaking water pipes waste millions of gallons of treated water each year. Wasted drinking water has to be recaptured and retreated by the local municipal water system. Leaking sewer lines pollute ground water and acres of land. The re-treating of water can waste energy and resources, contributing to increased carbon emissions and lost revenue for the city. And citizens become frustrated when they learn that they are responsible for repairing — and paying for — broken or leaking pipes.

USP's program offers cities a solution that ensures timely repairs to broken homeowner water and sewer lines, thereby conserving water resources and minimizing waste water pollution. For a small monthly fee paid by the homeowner, USP offers around the clock repair service, with access to a live representative and prompt service performed by local, certified technicians. A cleaner planet, a happier citizen.

Beckley Mayor Emmett Pugh was intrigued. "The mayor approached us right after the session and asked for more information. He wanted to know more about how this kind of a program could benefit the city", said Brad Carmichael, Vice President, Business Development.

Were there strings attached? How much would it cost the city to implement? Would the city have to find the manpower to help get the program off of the ground?

The answer is No.

No strings attached. No cost to the city to implement. USP covers all of the costs to promote the utility line warranty program to the local citizens. In terms of city involvement, USP simply needs a few pieces of information, including the city seal, return address and the official's signature for the communication. It's that simple. USP's solution is designed for fast turnaround with little impact to city government.

Mayor Pugh was pleased with the company's approach. "Working with USP is really easy. They take care of everything — marketing, billing, and customer service. All we had to do was review and approve the letter to customers."

By October 2009, Beckley had contracted with USP to offer the utility line warranty programs to its citizens, and the first marketing campaign, a sewer line warranty offer, was mailed to Beckley households the following spring.

The program was a tremendous success. "We were delighted with the response from our citizens." Mayor Pugh commented on the results of the first campaign. "Providing a service to our residents which helps them avoid costly repairs, that's something they really appreciate".

The NLC Service Line Warranty program is a timely solution for cities like Beckley, West Virginia and many others across the United States. By sharing in a portion of the revenues collected from this program, cities can relieve some of the strain caused by shrinking revenues and increasing

costs. The program also offers cities the opportunity to enhance their image by providing an additional service that benefits their residents.

PARTNERS
[Partner Materials](#)

[HOME](#)
[OVERVIEW](#)
[PARTICIPATING IS EASY](#)
[CAREERS](#)

[FAQS](#)
[CASE STUDY](#)
[TESTIMONIALS](#)
[PARTNERSHIPS](#)

[NEWS](#)
[ABOUT US](#)
[CONTRACTOR NETWORK](#)
[CONTACT US](#)



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Finance Officer Recruitment Information

Advertising:

WB Times and West Liberty, Tipton, Solon, North Liberty, and Mt. Vernon papers, 2 x 2 box ad for 6 weeks (September 10, 17 and 24, October 1, 8, and 15)	\$600.00
The Gazette Career Corridors Online – (September 10-October 19)	\$300.00
Iowa League of Cities Website (September 10-October 19)	Free
Clerk Net (September 10-October 19)	Free
City of West Branch Website (September 10-October 19)	Free
Iowa Workforce Development Website (September 10-October 19)	<u>Free</u>
Total	\$900.00

FINANCE OFFICER - The City of West Branch, Iowa seeks a full-time finance officer/treasurer/deputy city clerk to perform a variety of duties under the direction of the city administrator/clerk. Salary DOQ plus excellent benefits. Requires an AA or BA degree in accounting or related field and three years of experience in a finance or accounting position or an equivalent combination of education and experience. Experience in municipal government finance or accounting is preferred. More information and applications are available at www.westbranchiowa.org. City employment application, resume, cover letter and three professional references must be mailed to City of West Branch, Attn: Finance Officer Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to matt@westbranchiowa.org by noon on October 26, 2015. EOE.

Proposed Recruitment Schedule:

Thursday, September 10, 2015– Officially post the position.
Monday, October 19, 2015 – Application deadline and review of applications.
Week of November 2, 2015 – Interviews.
Monday, November 16, 2015 – City administrator appointment submitted for Council approval.
Tuesday, December 1, 2015 – Tentative start date for new Deputy City Clerk.

Identification

Position Title: FINANCE OFFICER/TREASURER/DEPUTY CITY CLERK

Department: ADMINISTRATION

Immediate Supervisor: CITY ADMINISTRATOR/CLERK

Classification: FULL-TIME, HOURLY

Job Summary

Administers all accounting and fiscal operations in accordance with City policy and legal requirements. Duties include accounts payable, accounts receivable, insurance, debt administration, general ledger, operating and capital improvement budgets, treasury management and the collection of City revenues. This position provides for the extensive use of independent judgment in the determination of work methods and procedures. Assists with administrative, utility billing and payroll functions. Operates the City Office independently when co-workers are absent.

The duties of the job would focus on the following areas:

- Maintains the safe custody of all city funds; maintaining an accurate record of funds, receipts, disbursements, special assessments and debt service obligations.
- Deposits funds, reconciles and certifies cash, investments, receipts and disbursements by fund.
- Keeps a register of and directs payment and maintenance of the city's debt obligations.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Collects revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments, reminding delinquent accounts; notifying customers of insufficient payments.
- Verifies accounts by reconciling statements and transactions and certify monthly to the Council the balance of cash and investments of each fund and amounts received and dispersed.
- Keeps separate account of all funds received from grants and special assessments.
- Prepares all city financial reports required by city or state code.
- Implements and oversees internal control policies and procedures.
- Administers the financing of the five year capital improvement plan in conjunction with the City Administrator/Clerk and Department Directors.

The duties of the job would also include assisting other personnel in the following areas:

- Prepares and/or helps prepare agenda and packet information for City Council and city board and commission meetings.
- Processes building permits and related documents as directed by city administrator/clerk and zoning administrator.
- Explains recycling and solid waste program to new and current residents.
- Responsible for issuing and maintaining animal control registrations.
- Maintain cemetery records and files.
- Assists in processing park & recreation registrations and program information.
- Creates and posts informational slides for Local Access Channel.
- Maintains city website.

- Ensures the preparation of minutes and other documents; including the publication, filing, indexing and storage of all proceedings of the City Council.
- Tracks board and commissions appointments.
- Performs significant computer work, copiers, and general office equipment.
- Ensures that all official City business is advertised.
- Regularly attends training pursuant to municipal finance officer and clerk duties and responsibilities; makes recommendations to City Council and/or City Staff.
- Posts and advertises official meetings, public hearings, and other documents of public interest; maintains affidavit of publications and postings.
- Interacts with citizens, candidates, management, and staff on a variety of often complex and sensitive issues.
- Maintains efficient and accurate records management system including retention and disposition.
- Performs other duties as assigned.

Minimum Education, Experience and Certification

Requires an AA or BA degree in accounting or related field and three years of experience in a finance or accounting position or an equivalent combination of education and experience. Experience in municipal government finance or accounting is preferred. Extensive knowledge of the laws and ordinances pertaining to municipal financial practices and procedures is also preferred.

Knowledge, Skills and Abilities

- Extensive knowledge in accounting, municipal finances, investment, computer operations and payroll.
- Knowledge of modern banking practices and methods involved in the receipt and disbursement of money and related fiscal record keeping.
- Ability to plan, install and maintain an accounting system that conforms to generally accepted accounting principles as they relate to municipal government accounting.
- Effectively using information technology including specialized municipal financial software.
- Knowledge of local government and its functions.

SALARY: DOQ with excellent benefits package, established by the City Council with recommendation by the City Administrator.

HIRING: Approval of the City Council with recommendation by the City Administrator.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position. The City of West Branch is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Job Description Proposed by City Administrator: September 8, 2015
Subject to approval by the City Council.

Noel Automotive
PO Box 116
740 Industrial Dr
West Branch, Iowa 52358
319-643-5088

Estimate

DATE	Estimate #
7/29/2015	1198

Customer	Vehicle Details
Alan Iroff 227 N 5th st 594-4749 West Branch, IA 52358	2011 Mercury Mariner 4M2CN8HG4BKJ02269 8/10 532SID

Mileage
69000

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
MEMO	tree limb damage	1		49.88
Labor	labor to disassemble headliner to gain access to roof rack and dent , remove right rear side glass, repair dent on upper panel.	4.6	68.83	316.62T
Labor	labor to remove tail light, and loosen bumper corner, repair dent above tail light and prep quarter panel for paint, mask car	4	68.83	275.32T
Part	right tail light [wbfrd]	1	191.40	191.40T
Paint	base coat , primer sealer, paint, clear coat	1	279.26	279.26T
Material	masking , sand paper and cleaner	1	83.78	83.78T
Labor	sublet and urathane for right rear quarter window	0.8	68.83	55.06T
Labor	labor to apply primers, base coat and clear coats	4	68.83	275.32T
Labor	reassemble vehicle	2	68.83	137.66T
Part	Roof rack used , ace	1	185.00	185.00T

Thank you for your business!	Subtotal	1,849.30
	7% Tax	125.96
	Total	1,975.26

GOAL SETTING SESSION RESULTS: 2010-2014

The City Council adopted the following set of goals at their September 15, 2014 Goal Setting Session:

1. Street Upkeep (14)
2. Complete I&I Phase II Work (13)
3. Funding for HHTD Inflatables and Fireworks (12)
3. Pilot 5 Stormwater Best Management Practices (12)
3. Flood Retention Structures (12)
6. Mayor/Council Pay Ordinance (11)
6. Trail Expansion (11)
8. Municipal Golf Course (10)
9. Add 4th Full-Time Police Officer (9)
9. Implement CIP into FY16 Budget (9)
9. Code Revisions (9)
12. Provide online payment option for utility bills (8)
13. Creek Clean-Up (7)
14. Adopt a PTO Plan, Disability and Maternity/Adoption Policy (4)
14. Place Cemetery Information Online (4)
16. Later Office Hours (3)

The City Council adopted the following set of goals at their September 3, 2013 Goal Setting Session:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge) (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

The City Council adopted the following set of goals at their October 9, 2012 Goal Setting Session:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

The City Council adopted the following set of goals at their September 19, 2011 Goal Setting Session:

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
13. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
14. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)

September 19, 2011 Goal Setting Session Results (continued):

15. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
16. Increase partnership and level of support for West Branch Main Street. (4 votes)

The City Council adopted the following set of goals at their September 1, 2010 Goal Setting Session:

1. Consolidate City offices (19 votes)
2. Provide raises for employees in FY 2011/2012 (17 votes)
3. New lift station (15 votes)
4. Continue I&I work (15 votes)
5. Plan for Park and Rec building – Cookson. (15 votes)
6. Look at consolidating cleaning services (10 votes)
7. Adopt a PTO plan. Comp to be used as time off only (9 votes)
8. Contract with independent financial advisor (7 votes)
9. Have a teen program for summer (7 votes)
10. Library expansion (7 votes)
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes)
12. Make administrative assistant full time position. (6 votes)
13. Develop comp plan and CIP plan (6 votes)
14. Update resolution and ordinance books (6 votes)
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes)
16. Growing population. Need more police officers. (4 votes)
17. Repaint water tower (3 votes)
18. Annex the interstate (3 votes)
19. Conduct an annexation study. (1 vote)
20. Increase revenue for the City (1 vote)