

SPECIAL CITY COUNCIL MEETING AGENDA
Monday, November 28, 2016 • 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 November 7, 2016 City Council Joint Work Session with the West Branch Park and Recreation Commission.
 - b. Approve minutes from the November 7, 2016 regular City Council Meeting.
 - c. Approve claims.
 - d. Approve Class C Liquor License (LC) (Commercial) with Brew Pub and Sunday Sales privileges for the Downunder, located at 102 W. Main Street.
 - e. Approve cancellation of December 5, 2016 regular City Council Meeting.
 - f. Approve special City Council Meeting to be held on Thursday December 8, 2016.
6. Communications/Open Forum
7. Motion to adjourn to executive session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa./Move to action.
8. Public Hearing/Non-Consent Agenda
 - a. Accept the resignation of Paul Stagg./Move to action.
 - b. Councilperson Mary Beth Stevenson - Appointments/Reappointments/Move to action.
 - i. Public Works Director Matt Goodale – Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPi)
 - ii. Andrew Lipe, Volunteer – West Branch Fire & Rescue Department
 - iii. Eric Heick, Volunteer – West Branch Fire and Rescue Department
 - iv. West Branch Fire & Rescue 2016-2017 Officers
 - c. Jonny Stax, Jonny Stax Presents, Inc. – Promoting West Branch
 - d. Approve Partial Pay Estimate No. 4 (revised) in the amount of \$251,010.96 to Cornerstone Excavating, Inc. for the 4th Street Reconstruction Project./Move to action.
 - e. Resolution 1537, approving the submission of the City of West Branch 2015-2016 Annual Financial Report to the State Auditor's Office./Move to Action.
 - f. Resolution 1538, approving the submission of the City of West Branch FY 2016 Annual Urban Renewal Report./Move to Action.

SPECIAL CITY COUNCIL MEETING AGENDA
Monday, November 28, 2016 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- g. Resolution 1539, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2018./Move to action.
- h. Resolution 1540, approving a loan agreement with Cotton Creek Mill./Move to action.
- i. Resolution 1541, approving a joint funding agreement between the City of West Branch and the United States Geological Survey (USGS) Iowa Water Science Center for stormwater monitoring./Move to action.
- j. Resolution 1542, approving snow removal services on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site./Move to action.
- k. City Administrator Matt Muckler – Fiscal Year 2018 Proposed Budget Timeline
- 9. City Staff Reports
 - a. Deputy City Clerk Leslie Brick – RFP for Cleaning Services
 - b. City Administrator Matt Muckler – Recruitment Process for Water/Wastewater Operator
- 10. Comments from Mayor and Council Members
 - a. Councilperson Mary Beth Stevenson – Lower Cedar River Management Authority
 - b. Councilperson Mary Beth Stevenson – Meadows Subdivision – Phase 3
- 11. Adjournment

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**Joint City Council /
Park & Recreation Meeting**

**November 7, 2016
6:00 p.m.**

Mayor Roger Laughlin called the West Branch Joint City Council / Park & Recreation meeting to order at 6:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Tim Shields, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Park & Recreation members: Beth Noe, Mike Fryauf, Nick Goodweiler, Liz Seydel and Angie Miller were present. Doug Klein was absent. Chairperson Shane Staker arrived at 6:02 p.m. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

Mr. Nate Kaas, Fehr-Graham Engineering & Environmental – West Branch Park

Improvements Project: Preferred Design Alternatives for the Park Space in Pedersen Valley

Kaas presented four concepts for the Council and commission members for their review. He stated that purpose for this meeting was to determine the main layout so that the project could proceed forward. He also presented a new layout which allowed flexibility to accommodate future phases of the project. The Council and commission preferred plan revision 2-5.2.

ADJOURNMENT

Motion to adjourn joint work session by Shields, second by Fryauf. Motion carried on a voice vote. Joint session adjourned at 6:24 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

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**West Branch, Iowa
Council Chambers**

City Council Meeting

**November 7, 2016
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APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the October 17, 2016 regular City Council Meeting.

Approve claims.

Approve Change Order No. 3 in the amount of \$1,820.00 to Oasis Electric, LLC for removal and replacement of the center pole on the volleyball court at Beranek Park for the West Branch Parks and Recreation Phase 1 Improvements Project.

Motion by Stevenson, second by Ellyson to approve agenda/consent agenda items A through C. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

EXPENDITURES	11/7/2016	
AHLERS & COONEY, P.C.	SUPPLIES	31.80
ALL AMERICAN CONCRETE INC	307 MAIN ST INTERSEC & SIDEWAL	14,099.90
BAKER & TAYLOR INC.	BOOKS	585.84
BEST BUY BUSINESS ADVANTAG	CAMERAS AND SUPPLIES	825.41
CAJ ENTERPRISES INC	STOCKPILE-ROADSTONE HAULING	965.62
CEDAR COUNTY PUBLIC HEALTH	PD/LIB/FIRE/ADM/ST FLU SHOTS	375.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	46.16
COPYWORKS	CHILI SUPPER FLYERS	116.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
DIAMOND VOGEL PAINTS	TRAFFIC PAINT	18.00
FEHR GRAHAM	308 PEDERSEN VALLEY PARK IMPRO	4,700.00
FINANCIAL ADJUSTMENT BUREA	COLLECTION SERVICE FEE	8.59
GREAT AMERICAN BUSINESS PR	PET WASTE BAGS	480.00
HOLIDAY INN DES MOINES AIR	TRAVEL - IMFOA - BRICK	380.80
ICMA	ADMIN-ICMA DUES 2017	698.46
IMWCA	WORK COMP INSTALL #6	20,238.00
IOWA LAW ENFORCEMENT ACADE	FIREARMS INSTRUCTOR TRAINING	150.00
KOCH BROTHERS INC	COPIER MAINTENANCE	225.71
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,253.90
MIDWEST FRAME & AXLE	EQUIPMENT REPAIR	474.70
MIDWEST JANITORIAL SERVICE	OCT JANITORIAL SERVICE	656.26
MOORE'S WELDING INC	EQUIPMENT REPAIR	715.00
ODE DESIGN	BOOK	44.00
OVERDRIVE INC	AUDIOBOOKS, EBOOKS	332.96
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	PORT TOILET SERVICE	87.00
QUILL CORP	OFFICE SUPPLIES	127.60
REPUBLIC SERVICES OF IOWA	DOCUMENT DESTRUCTION	50.95
RIVER PRODUCTS COMPANY INC	RIVER PRODUCTS COMPANY INC	1,589.71
S & G MATERIALS	STOCKPILE-ROADSTONE	129.69
SENSUS USA	SOFTWARE SUPPORT	1,893.15
TRANS-IOWA EQUIPMENT INC	REPAIR PARTS	1,546.41
TRUGREEN PROCESSING CENTER	LION'S FIELD - LAWN SERVICE	145.00
VEENSTRA & KIMM INC.	ENG- WATER MAIN IMP-MAIN, WATE	15,634.00
TOTAL		68,759.95
PAYROLL	10/21/2016	49,837.01
EXCESS SICK TIME PAYROLL	10/25/2016	1,007.55
PAYROLL	11/4/2016	38,586.13

ALL AMERICAN CONCRETE	309 PHASE 1 PARK IMPROVEMENTS	154,975.11
LESLIE BRICK	TRAVEL-IMFOA	121.50
CEDAR COUNTY COOP	VEHICLE FUEL	1,755.68
IHEART MEDIA	ADVERTISING	724.00
IOWA STATE FAIR	TICKETS	1,053.00
REBECCA KNOCHE	TRAVEL	94.34
MEDIACOM	CABLE SERVICE	40.90
MISCELLANEOUS VENDORS	UTILITY REFUNDS	87.20
PITNEY BOWES PURCHASE POWER	POSTAGE	500.00
PORT O JONNY INC	PORTABLE TOILET RENTAL	87.00
PRO-VISION	SUPPLIES	60.34
QC ANALYTICAL SERVICES	LAB ANALYSIS	584.00
PAUL STAGG	TRAVEL	241.41
UPS	SEWER - SHIPPING	62.06
US BANK CORPORATE CARD	SUPPLIES. TRAINING, TRAVEL EXPENSE	1,419.65
VERIZON WIRELESS	WIRELESS SERVICE	895.31
WALMART COMMUNITY/GEMB	BOOKS, SUPPLIES	333.25
MCKENNA WALSH	VOLLEYBALL REF	45.00
WEST BRANCH FORD	VEHICLE MAINTENANCE	109.22
WEST BRANCH TIMES	ADVERTISING	1,179.83
HANNAH WESTCOTT	VOLLEYBALL REF	60.00
TOTAL		164,428.80
GRAND TOTAL EXPENDITURES		322,619.44
FUND TOTALS		
001 GENERAL FUND	56,855.15	
022 CIVIC CENTER	318.39	
031 LIBRARY	12,761.30	
036 TORT LIABILITY	22,516.60	
110 ROAD USE TAX	10,186.83	
112 TRUST AND AGENCY	15,263.65	
306 4TH ST IMPROVEMENTS PROJ	2,987.74	
307 MAIN ST INTERSECTION IMP	14,630.90	
308 PARK IMP - PEDERSEN VALLEY	4,700.00	
309 PHASE 1 PARK IMPROVEMENTS	154,975.11	
310 COLLEGE STREET BRIDGE	2,834.50	
600 WATER FUND	13,939.97	
610 SEWER FUND	10,649.30	
GRAND TOTAL	322,619.44	

COMMUNICATIONS/OPEN FORUM

Blake Shultice- Hoover Elementary 4th grade Social Studies teacher. Shultice explained that the students were learning how government works and how bills (ordinances) were passed into law. Several students appeared before the Council and presented a request for an ordinance to allow chickens in West Branch. The students outlined the steps they used to define the rules of the ordinance.

Chief Mike Horihan requested the Council to consider a business accommodation for additional restricted parking for patients of Muscatine Physical Therapy during daytime business hours on North Downey Street. Council members expressed concern with giving preferential parking to certain businesses when accommodations are not given to others. Horihan said he would visit again with the business and see if other alternatives could be worked out.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Pro Tem Colton Miller - Appointments/Reappointments/Move to action.

Cole Tisinger, Volunteer – West Branch Fire & Rescue Department

Mikayla Hunter, Cadet – West Branch Fire and Rescue Department

Motion by Miller, second by Shields to approve appointments/reappointments. AYES: Miller, Shields, Pierce, Stevenson, Ellyson. Motion carried.

Resolution 1524, directing the Mayor to send a zoning confirmation letter to VBJ LLC./Move to action.

Motion by Pierce, second by Ellyson to approve Resolution 1524. AYES: Pierce, Ellyson, Stevenson, Shields, Miller. Motion carried.

City Attorney Kevin Olson - Discussion of Incentives for Cotton Creek Mill

Olson explained that the City had received a request from the owner for a loan in the amount of \$20,000 with terms of repaying over a two year period. The owner would be required to submit a business plan and present it to the Council for consideration.

Second Reading of Ordinance 743, Amending Title Chapter 92 “Water Rates.”/Move to action.

Stevenson expressed her concern on the proposed rate structure and didn’t feel it encouraged water conservation. She commented that she had previously voted in favor of it but after further consideration, could not support the proposed structure. Miller and Pierce also indicated that they hadn’t changed their position.

Motion by Shields, second by Ellyson to approve the second reading of Ordinance 743. AYES: Shields, Ellyson. NAYS: Miller, Stevenson, Pierce. Motion failed.

First Reading of Ordinance 744, Amending Chapter 69 of the Code of Ordinances regarding parking regulations./Move to action.

Olson explained that this amendment would prohibit parking between the curb and the sidewalk. Horihan commented that with the current code was vague and needed to be clarified in order to be enforced. He stated that he had noticed several cars parking in the city right-of-way and that it does pose a safety concern as well as other issues. Council members observed that the resolution indicated ‘sidewalk and curb’ and felt that since some streets didn’t have ‘curbs’ that a revision should be made to the resolution clarifying the violation area.

Motion by Shields, second by Stevenson to postpone first reading of Ordinance 744 until the next City Council meeting. Olson will rewrite the ordinance change. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. Motion carried.

Resolution 1525, authorizing internal advance to the tax increment financing fund./Move to action.

Motion by Stevenson, second by Miller to approve Resolution 1525. AYES: Stevenson, Miller, Ellyson, Shields, Pierce. Motion carried.

Resolution 1526, approving the West Branch Police Department Policies and Procedures Manual./Move to action.

Motion by Miller, second by Shields to approve Resolution 1526. AYES: Miller, Shields, Ellyson, Stevenson, Pierce. Motion carried.

Resolution 1527, approving various contracts for the 2017 Hoover’s Hometown Days Celebration in the amount of \$41,644.00./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1527. AYES: Miller, Pierce, Ellyson, Shields, Stevenson. Motion carried.

Resolution 1528, designating Foster Street as a Special 20 MPH Speed Zone per Subsection 63.04(2)A in the Code of Ordinances of the City of West Branch, Iowa./Move to action.

Motion by Pierce, second by Ellyson to approve Resolution 1528. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

Resolution 1529, approving legal services agreement and authority to represent with Lynch Dallas, PC in an amount not to exceed \$2,300./Move to action.

Motion by Shields, second by Miller to approve Resolution 1529. AYES: Shields, Miller, Stevenson, Pierce, Ellyson. Motion carried.

City Administrator Matt Muckler - FY17 Capital Improvement Projects

Muckler presented two versions of the plan to Council with changes in prioritizing projects. After some discussion the Council preferred version A.

Resolution 1522, approving two engineering services agreements with Veenstra & Kimm, Inc. for the Main Street Sidewalk Improvements – Phase 4 and the North First Street Improvements Projects in an amount not to exceed \$51,050./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1522. AYES: Stevenson, Pierce, Ellyson, Shields, Miller. Motion carried.

Resolution 1530, considering the issue of whether Acciona Windpower North America, LLC should be rebated a portion of tax increment revenues./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1530. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. Motion carried.

Resolution 1531, approving Supplemental Agreement No. 1 – Phase II Final Design Services on the College Street Bridge Replacement Project with Veenstra & Kimm, Inc. for the lump sum of \$92,860./Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1531. AYES: Shields, Stevenson, Miller, Ellyson, Pierce. Motion carried.

Resolution 1532, accepting the West Branch, Iowa Main Street Intersection and Sidewalk Improvements Project as substantially complete./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1532. AYES: Miller, Pierce, Shields, Stevenson, Ellyson. Motion carried.

Resolution 1533, approving a commercial services agreement with TruGreen Commercial in the amount of \$2,504./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1533. AYES: Miller, Pierce, Ellyson, Stevenson, Shields. Motion carried.

Resolution 1534, authorizing new funds./Move to action.

Muckler stated that four new funds would be created per the auditor's request. The funds will be used for future capital improvement projects and will enable better spending tracking on projects. Muckler indicated funds will be set up for North 1st Street, Main Street Sidewalk Phase 4, Main Street Water Main project and I&I Phase II.

Motion by Miller, second by Ellyson to approve Resolution 1534. AYES: Miller, Ellyson, Pierce, Shields, Stevenson. Motion carried.

Resolution 1535, authorizing internal advance to the tax increment financing fund./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1535. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. Motion carried.

Resolution 1536, authorizing the transfer of funds./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1536. AYES: Miller, Ellyson, Shields, Stevenson, Pierce. Motion carried.

CITY STAFF REPORTS

Library/IT Director Nick Shimmin – West Branch Public Library Annual Report

Shimmin presented the FY16 report (July 1, 2015 – June 30, 2016) and highlighted the library's visitor counts, circulation (number of items checked out) and electronic use statistics. He also noted some physical changes the library made this year to the children's area which included new furniture. Shimmin also

commented that building esthetic issues will be addressed this fiscal year as well including painting, new carpet and other building repairs.

City Engineer Dave Schechinger – I-80 Meeting with Iowa Department of Transportation and Johnson County Engineer’s Office

Schechinger said a meeting took place last week with member of IDOT regarding lane expansions from Iowa City to West Branch. Some issues discussed were impact to adjacent property owners, noise, a request for an acceleration lane (westbound), and concerns for trail expansion under the interstate. Schechinger also commented that emergency detours routes were discussed and how West Branch would be impacted. Overall, he felt the meeting was beneficial for both sides.

City Attorney Kevin Olson - Casey’s General Store #2524, located at 311 E. Main Street

Olson reviewed the development agreement related to the ‘first right of refusal’ issue and anticipates bringing something back to the Council in the near future.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reported that he had attended a meeting with the National Park Service on their storm water mitigation project and said the City may have some partnership opportunities in the planning and engineering. Laughlin also questioned where the downtown trash receptacles had gone. Miller also stated that he had been receiving several complaints on the 4th Street project and why it was taking so long. He also requested that the City do a better job educating the residents for the big projects. Shields also stated that he had a conflict with the next regular City Council meeting being during the holiday week. Other members also had a conflict and requested that the meeting be rescheduled to Monday, November 28, 2016.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:13 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

November 7th, 2016

Dear West Branch City Council,

Please accept this letter as my formal resignation from my role as Zoning Administrator. My last day with the city of West Branch will be November 25th, 2016.

In order to ease the transition after my departure, I am happy to assist you with any training tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent serving the citizens of West Branch and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Stagg', with a stylized flourish at the end.

Paul Stagg

WEST BRANCH FIRE & RESCUE

P.O. Box 218 105 S. Second Street West Branch, IA 52358

Phone 319-643-2110 Fax 319-643-3293

Emergencies Dial 911

2016-2017 WBFD Firefighter Roster

Kevin Stoolman	1978	Rick Hansen	2013
Jodee Stoolman	1986	Dan Heick	2013
Gary Milder	1990	Ben Barrett	2013
Craig Cochran	1990	Nevin Tucker	2013
Rae Ann Hosier	1994	Jose Gongora	2014
Mike Kusick	1996	Curtis Walker	2015
David Hosier	1996	Diana Borash	2015
Matt Hills	1997	Allison Kusick	2016
Matt Tisinger	1997	Rachel Mona	2016
Andy Hoiser	1999	Cole Tisinger	2016
Sandy Heick	2000	Andrew Lipe	2016
Tanya Havlik-Smith	2000	Eric Heick	2016
Kory Hanna	2002		
Chad Schutte	2002		
Mike Fair	2002		
Adam Fair	2004		
Trent Tisinger	2007		
Josh Worrell	2008		
Ryan Jennings	2008		
Trent Hansen	2008		
Logan Cilek	2012		
Austin Finnegan	2012		
		Cadet Program	
		Jace Gonfgore	2015
		Mikayla Hunter	2016

Other Active Honorary Member: Jim Huber, Kurt Johnson, Jim Fiis, Richard Stoolman

WEST BRANCH FIRE & RESCUE

P.O. Box 218 105 S. Second Street West Branch, IA 52358

Phone 319-643-2110 Fax 319-643-3293

Emergencies Dial 911

2016-2017 Officers

Chief- Kevin Stoolman

1st Assistant- Josh Worrell

2nd Assistant- Matt Tisinger

President- Jose Gongora

Secretary- Rae Ann Hosier

Treasurer- Chad Schutte

Trustee 1st Year- Trent Hansen

Trustee 2nd Year-Jodee Stoolman

Trustee 3rd Year- Andy Hosier

Medical Officer- Sandy Heick

Assistant Medical Officer- Tanya Havlik Smith

Training Officer- Joey Wendt

Scene Captains- Craig Cochran/Adam Fair/Tanya Havlik Smith/Ben Barrett

191- Captains- Ben Barrett/ Cole Tisinger

192 Captain- Nevin Tucker

195- Captain / Cub Cadet- Ryan Jennings

196- Captain – Austin Finnegan

197- Captain – Logan Cilek

199- Captain – Craig Cochran

Cleaning- 3 Department Members Each Month

City of West Branch Promotions Discussion

In preparation for our discussion on November 21, 2016 at the regularly scheduled city council meeting, I am submitting the following documents with related action to be taken. These documents represent the fulfillment of our agreement established in March of 2016.

1. **Logo.** At the October 3 city council meeting, we presented various options. There was not an overwhelming majority leaning one way, and no vote was taken. Also, at the citywide promotions strategy meeting on October 12, there was discussion about the logos. Many present felt like the birthplace cottage represented something more unique about the city of West Branch and provided more flexibility for marketing materials. Thus, I wanted to send a document with the two main logos and how they might look on letterhead and city trucks. I would recommend you show this to various folks in your life this week, gather their feedback, contemplate on your own, and take a final vote on November 21.
2. **Promotions strategy.** Attached is a promotions strategy that outlines the targets, actions, aims, mechanisms, and strategies that emerged in our planning process. Please review and bring any refinement or discussions to the meeting on November 21. I have created an action plan for the Grow Committee to use as a work plan. I am not including that in this package so as not to overwhelm, but I will submit to City Administrator Matt Muckler and make available upon request.
3. **Talking points.** Attached is a document with talking points that emerged from our planning process. These can be used for print, web, and other purposes. Please review and bring any changes you would like to see.
4. **Tagline.** The tagline has been the hardest to develop. I'm not sure that we have come to a solid consensus. Below is the top five that emerged from our citywide planning process. Please feel free to share these with various folks in your life this week, gather their feedback, contemplate on your own, and on November 21 I hope you can take a final vote. The other direction is going without tagline. Please remember that the tagline can and should change every couple years unlike the logo. This tagline should help promote the aims in the promotions strategy of 1) building pride and engagement among residents, 2) mobilizing residents and champions to share the West Branch story, and 3) establishing a strong, coordinating infrastructure of local efforts.
 - a. Historical roots. Lively growth.
 - b. Enriching past. Lively future.
 - c. Deep history. Unbounded growth.
 - d. An uncommon home with unbounded opportunity
 - e. The branch that keeps growing
 - f. Welcome home.

It has been an enlightening and invigorating experience to conduct this promotions work. I hope I have satisfied your expectations. I look forward to supporting the city in future endeavors.

Sincerely,
Jonny Stax

City of West Branch Promotions Strategy

This document outlines the promotions strategy for the City of West Branch as developed through community-wide strategy sessions in the spring, summer, and fall of 2016. The process was facilitated by Jonny Stax and housed within the Grow West Branch committee.

Targets and Actions

The following targets and related actions represent the recommended focus for the City of West Branch to support the goal of ultimately bringing in new residents and businesses. These targets coordinate well with the focus of the Community Development Group and other local resident and business leaders involved in the Grow West Branch committee. They are tiered to help focus promotions efforts, believing that we must begin with those closest to us and then move out as we strengthen our promotions infrastructure.

- Primary – residents and surrounding communities to build pride in West Branch, deepen engagement in the community, and promote West Branch to their friends and co-workers
- Secondary – 35-45-mile radius, including Cedar Rapids, Quad Cities, and Iowa City to shop and dine regularly, attend events, enroll in our schools, and move home and business to West Branch
- Tertiary – 100-mile radius for day trips to West Branch and I-80 travelers for pit stop
- Beyond – tapping the tourism market

Promotions Aims and Mechanisms

These three aims should be the focus of year-one promotion activities for the City of West Branch, which will be coordinated with the Grow Committee, a group of residents and business leaders that share common promotions interests. Below each aim is a set of mechanisms that could be employed.

1. Build pride and engagement among residents and surrounding area
 - a. Shared online calendar for all West Branch events featured on westbranchiowa.org
 - b. Signage in town and on freeways to remind residents and encourage visitors to eat, shop, and explore
 - c. Explorers map to remind residents of all we have to offer, equip champions to “sing our song,” and entice visitors to return for more
 - d. Welcome package for new residents to engage in community
2. Mobilize residents and champions (media outlets, school leaders, community group leaders, social media groups, realtors, human resource departments at area corporations and colleges, libraries, and social activity groups in surrounding areas) to share the West Branch story
 - a. Shop Unique/Shop Small, Yelp, and TripAdvisor campaign to highlight attractions
 - b. Community groups eco-system to gather and disseminate events
 - c. Promotional tools for realtors and human resource departments to encourage new home buyers who are relocating in the area
 - d. Common talking points to equip champions and residents
3. Establish a strong, coordinated infrastructure of local promotion efforts that can support expansion of promotions to secondary and tertiary targets
 - a. Shared and usable marketing tools for people to use
 - b. Common, targeted times for local activity
 - c. Systems for internal communication
 - d. Common location for sharing events

Strategies

The following are strategies that could be taken to support the three aims. They are in order of priority and feasibility.

1. Create a shared calendar between the City of West Branch, Hoover Complex, Community Development Group, and West Branch Community Schools.
2. Re-skin www.westbranchiowa.org with the new logo and color scheme. Create the landing page to feature the community calendar and links to the entities listed above, including one for “City Business” that would link to the information currently featured on the home page.
3. Create a Facebook page for West Branch Events that allows users to post events and serves as a central location for events that occur in the city. Begin using hashtags: #Explore254, #MeetMeInWestBranch, and #WestBranch.
4. Develop a plan for creating signage that will help meet the aims listed above. Funding for these signs could come from the city, local businesses, Community Development Group, and grant sources. The order of this signage by priority and feasibility should be:
 - a. Two signs off eastbound and westbound I-80 that reminds residents and visitors to eat, shop, and explore. These signs could include attractions, businesses, and rotating events.
 - b. One sign on Heritage Square with attractions, businesses, and rotating events that remind residents of everything happening and bring park visitors into town.
 - c. Signs 10-20 miles east and west on I-80 and other highways to encourage people to visit West Branch.
5. Create a 1-2-minute video building off of the current aerial video but includes people that can be featured on www.westbranchiowa.org, enticing people to visit and move here.
6. Create video postcards of Hoover’s Hometown Days and Christmas Past to encourage visitation.
7. Create and disseminate a welcome package for new residents that equips them with our messages, offers them community involvement opportunities, and directs them to our calendar and social media platforms.
8. Create a database of community groups and establish a two-way communication system to disseminate key citywide events and messages with groups and give them a way to share their events through the shared calendar and West Branch Events Facebook page.
9. Create an Explorers Map (online or virtual) that shows the entire area and all the attractions and offerings of West Branch to build pride and enticement (Little Rose Bowl, Scattergood, trails, Hoover complex, downtown, industrial park, parks, proximity to Lake MacBride and urban areas). The talking points submitted with this strategy could be utilized for the map. The map should fit well with the downtown map used by the Community Development Group. If online, a geo-caching program could be built to engaged young people in exploring all West Branch has to offer.
10. Establish an infrastructure to begin feeding community events into the shared calendar, scheduling social media posts, and sending our press releases to deepen engagement in the community and build pride among residents, champions, and visitors.

Supporting Promotions

This promotions work needs to be supported to be sustained and evolve. The Grow West Branch is a committee of local residents and business leaders that could hold this work. The committee would be best supported with a co-chair from the City of West Branch and a co-chair from the Community Development Group. The group could make recommendations of budgetary support from both entities that could support progress on the aims, mechanisms, and strategies, reporting frequently to both entities on their progress. This groups meets monthly and could hold quarterly citywide convenings to engage more participants. Involvement of students from West Branch High School would benefit this work, but the structure to support them would need to be figured out.

City of West Branch Talking Points

This document outlines the talking points developed in the promotions strategy development process. This could be used as a source document for language on websites, brochures, radio ads, and more. The talking points should continually be updated.

West Branch shares a small town experience with big city access

West Branch provides a welcoming, intimate experience in a safe, natural environment with strong community spirit and forward-thinking leadership. Conveniently located near Iowa City, Cedar Rapids, and the Quad Cities, West Branch provides access to the great urban amenities, cultural events, and sports experiences Eastern Iowa has to offer.

West Branch puts people first, caring for newcomers and residents alike

West Branch puts people first. Founded by Quakers and built by farmers, the ethics of this community stem from caring to celebration. From being a stop on the Underground Railroad to welcoming refugees of the First World War to caring for stranded travelers today, West Branch opens its arms widely to people from across the globe and around the corner. Countless community groups thrive in West Branch, keeping the spirit of connection and support alive today.

West Branch blossoms from the Hoover legacy kept alive today

West Branch is the hometown of Herbert Clark Hoover, the first president born west of the Mississippi and the only president from Iowa. President Hoover left town on the train with only a quarter in his pocket and came home as one of the most influential presidents in U.S. history. Come experience his legacy as it lives on in one of 13 presidential museums in the country nestled in a national park with 81-acres of hikable prairie grasses. The Hoover complex features a working blacksmith shop, Hoover's birthplace cottage and gravesite, and the original Quaker meetinghouse attended by the Hoovers. All of this flows seamlessly into downtown West Branch where his entrepreneurial spirit influences residents, business owners, and visitors alike.

West Branch celebrates a collaborative business community that welcomes explorers and entrepreneurs

West Branch features a downtown business district with 14 buildings on the national historic registry that are attentively maintained. An extensive industrial park and expansive agricultural division are among the community's strongest industries. Whether in a shop on Main Street or on a 50-acre farm, come experience the hard work and innovative practices thriving throughout the community. West Branch celebrates an emerging and collaborative business district that welcomes a diverse and growing community of commerce.

West Branch provides a nationally recognized educational experience with close connections and personalized technologies

Gaining national and statewide recognition for its stimulating approaches, students in West Branch receive an authentic intellectual experience with close connections. Cutting edge initiatives, such as standards-based grading and pairing each student with a computer, are attracting open enrollment from children in surrounding communities. The fine arts and athletic programs are unparalleled for communities our size, bringing the community together to share the experience.

General Talking Points

Come share the hometown experience of West Branch, one of the few small cities in Iowa that is growing today.

- West Branch brings small town charm to the forefront of a thriving city.
- From Hoover's Hometown Days in August, celebrating the historic significance of one the country's foremost presidents, to Christmas Past in December, free events happen all year long that connect and invigorate the community while engaging newcomers.
- Surrounded by a serene, natural environment, West Branch offers as much by way of outdoor adventure as it does by its close proximity to the more urban environments of Iowa City and the Quad Cities.
- Whether in the market for a vintage shop, hike through the National Park or a cozy café for a quick bite to eat, West Branch offers a well-rounded variety of options to catch some respite and revival, to our local residents, neighbors, and I-80 travelers alike.

Press Release Blurb

West Branch is a growing community in southeast Iowa with many places to shop, live, eat, and explore. An inviting town for all ages, the community takes pride in its architectural and cultural heritage and historic downtown, where 14 buildings are listed on the National Register of Historic Places. West Branch is the birthplace of Herbert Hoover, the 31st President of the United States, and the town is home to the Herbert Hoover Presidential Library-Museum and the Herbert Hoover National Historic Site and Prairie. West Branch takes pride in its progressive, dynamic identity and active, spirited residents. Prioritizing both its significant past and rich present, West Branch is a diverse city, as is evident with its annual Christmas Past event and Hoover's Hometown Days festival. For more information visit www.westbranchiowa.org.

Building Incentive Program

Thinking of building a new home? Come share the hometown experience of West Branch. With nationally recognized schools, a historic downtown district that flows seamlessly into a national park, and easy access to Iowa City, Cedar Rapids, and the Quad Cities, West Branch is ideal. We take pride in our progressive, dynamic identity and active, spirited residents. Our Building Incentive Program offers reduced permit fees and \$5000 property tax refund. For more information, visit westbranchiowa.org.









WEST BRANCH
IOWA



IOWA



phant

WITTERS

ORANGE

ADD.

Jas. Staples

WOLIPHANTS ADD.

OLIPHANT

EDCBA

ST. NOT OPENED

G. F. Plat No 2

139a 139a

Miles

20 ac.

J.Y. Hoover
Jas. Hawley

SCHOOL LOT 48

COLLEDGE

CENETERY

38

64

71

BANK

Est. of Ellen Steer

2 1/2

Clark Penrose

3 1/2 ac.

WETHEREL

Wm. Maris

PENN ST.

Est. of Mrs. H. Hoover

1 ac.

31

First St.

35 ac.

Downey

36

ST.

Elwood

Masy

8 ac.

I.W. Haines

1 1/2

ORANGE

ST.

24

ST.

35

GREEN

34

2

No 1/2 No 1/2

ST.

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ST.

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ST.

27

WATER

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VALLEY ST.

THIRD

VALLEY

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W.F. Haines

1 1/2

ORANGE

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GREEN

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CORPORATION

LIMITS

Mary A. Cook







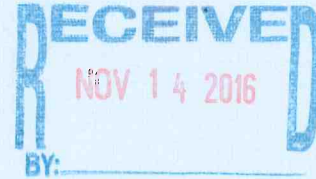


VEENSTRA & KIMM, INC.

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

November 9, 2016

Cornerstone Excavating, Inc.
1320 West Main Street
P.O. Box 928
Washington, IA 52353



WEST BRANCH, IOWA
4th STREET RECONSTRUCTION
PARTIAL PAY ESTIMATE NO. 4 (revised)

Enclosed please find three copies of Partial Payment Estimate No. 4 (Revised) for work completed September 13, 2016 to October 22, 2016 under the contract between the City of West Branch and Cornerstone Excavating, Inc.

We have reviewed the estimate and will be recommending acceptance of the payment to Cornerstone Excavating, Inc. by the City of West Branch in the amount of \$251,010.96.

Please sign all copies of the partial payment estimate in the space provided. Please forward all signed copies of Partial Payment Estimate No. 4 (Revised) to the City of West Branch.

Should you have any questions or comments, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

Eric Gould
EDG:mmc
368170
Enclosure

**VEENSTRA & KIMM, INC.**860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)**PAY ESTIMATE NO. 4 (Revised)****4th STREET RECONSTRUCTION****WEST BRANCH, IOWA**

November 9, 2016

Cornerstone Excavating, Inc.
1320 W. Main Street; P.O. Box 928
Washington, IA 52353Contract Amount \$756,332.50
Contract Date April 4, 2016
Pay Period September 13, 2016 - October 22, 2016**BID ITEMS**

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	Clear + Grubb	Unit	10	\$ 200.00	\$ 2,000.00	10	\$ 2,000.00
2	Excavation, CL 10, Rdwy + Borrow	CY	2,486	\$ 8.25	\$ 20,509.50	1,500	\$ 12,375.00
3	Excavation, CL 10, Unsuit/Unstab Mat'l	CY	3,091	\$ 25.75	\$ 79,593.25	2,385	\$ 61,406.28
4	Excavation, CL 13, Rdwy + Borrow	CY	565	\$ 8.25	\$ 4,661.25	565	\$ 4,661.25
5	Topsoil, Strip, Salvage + Spread	CY	700	\$ 10.00	\$ 7,000.00		\$ -
6	Subgrade Stabil Mat'l	SY	239	\$ 14.00	\$ 3,346.00	239	\$ 3,346.00
7	Subgrade Stabil Mat'l, Polymer Grid	SY	239	\$ 3.50	\$ 836.50	239	\$ 836.50
8	Modified Subbase	CY	1,116	\$ 33.50	\$ 37,386.00	1,116	\$ 37,386.00
9	Relocation Of Mail Box	Ea.	13	\$ 250.00	\$ 3,250.00		\$ -
10	STD/S-F PCC Pav't, CL C CL 3, 7"	SY	3,853	\$ 40.00	\$ 154,120.00	3,853	\$ 154,120.00
11	HMA Comm Mix (Incl Asph Binder)	Ton	176	\$ 103.00	\$ 18,128.00	211.9	\$ 21,825.70
12	Granular Surf On Rd, CL A CR Stone	Ton	280	\$ 19.75	\$ 5,530.00	245.22	\$ 4,843.10
13	Rmvl of Exist Struct	LS	4	\$ 2,000.00	\$ 8,000.00	6	\$ 12,000.00
14	Apron, Conc, 15"	Ea.	2	\$ 875.00	\$ 1,750.00	2	\$ 1,750.00
15	Apron, Conc, 18"	Ea.	2	\$ 1,000.00	\$ 2,000.00	2	\$ 2,000.00
16	Apron, Conc, 42"	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
17	Modular Block Retain Wall	SF	50	\$ 50.00	\$ 2,500.00		\$ -
18	Manhole, San SWR, SW-301, 48"	Ea.	2	\$ 3,200.00	\$ 6,400.00	2	\$ 6,400.00
19	Manhole, Storm SWR, SW-401, 48"	Ea.	1	\$ 3,125.00	\$ 3,125.00	1	\$ 3,125.00
20	MH, Storm SWR, SW-403, Well Only	Ea.	1	\$ 7,800.00	\$ 7,800.00	1	\$ 7,800.00
21	MH, Storm SWR, SW-403, Top Only	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
22	Manhole, Storm SWR, SW-404	Ea.	2	\$ 7,800.00	\$ 15,600.00	2	\$ 15,600.00
23	Intake, SW-508	Ea.	6	\$ 4,575.00	\$ 27,450.00	4	\$ 18,300.00
24	Intake, SW-510	Ea.	8	\$ 5,800.00	\$ 46,400.00	7	\$ 40,600.00
25	Intake, SW-512, 24"	Ea.	1	\$ 1,875.00	\$ 1,875.00	1	\$ 1,875.00
26	Intake, SW-513	Ea.	1	\$ 5,600.00	\$ 5,600.00	1	\$ 5,600.00
27	Connection To Exist Intake	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
28	Subdrain, Longitudinal, (Shld) 6"	LF	1,470	\$ 9.50	\$ 13,965.00	1,602	\$ 15,219.00
29	Subdrain Outlet, DR-303	Ea.	2	\$ 175.00	\$ 350.00	13	\$ 2,275.00
30	Storm SWR G- Main, Tr, PVC, 8"	LF	58	\$ 39.50	\$ 2,291.00	50	\$ 1,975.00
31	Storm SWR G-Main, Tr, RCP, 12"	LF	130	\$ 46.00	\$ 5,980.00	130	\$ 5,980.00
32	Storm SWR G-Main, Tr, RCP, 15"	LF	346	\$ 48.00	\$ 16,608.00	329	\$ 15,792.00
33	Storm SWR G-Main, Tr, RCP, 18"	LF	421	\$ 50.00	\$ 21,050.00	449	\$ 22,450.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
34	Storm SWR G-Main, Tr, RCP, 42"	LF	170	\$ 130.50	\$ 22,185.00	170	\$ 22,185.00
35	Rmv Storm SWR Pipe LE 36"	LF	484	\$ 20.00	\$ 9,680.00	559	\$ 11,180.00
36	Rmv Storm SWR Pipe GT 36"	LF	88	\$ 30.00	\$ 2,640.00	88	\$ 2,640.00
37	San SWR G-Main, Tr, PVC, 8"	LF	195	\$ 41.50	\$ 8,092.50	195	\$ 8,092.50
38	Rmvl of Pav't	SY	1,550	\$ 9.50	\$ 14,725.00	1,550	\$ 14,725.00
39	Rmvl of Sidewalk	SY	52	\$ 7.50	\$ 390.00	52	\$ 390.00
40	Sidewalk, PCC, 4"	SY	527	\$ 35.00	\$ 18,445.00	527	\$ 18,445.00
41	Detectable Warning	SF	80	\$ 36.00	\$ 2,880.00	80	\$ 2,880.00
42	Driveway, PCC, 6"	SY	232	\$ 40.00	\$ 9,280.00	251.5	\$ 10,060.00
43	Driveway, PCC, 7"	SY	1,051	\$ 40.00	\$ 42,040.00	1,098	\$ 43,920.00
44	Rmv + Reinstall Sign	Ea.	6	\$ 200.00	\$ 1,200.00	1	\$ 200.00
45	Construction Survey	LS	1	\$ 10,000.00	\$ 10,000.00	75%	\$ 7,500.00
46	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	50%	\$ 2,750.00
47	Mobilization	LS	1	\$ 48,500.00	\$ 48,500.00	100%	\$ 48,500.00
48	Water Main, Trenched, PVC, 8"	LF	75	\$ 36.50	\$ 2,737.50	36	\$ 1,314.00
49	Fittings By Count, DI, MJ	Ea.	12	\$ 450.00	\$ 5,400.00	10	\$ 4,500.00
50	Valve Box Extension	Ea.	2	\$ 300.00	\$ 600.00	1	\$ 300.00
51	Fire Hydrant Assembly, WM-201	Ea.	3	\$ 3,600.00	\$ 10,800.00	3	\$ 10,800.00
52	Seed + Fertilize (Urban)	Acre	1	\$ 4,800.00	\$ 4,800.00		\$ -
53	Spec. Ditch Control, Wood Excels. Mat	SQ	30	\$ 20.00	\$ 600.00		\$ -
54	Silt Fence	LF	911	\$ 2.00	\$ 1,822.00	140	\$ 280.00
55	Rmvl of Silt Fence/Fenc-Ditch Check	LF	911	\$ 0.50	\$ 455.50		\$ -
56	Maint of Silt Fenc/Fenc-Ditch Check	LF	911	\$ 0.50	\$ 455.50		\$ -
57	Mobilization, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	0.5	\$ 250.00
Contract Price:					\$ 756,332.50		\$ 699,952.33

MATERIALS STORED SUMMARY			
Description	# of Units	Unit Price	Extended Cost
Total			\$ -

SUMMARY

		Total Approved	Total Completed
Contract Price		\$ 756,332.50	\$ 699,952.33
Approved Change Order (list each)	Change Order No. 1	\$ 5,645.00	\$ 5,645.00
	Change Order No. 2	\$ -	\$ -
	Change Order No. 3	\$ -	\$ -
	Change Order No. 4	\$ -	\$ -
	Revised Contract Price	\$ 761,977.50	\$ 705,597.33

Stored

Total Earned \$ 705,597.33

Retainage (5%) \$ 35,279.87

Total Earned Less Retainage \$ 670,317.46

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 168,985.52	
	Pay Estimate No. 2	\$ 136,502.89	
	Pay Estimate No. 3	\$ 113,818.09	

Total Previously Approved \$ 419,306.50

Percent Complete 93%

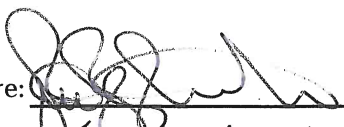
Amount Due This Request \$ 251,010.96

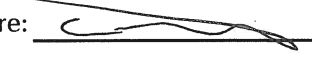
The amount \$251,010.96 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Cornerstone Excavating, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 
Name: Jim Zvolensky
Title: President
Date: 11-11-16

Signature: 
Name: Eric Gould
Title: Engineer
Date: November 9, 2016

Signature: _____
Name: _____
Title: _____
Date: _____

RESOLUTION 1537

RESOLUTION APPROVING THE SUBMISSION OF THE CITY OF WEST BRANCH
2015-2016 ANNUAL FINANCIAL REPORT TO THE STATE AUDITOR'S OFFICE

BE IT RESOLVED by the City Council of the City of West Branch, Cedar County, Iowa,
that the 2015-2016 Annual Financial Report be approved and forwarded to the Iowa State
Auditor's Office.

Passed and approved this 28th day of November, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Form F-66 (IA-2) (6-30-2016)		STATE OF IOWA 2016 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2016 WEST BRANCH CITY OF WEST BRANCH, IOWA DUE: December 1, 2016	
WHEN COMPLETED, PLEASE RETURN TO Mary Mosiman, CPA Office of Auditor of State Lucas State Office Building 321 E. 12th Street, 2nd Floor Des Moines, IA 50319		16201600800000 West Branch City PO Box 218 West Branch, IA 52358-0218 <i>(Please correct any error in name, address, and ZIP Code)</i>	
NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.			

ALL FUNDS																								
Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)																				
Revenues and Other Financing Sources																								
Taxes levied on property	1,544,428		1,544,428	1,543,534																				
Less: Uncollected property taxes-levy year	0		0																					
Net current property taxes	1,544,428		1,544,428	1,543,534																				
Delinquent property taxes	0		0																					
TIF revenues	154,260		154,260	150,000																				
Other city taxes	239,078	0	239,078	196,453																				
Licenses and permits	34,143	0	34,143	62,000																				
Use of money and property	7,379	1,051	8,430	4,900																				
Intergovernmental	592,752	0	592,752	542,304																				
Charges for fees and service	109,688	859,390	969,078	993,504																				
Special assessments	0	0	0	0																				
Miscellaneous	135,079	11,606	146,685	52,100																				
Other financing sources	1,407,999	45,000	1,452,999	1,494,815																				
Total revenues and other sources	4,224,806	917,047	5,141,853	5,039,610																				
Expenditures and Other Financing Uses																								
Public safety	695,809	0	695,809	799,916																				
Public works	438,784	0	438,784	556,140																				
Health and social services	0	0	0	0																				
Culture and recreation	725,312	0	725,312	815,613																				
Community and economic development	64,897	0	64,897	84,973																				
General government	399,311	0	399,311	401,047																				
Debt service	372,115	0	372,115	436,253																				
Capital projects	483,366	0	483,366	840,000																				
Total governmental activities expenditures	3,179,594	0	3,179,594	3,933,942																				
Business type activities	0	847,599	847,599	847,830																				
Total ALL expenditures	3,179,594	847,599	4,027,193	4,781,772																				
Other financing uses, including transfers out	456,673	146,476	603,149	639,815																				
Total ALL expenditures/And other financing uses	3,636,267	994,075	4,630,342	5,421,587																				
Excess revenues and other sources over (Under) Expenditures/And other financing uses	588,539	-77,028	511,511	-381,977																				
Beginning fund balance July 1, 2015	1,520,694	320,175	1,840,869	1,841,087																				
Ending fund balance June 30, 2016	2,109,233	243,147	2,352,380	1,459,110																				
Note - These balances do not include \$ _____ held in non-budgeted internal service funds; \$ _____ held in Pension Trust Funds; \$ _____ held in Private Purpose Trust funds and \$ _____ held in agency funds which were not budgeted and are not available for city operations.																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">Indebtedness at June 30, 2016</th> <th style="width: 15%;">Amount - Omit cents</th> <th style="width: 40%;">Indebtedness at June 30, 2016</th> <th style="width: 5%;">Amount - Omit cents</th> </tr> <tr> <td>General obligation debt</td> <td style="text-align: right;">\$ 3,250,757</td> <td>Other long-term debt</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td>Revenue debt</td> <td style="text-align: right;">\$ 539,000</td> <td>Short-term debt</td> <td style="text-align: right;">\$ 4,234</td> </tr> <tr> <td>TIF Revenue debt</td> <td style="text-align: right;">\$ 0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>General obligation debt limit</td> <td style="text-align: right;">\$ 9,469,093</td> </tr> </table>					Indebtedness at June 30, 2016	Amount - Omit cents	Indebtedness at June 30, 2016	Amount - Omit cents	General obligation debt	\$ 3,250,757	Other long-term debt	\$ 0	Revenue debt	\$ 539,000	Short-term debt	\$ 4,234	TIF Revenue debt	\$ 0					General obligation debt limit	\$ 9,469,093
Indebtedness at June 30, 2016	Amount - Omit cents	Indebtedness at June 30, 2016	Amount - Omit cents																					
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		General obligation debt limit	\$ 9,469,093																					
CERTIFICATION																								
THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF																								
Signature of city clerk		Date Published/Posted	Mark (x) one <input type="checkbox"/> Date Published <input type="checkbox"/> Date Posted																					
Printed name of city clerk	Telephone →	Area Code	Number Extension																					
Signature of Mayor or other City official (Name and Title)		Date signed																						

PLEASE PUBLISH THIS PAGE ONLY

Part I		REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP <input checked="" type="checkbox"/> NON-GAAP = CASH BASIS Indicate by entering an X in the appropriate box on this sheet ONLY	
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.			
1	Section A - TAXES											1			
2	Taxes levied on property	1,088,716	217,114		238,598			1,544,428			1,544,428	2			
3	Less: Uncollected property taxes - Levy year							0			0	3			
4	Net current property taxes	1,088,716	217,114		238,598	0		1,544,428		T01	1,544,428	4			
5	Delinquent property taxes							0		T01	0	5			
6	Total property tax	1,088,716	217,114		238,598	0	0	1,544,428			1,544,428	6			
7	TIF revenues			154,260				154,260		T01	154,260	7			
8	Other city taxes														
8	Utility tax replacement excise taxes	13,739	2,346		2,472			18,557		T15	18,557	8			
9	Utility franchise tax (Chapter 364.2, Code of Iowa)	24,797						24,797		T15	24,797	9			
10	Parimutuel wager tax							0		C30	0	10			
11	Gaming wager tax							0		C30	0	11			
12	Mobile home tax	8,516	1,698		1,789			12,003		T19	12,003	12			
13	Hotel/motel tax							0		T19	0	13			
14	Other local option taxes		183,721					183,721		T09	183,721	14			
15	TOTAL OTHER CITY TAXES	47,052	187,765	0	4,261	0	0	239,078	0		239,078	15			
16	Section B - LICENSES AND PERMITS	34,143						34,143		T29	34,143	16			
17	Section C - USE OF MONEY AND PROPERTY											17			
18	Interest	1,786	25	661	2,433		124	5,029	1,051	U20	6,080	18			
19	Rents and royalties	2,350						2,350		U40	2,350	19			
20	Other miscellaneous use of money and property							0		U20	0	20			
21								0			0	21			
22	TOTAL USE OF MONEY AND PROPERTY	4,136	25	661	2,433	0	124	7,379	1,051		8,430	22			
23												23			
24	Section D - INTERGOVERNMENTAL											24			
25												25			
26	Federal grants and reimbursements											26			
27	Federal grants							0		B89	0	27			
28	Community development block grants							0		B50	0	28			
29	Housing and urban development							0		B50	0	29			
30	Public assistance grants							0		B79	0	30			
31	Payment in lieu of taxes							0		B30	0	31			
32	NPS CONTRACTS	11,200						11,200			11,200	32			
33	Total Federal grants and reimbursements	11,200	0	0	0	0	0	11,200	0		11,200	33			
34												34			
35												35			
36												36			
37												37			
38												38			
39												39			
40												40			

Continued on next page

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.				
		(a)	(b)	(c)	(d)	(e)	(f)		(h)							
41	Section D - INTERGOVERNMENTAL - Continued											41				
42												42				
43	State shared revenues											43				
44	Road use taxes		286,951					286,951		C46	286,951	44				
45												45				
46												46				
47												47				
48	Other state grants and reimbursements											48				
49	State grants							0		C89	0	49				
50	Iowa Department of Transportation							0		C89	0	50				
51	Iowa Department of Natural Resources							0		C89	0	51				
52	Iowa Economic Development Authority							0		C89	0	52				
53	CEBA grants							0		C89	0	53				
54	Commercial & Industrial Replacement Claim	63,136	12,592		13,266			88,994		C89	88,994	54				
55	LIBRARY FUNDING	3,283						3,283			3,283	55				
56								0			0	56				
57								0			0	57				
58								0			0	58				
59								0			0	59				
60	Total state	66,419	299,543	0	13,266	0	0	379,228	0		379,228	60				
61												61				
62	Local grants and reimbursements											62				
63	County contributions	2,000						2,000			2,000	63				
64	Library service	15,945						15,945		D89	15,945	64				
65	Township contributions	184,379						184,379		D89	184,379	65				
66	Fire/EMT service							0		D89	0	66				
67								0		D89	0	67				
68								0			0	68				
69								0			0	69				
70	Total local grants and reimbursements	202,324	0	0	0	0	0	202,324	0		202,324	70				
71	TOTAL INTERGOVERNMENTAL (Sum of lines 33, 60, and 70)	279,943	299,543	0	13,266	0	0	592,752	0		592,752	71				
72	Section E - CHARGES FOR FEES AND SERVICE											72				
73	Water							0	473,358	A91	473,358	73				
74	Sewer							0	340,427	A80	340,427	74				
75	Electric							0		A92	0	75				
76	Gas							0		A93	0	76				
77	Parking							0		A60	0	77				
78	Airport							0		A01	0	78				
79	Landfill/garbage	44,670						44,670		A81	44,670	79				
80	Hospital							0		A36	0	80				

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.				
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)					
81	Section E - CHARGES FOR FEES AND SERVICE - Continued											81				
82	Transit							0		A94	0	82				
83	Cable TV							0		T15	0	83				
84	Internet							0		A03	0	84				
85	Telephone							0		A03	0	85				
86	Housing authority							0		A50	0	86				
87	Storm water							0	45,605	A80	45,605	87				
88	Other:											88				
89	Nursing home							0		A89	0	89				
90	Police service fees							0		A89	0	90				
91	Prisoner care							0		A89	0	91				
92	Fire service charges							0		A89	0	92				
93	Ambulance charges							0		A89	0	93				
94	Sidewalk street repair charges	110						110		A44	110	94				
95	Housing and urban renewal charges							0		A50	0	95				
96	River port and terminal fees							0		A87	0	96				
97	Public scales							0		A89	0	97				
98	Cemetery charges	9,700					1,861	11,561		A03	11,561	98				
99	Library charges							0		A89	0	99				
100	Park, recreation, and cultural charges	26,064						26,064		A61	26,064	100				
101	Animal control charges							0		A89	0	101				
102	Other charges - Specify							0			0	102				
103	SUBDIVISION CHARGES	27,283						27,283			27,283	103				
104	TOTAL CHARGES FOR SERVICE	107,827	0	0	0	0	1,861	109,688	859,390		969,078	104				
105												105				
106	Section F - SPECIAL ASSESSMENTS							0		U01	0	106				
107	Section G - MISCELLANEOUS											107				
108	Contributions	34,246						34,246		U99	34,246	108				
109	Deposits and sales/fuel tax refunds							0	3,900	U99	3,900	109				
110	Sale of property and merchandise	1,240						1,240		U11	1,240	110				
111	Fines	2,829						2,829		U30	2,829	111				
112	Internal service charges							0		NR	0	112				
113	Other miscellaneous - Specify							0			0	113				
114								0			0	114				
115	MAIN STREET WEST BRANCH		68,425					68,425			68,425	115				
116	REIMBURSEMENT	4,773				6,250		11,023	1,962		12,985	116				
117	GARBAGE STICKERS	1,728						1,728			1,728	117				
118	MISCELLANEOUS	15,588						15,588			15,588	118				
119	METERS							0	5,744		5,744	119				
120	TOTAL MISCELLANEOUS	60,404	68,425	0	0	6,250	0	135,079	11,606		146,685	120				

Part I	REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP	<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.		
121	TOTAL ALL REVENUES (Sum of lines 6, 7, 15,16,22 71, 104, 106, and 120)	1,622,221	772,872	154,921	258,558	6,250	1,985	2,816,807	872,047		3,688,854	121		
122												122		
123	Section H - OTHER FINANCING SOURCES											123		
124	Proceeds of capital asset sales							0		NR	0	124		
125	Proceeds of long-term debt (Excluding TIF internal borrowing)					849,850		849,850		NR	849,850	125		
126	Proceeds of anticipatory warrants or other short-term debt							0		A89	0	126		
127	Regular transfers in and interfund loans	180,377	36,651		146,476			363,504	45,000		408,504	127		
128	Internal TIF loans and transfers in	55,483			37,387	101,775		194,645			194,645	128		
129								0			0	129		
130								0			0	130		
131	TOTAL OTHER FINANCING SOURCES	235,860	36,651	0	183,863	951,625	0	1,407,999	45,000		1,452,999	131		
132	TOTAL REVENUES except for beginning balances (Sum of lines 121 and 131)	1,858,081	809,523	154,921	442,421	957,875	1,985	4,224,806	917,047		5,141,853	132		
133												133		
134	Beginning fund balance July 1, 2015	829,160	303,948	112,135	35,509	81,385	158,557	1,520,694	320,175		1,840,869	134		
135												135		
136	TOTAL REVENUES AND OTHER FINANCING SOURCES (Sum of lines 132 and 134)	2,687,241	1,113,471	267,056	477,930	1,039,260	160,542	5,745,500	1,237,222		6,982,722	136		
137												137		
138												138		
139												139		
140												140		
141												141		
142												142		
143												143		
144												144		
145												145		
146												146		
147												147		
148												148		
149												149		
150												150		
151												151		
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153												153		
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155												155		
156												156		
157												157		
158												158		
159												159		

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.				
		(a)	(b)	(c)	(d)	(e)	(f)		(h)							
1	Section A — PUBLIC SAFETY											1				
2	Police department/Crime prevention — Current operation	324,171	69,065					393,236		E62	393,236	2				
3	Purchase of land and equipment	13,399						13,399		G62	13,399	3				
4	Construction							0		F62	0	4				
5	Jail — Current operation							0		E04	0	5				
6	Purchase of land and equipment							0		G04	0	6				
7	Construction							0		F04	0	7				
8	Emergency management — Current operation							0		E89	0	8				
9	Purchase of land and equipment							0		G89	0	9				
10	Flood control — Current operation							0		E59	0	10				
11	Purchase of land and equipment							0		G59	0	11				
12	Construction							0		F59	0	12				
13	Fire department — Current operation	284,202	2,336					286,538		E24	286,538	13				
14	Purchase of land and equipment							0		G24	0	14				
15	Construction							0		F24	0	15				
16	Ambulance — Current operation							0		E32	0	16				
17	Purchase of land and equipment							0		G32	0	17				
18	Building inspections — Current operation							0		E66	0	18				
19	Purchase of land and equipment							0		G66	0	19				
20	Construction							0		F66	0	20				
21	Miscellaneous protective services — Current operation							0		E66	0	21				
22	Purchase of land and equipment							0		G66	0	22				
23	Construction							0		F66	0	23				
24	Animal control — Current operation	2,636						2,636		E32	2,636	24				
25	Purchase of land and equipment							0		G32	0	25				
26	Construction							0		F32	0	26				
27	Other public safety — Current operation							0		E89	0	27				
28	Purchase of land and equipment							0		G89	0	28				
29								0			0	29				
30								0			0	30				
31								0			0	31				
32								0			0	32				
33								0			0	33				
34								0			0	34				
35								0			0	35				
36								0			0	36				
37								0			0	37				
38								0			0	38				
39								0			0	39				
40	TOTAL PUBLIC SAFETY	624,408	71,401		0	0	0	695,809			695,809	40				

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.				
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)							
41	Section B — PUBLIC WORKS											41				
42	Roads, bridges, sidewalks — Current operation	80,329	131,309					211,638		E44	211,638	42				
43	Purchase of land and equipment	14,250	53,609					67,859		G44	67,859	43				
44	Construction	23,762	36,540					60,302		F44	60,302	44				
45	Parking meter and off-street — Current operation							0		E60	0	45				
46	Purchase of land and equipment							0		G60	0	46				
47	Construction							0		F60	0	47				
48	Street lighting — Current operation	40,698						40,698		E44	40,698	48				
49	Traffic control safety — Current operation							0		E44	0	49				
50	Purchase of land and equipment							0		G44	0	50				
51	Construction							0		F44	0	51				
52	Snow removal — Current operation							0		E44	0	52				
53	Purchase of land and equipment							0		G44	0	53				
54	Highway engineering — Current operation							0		E44	0	54				
55	Purchase of land and equipment							0		G44	0	55				
56	Construction							0		F44	0	56				
57	Street cleaning — Current operation							0		E81	0	57				
58	Purchase of land and equipment							0		G81	0	58				
59	Airport (if not an enterprise) — Current operation							0		E01	0	59				
60	Purchase of land and equipment							0		G01	0	60				
61	Construction							0		F01	0	61				
62	Garbage (if not an enterprise) — Current operation	58,287						58,287		E81	58,287	62				
63	Purchase of land and equipment							0		G81	0	63				
64	Construction							0		F81	0	64				
65	Other public works — Current operation							0		E89	0	65				
66	Purchase of land and equipment							0		G89	0	66				
67	Construction							0		F89	0	67				
68								0			0	68				
69								0			0	69				
70								0			0	70				
71								0			0	71				
72								0			0	72				
73								0			0	73				
74								0			0	74				
75								0			0	75				
76								0			0	76				
77								0			0	77				
78								0			0	78				
79								0			0	79				
80	TOTAL PUBLIC WORKS	217,326	221,458		0	0	0	438,784			438,784	80				

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH		<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
81	Section C — HEALTH AND SOCIAL SERVICES											81
82	Welfare assistance — Current operation							0		E79	0	82
83	Purchase of land and equipment							0		G79	0	83
84	City hospital — Current operation							0		E36	0	84
85	Purchase of land and equipment							0		G36	0	85
86	Construction							0		F36	0	86
87	Payments to private hospitals — Current operation							0		E36	0	87
88	Health regulation and inspections — Current operation							0		E32	0	88
89	Purchase of land and equipment							0		G32	0	89
90	Construction							0		F32	0	90
91	Water, air, and mosquito control — Current operation							0		E32	0	91
92	Purchase of land and equipment							0		G32	0	92
93	Construction							0		F32	0	93
94	Community mental health — Current operation							0		E32	0	94
95	Purchase of land and equipment							0		G32	0	95
96	Construction							0		F32	0	96
97	Other health and social services — Current operation							0		E79	0	97
98	Purchase of land and equipment							0		G79	0	98
99	Construction							0		F79	0	99
100								0			0	100
101								0			0	101
102								0			0	102
103	TOTAL HEALTH AND SOCIAL SERVICES	0	0		0	0	0	0			0	103
104												104
105												105
106												106
107												107
108												108
109												109
110												110
111												111
112												112
113												113
114												114
115												115
116												116
117												117
118												118
119												119
120												120

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued CITY OF WEST BRANCH						<input type="checkbox"/> GAAP <input checked="" type="checkbox"/> NON-GAAP = CASH BASIS					
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
121	Section D — CULTURE AND RECREATION											121
122	Library services — Current operation	215,284	32,123					247,407		E52	247,407	122
123	Purchase of land and equipment							0		G52	0	123
124	Construction							0		F52	0	124
125	Museum, band, theater — Current operation							0		E61	0	125
126	Purchase of land and equipment							0		G61	0	126
127	Parks — Current operation	96,504	14,876					111,380		E61	111,380	127
128	Purchase of land and equipment	123,318						123,318		G61	123,318	128
129	Construction							0		F61	0	129
130	Recreation — Current operation							0		E61	0	130
131	Purchase of land and equipment							0		G61	0	131
132	Construction							0		F61	0	132
133	Cemetery — Current operation	95,238	20,405					115,643		E03	115,643	133
134	Purchase of land and equipment							0		G03	0	134
135	Community center, zoo, marina, and auditorium	8,022						8,022		E61	8,022	135
136	Other culture and recreation	114,698	4,844					119,542		E61	119,542	136
137	Purchase of land and equipment							0		G61	0	137
138	Construction							0		F61	0	138
139	TOTAL CULTURE AND RECREATION	653,064	72,248		0	0	0	725,312			725,312	139
140	Section E — COMMUNITY AND ECONOMIC DEVELOPMENT											140
141	Community beautification — Current operation							0		E89	0	141
142	Purchase of land and equipment							0		G89	0	142
143	Economic development — Current operation	40,246						40,246		E89	40,246	143
144	Purchase of land and equipment							0		G89	0	144
145	Housing and urban renewal — Current operation							0		E50	0	145
146	Purchase of land and equipment							0		G50	0	146
147	Construction							0		F50	0	147
148	Planning and zoning — Current operation	24,651						24,651		E29	24,651	148
149	Purchase of land and equipment							0		G29	0	149
150	Other community and economic development — Current operation							0		E89	0	150
151	Purchase of land and equipment							0		G89	0	151
152	Construction							0		F89	0	152
153	TIF Rebates							0		E89	0	153
154	TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT	64,897	0	0	0	0	0	64,897			64,897	154
155												155
156												156
157												157
158												158

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH		<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
		(a)	(b)	(c)	(d)	(e)	(f)		(h)			
159	Section F — GENERAL GOVERNMENT											159
160	Mayor, council and city manager — Current operation	9,620	890					10,510		E29	10,510	160
161	Purchase of land and equipment							0		G29	0	161
162	Clerk, Treasurer, financial administration — Current operation	147,198	12,572					159,770		E23	159,770	162
163	Purchase of land and equipment							0		G23	0	163
164	Elections — Current operation							0		E89	0	164
165	Purchase of land and equipment							0		G89	0	165
166	Legal services and city attorney — Current operation	229,031						229,031		E25	229,031	166
167	Purchase of land and equipment							0		G25	0	167
168	City hall and general buildings — Current operation							0		E31	0	168
169	Purchase of land and equipment							0		G31	0	169
170	Construction							0		F31	0	170
171	Tort liability — Current operation							0		E89	0	171
172	Other general government — Current operation							0		E89	0	172
173	Purchase of land and equipment							0		G89	0	173
174								0			0	174
175								0			0	175
176	TOTAL GENERAL GOVERNMENT	385,849	13,462	0	0	0	0	399,311			399,311	176
177	Section G — DEBT SERVICE				372,115			372,115			372,115	177
178								0			0	178
179								0			0	179
180								0			0	180
181								0			0	181
182	TOTAL DEBT SERVICE	0	0	0	372,115	0	0	372,115			372,115	182
183	Section H — REGULAR CAPITAL PROJECTS — Specify										0	183
184	REAP GRANT, PARKSIDE DR					128,910		128,910			128,910	184
185	MAIN ST CROSS, 4TH ST IMP, MAIN ST INTER, COLL ST BR					129,456		129,456			129,456	185
186						0		0			0	186
187	Subtotal Regular Capital Projects	0	0			0	258,366	0			258,366	187
188	— TIF CAPITAL PROJECTS — Specify										0	188
189	DOWNTOWN EAST REDEVELOPMENT					225,000		225,000			225,000	189
190								0			0	190
191								0			0	191
192	Subtotal TIF Capital Projects	0	0	0	0	225,000	0	225,000			225,000	192
193	TOTAL CAPITAL PROJECTS	0	0	0	0	483,366	0	483,366			483,366	193
194	TOTAL GOVERNMENTAL ACTIVITIES EXPENDITURES	1,945,544	378,569	0	372,115	483,366	0	3,179,594			3,179,594	194
195	(Sum of lines 40, 80, 103, 139, 154, 176, 182, 193)											195
196												196

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued	CITY OF WEST BRANCH					<input type="checkbox"/> GAAP	<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS				
Line No.	Item description	General (a)	Special revenue (b)	TIF Special revenue (c)	Debt service (d)	Capital projects (e)	Permanent Fund (f)	Total current governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (h)) (i)	Line No.
197	Section I — BUSINESS TYPE ACTIVITIES											197
198	Water — Current operation								426,311	E91	426,311	198
199	Purchase of land and equipment							10,000	G91		10,000	199
200	Construction								F91		0	200
201	Sewer and sewage disposal — Current operation							264,089	E80		264,089	201
202	Purchase of land and equipment							11,238	G80		11,238	202
203	Construction								F80		0	203
204	Electric — Current operation								E92		0	204
205	Purchase of land and equipment								G92		0	205
206	Construction								F92		0	206
207	Gas Utility — Current operation								E93		0	207
208	Purchase of land and equipment								G93		0	208
209	Construction								F93		0	209
210	Parking — Current operation								E60		0	210
211	Purchase of land and equipment								G60		0	211
212	Construction								F60		0	212
213	Airport — Current operation								E01		0	213
214	Purchase of land and equipment								G01		0	214
215	Construction								F01		0	215
216	Landfill/Garbage — Current operation								E81		0	216
217	Purchase of land and equipment								G81		0	217
218	Construction								F81		0	218
219	Hospital — Current operation								E36		0	219
220	Purchase of land and equipment								G36		0	220
221	Construction								F36		0	221
222	Transit — Current operation								E94		0	222
223	Purchase of land and equipment								G94		0	223
224	Construction								F94		0	224
225	Cable TV, telephone, Internet — Current operation								E03		0	225
226	Purchase of land and equipment								G03		0	226
227	Housing authority — Current operation								E50		0	227
228	Purchase of land and equipment								G50		0	228
229	Construction								F50		0	229
230	Storm water — Current operation							74,292	E80		74,292	230
231	Purchase of land and equipment								G80		0	231
232	Construction								F80		0	232
233												233
234												234
235												235
236												236

Part II	EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2016 -- Continued						CITY OF WEST BRANCH						<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS	
Line No.	Item description	General	Special revenue	TIF special revenue	Debt service	Capital projects	Permanent	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.				
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		(i)					
237	Section I — BUSINESS TYPE ACTIVITIES — Cont.											237				
238	Other business type — Current operation									E89	0	238				
239	Purchase of land and equipment									G89	0	239				
240	Construction									F89	0	240				
241												241				
242	Enterprise Debt Service								61,669		61,669	242				
243	Enterprise Capital Projects										0	243				
244	Enterprise TIF Capital Projects										0	244				
245	Internal service funds — Specify											245				
246											0	246				
247											0	247				
248											0	248				
249											0	249				
250											0	250				
251	TOTAL BUSINESS TYPE ACTIVITIES								847,599		847,599	251				
252												252				
253	TOTAL EXPENDITURES (Sum of lines 194 and 251)	1,945,544	378,569	0	372,115	483,366	0	3,179,594	847,599		4,027,193	253				
254	Section J — OTHER FINANCING USES INCLUDING TRANSFERS OUT									NE		254				
255	Regular transfers out	81,320	180,377				331	262,028	146,476		408,504	255				
256	Internal TIF loans/repayments and transfers out			194,645				194,645			194,645	256				
257								0			0	257				
258	TOTAL OTHER FINANCING USES	81,320	180,377	194,645	0	0	331	456,673	146,476		603,149	258				
259	TOTAL EXPENDITURES AND OTHER FINANCING USES (Sum of lines 253 and 258)	2,026,864	558,946	194,645	372,115	483,366	331	3,636,267	994,075		4,630,342	259				
260												260				
261	Ending fund balance June 30, 2016:											261				
262	Governmental:											262				
263	Nonspendable						160,211	160,211			160,211	263				
264	Restricted	355,412	554,525	72,411	105,815	555,894		1,644,057			1,644,057	264				
265	Committed	62,721						62,721			62,721	265				
266	Assigned							0			0	266				
267	Unassigned	242,244						242,244			242,244	267				
268	Total Governmental	660,377	554,525	72,411	105,815	555,894	160,211	2,109,233			2,109,233	268				
269	Proprietary								243,147		243,147	269				
270	Total ending fund balance June 30, 2016	660,377	554,525	72,411	105,815	555,894	160,211	2,109,233	243,147		2,352,380	270				
271	TOTAL REQUIREMENTS (Sum of lines 259 and 270)	2,687,241	1,113,471	267,056	477,930	1,039,260	160,542	5,745,500	1,237,222		6,982,722	271				
272												272				

Part III INTERGOVERNMENTAL EXPENDITURES CITY OF WEST BRANCH Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. <i>Enter amount, omit cents.</i>									
Purpose		Amount paid to other local governments				Purpose		Amount paid to State	
Correction.....		M05 \$				Highways.....		L44 \$	
Health.....		M32				All other.....		L89 \$	
Highways.....		M44							
Transit subsidies.....		M94							
Libraries.....		M52							
Police protection.....		M62							
Sewerage.....		M80							
Sanitation.....		M81							
All other.....		M89 \$							

Part IV SALARIES AND WAGES Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.		
		Amount - Omit cents
Total salaries and wages paid.....		200 \$ 836,118

Part V DEBT OUTSTANDING, ISSUED, AND RETIRED								
A. Long-term debt		Debt during the fiscal year		Debt Outstanding JUNE 30, 2016				Interest paid this year
Purpose	Debt outstanding JULY 1, 2015 (a)	Issued (b)	Retired (c)	General obligation (d)	TIF revenue (e)	Revenue (f)	Other (g)	
1. Water utility	19U \$ 585,000	29U \$	39U \$ 46,000	49U \$	49U \$	49U \$ 539,000	49U \$	I91 \$ 15,669
2. Sewer utility	19U	29U	39U	49U	49U	49U	49U	I89
3. Electric utility	19U	29U	39U	49U	49U	49U		I92
4. Gas utility	19U	29U	39U	49U	49U	49U		I93
5. Transit-bus	19U	29U	39U	49U	49U	49U		I94
6. Industrial Revenue	19T	24T	34T		44T	44T		I89
7. Mortgage revenue	19T	24T	34T		44T	44T		I89
8. TIF revenue	19U	29U	39U	49U	49U	49U	49U	I89
9. LAWSUIT LOAN	19U 48,321	29U	39U 48,321	49U	49U	49U	49U	I89 3,289
10. GO REFUND & SEWER PROJ	19U 2,325,000	29U	39U 160,000	49U 2,165,000	49U	49U	49U	I89 40,190
11. 2013 PARKLAND	19U 327,598	29U	39U 36,841	49U 290,757	49U	49U	49U	I89 9,827
12. GO SERIES 2015	19U	29U 855,000	39U 60,000	49U 795,000	49U	49U	49U	I89 12,546
13.	19U	29U	39U	49U	49U	49U	49U	I89
14.	19U	29U	39U	49U	49U	49U	49U	I89
Total long-term debt	3,285,919	855,000	351,162	3,250,757	0	539,000	0	81,521

B. Short-term debt		Amount - Omit cents	
Outstanding as of JULY 1, 2015		61V \$	
Outstanding as of JUNE 30, 2016		64V \$	4,234

Part VI DEBT LIMITATION FOR GENERAL OBLIGATION BONDS Assessed Valuations by Levy Authority and County, AY2014/FY2016 Actual valuation -- January 1, 2014			
		Amount - Omit cents	
\$	189,381,855	x .05 = \$	9,469,093

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2016					
Type of asset	Amount - Omit cents				
	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	all other funds (d)	Total (e)
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	W01	W31	W61		
	\$ 105,816	\$	56,530	2,190,034	2,352,380
REMARKS	V98				

RESOLUTION NO. 1538

RESOLUTION APPROVING THE SUBMISSION OF THE CITY OF WEST BRANCH FY
2016 ANNUAL URBAN RENEWAL REPORT

BE IT RESOLVED by the City Council of the City of West Branch, Cedar County, Iowa,
that the fiscal year 2015-2016 Annual Urban Renewal Report be approved and forwarded to the
Iowa Department of Management.

Passed and approved this 28th day of November, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Annual Urban Renewal Report, Fiscal Year 2015 - 2016

Levy Authority Summary

Local Government Name: WEST BRANCH
Local Government Number: 16G142

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
WEST BRANCH URBAN RENEWAL	16006	6

TIF Debt Outstanding: 278,086

TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:	112,135	0	Amount of 07-01-2015 Cash Balance Restricted for LMI
---	---------	---	---

TIF Revenue:	154,921
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	154,921

Rebate Expenditures:	0
Non-Rebate Expenditures:	194,645
Returned to County Treasurer:	0
Total Expenditures:	194,645

TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:	72,411	0	Amount of 06-30-2016 Cash Balance Restricted for LMI
---	--------	---	---

**Year-End Outstanding TIF
Obligations, Net of TIF Special
Revenue Fund Balance:** 11,030

Urban Renewal Area Data Collection

Local Government Name: WEST BRANCH (16G142)
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL
 UR Area Number: 16006
 UR Area Creation Date: 11/1989

The City Council of West Branch, Iowa believes that the designation of an area of the City as an economic development/urban renewal area will enhance its attractiveness as a potential site for new and expanding businesses.

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
SPRINGDALE TWP/WEST BRANCH SCH/W BR (ORIG 1988)UR TIF INCREM	16093	16094	0
WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM	16103	16104	0
WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM	16105	16106	0
WEST BRANCH CITY/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM	16107	16108	0
WEST BRANCH CITY/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM	16109	16110	5,270,278
WEST BRANCH CITY/WEST BRANCH SCH/W BR UR TIF INCREM	16147	16148	0

Urban Renewal Area Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	228,590	12,588,740	46,176,625	14,179,710	0	-7,408	73,166,257	0	73,166,257
Taxable	102,186	7,016,148	41,558,962	12,761,739	0	-7,408	61,431,627	0	61,431,627
Homestead Credits									47

TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:

112,135

0

Amount of 07-01-2015 Cash Balance Restricted for LMI

TIF Revenue: 154,921
 TIF Sp. Revenue Fund Interest: 0
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 154,921

Rebate Expenditures: 0
 Non-Rebate Expenditures: 194,645
 Returned to County Treasurer: 0
Total Expenditures: 194,645

TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:

72,411

0

Amount of 06-30-2016 Cash Balance Restricted for LMI

Projects For WEST BRANCH URBAN RENEWAL

Water Tower #2

Description:	Water System Improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

Procter & Gamble

Description:	Tax Abatements
Classification:	Industrial/manufacturing property
Physically Complete:	Yes
Payments Complete:	No

Casey's Marketing Co

Description:	TIF Rebate Agreement
Classification:	Commercial - retail
Physically Complete:	No
Payments Complete:	No

Parkside Drive

Description:	Road Improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	Yes

Acciona

Description:	Legal Fees and Administrative Costs
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

Downtown East Redevelopment Project

Description:	Downtown Redevelopment Project
Classification:	Mixed use property (ie: a significant portion is residential and significant portion is commercial)
Physically Complete:	No
Payments Complete:	No

Debts/Obligations For WEST BRANCH URBAN RENEWAL

Water Tower #2

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	117,681
Interest:	0
Total:	117,681
Annual Appropriation?:	No
Date Incurred:	06/02/2005
FY of Last Payment:	2025

Casey's Marketing Co

Debt/Obligation Type:	Rebates
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	05/18/2015
FY of Last Payment:	2027

Parkside Drive

Debt/Obligation Type:	Internal Loans
Principal:	111,910
Interest:	0
Total:	111,910
Annual Appropriation?:	No
Date Incurred:	05/04/2014
FY of Last Payment:	2016

Acciona

Debt/Obligation Type:	Internal Loans
Principal:	48,495
Interest:	0
Total:	48,495
Annual Appropriation?:	No
Date Incurred:	05/04/2014
FY of Last Payment:	2018

Downtown East Redevelopment

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	06/27/2016
FY of Last Payment:	2021

Non-Rebates For WEST BRANCH URBAN RENEWAL

TIF Expenditure Amount:	37,387
Tied To Debt:	Water Tower #2
Tied To Project:	Water Tower #2

TIF Expenditure Amount:	101,775
Tied To Debt:	Parkside Drive
Tied To Project:	Parkside Drive

TIF Expenditure Amount:	55,483
Tied To Debt:	Acciona
Tied To Project:	Acciona

Jobs For WEST BRANCH URBAN RENEWAL

Project:	Procter & Gamble
Company Name:	Procter & Gamble Hair Care LLC
Date Agreement Began:	07/10/2007
Date Agreement Ends:	06/30/2020
Number of Jobs Created or Retained:	50
Total Annual Wages of Required Jobs:	1,248,000
Total Estimated Private Capital Investment:	15,000,000
Total Estimated Cost of Public Infrastructure:	0

Project:	Water Tower #2
Company Name:	Acciona Windpower North America LLC
Date Agreement Began:	07/02/2007
Date Agreement Ends:	06/30/2017
Number of Jobs Created or Retained:	110
Total Annual Wages of Required Jobs:	3,333,616
Total Estimated Private Capital Investment:	11,000,000
Total Estimated Cost of Public Infrastructure:	0

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Sum of Private Investment Made Within This Urban Renewal Area
during FY 2016

TIF Taxing District Data Collection

Local Government Name: WEST BRANCH (16G142)
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)
 TIF Taxing District Name: SPRINGDALE TWP/WEST BRANCH SCH/W BR (ORIG 1988)UR TIF INCREM
 TIF Taxing District Inc. Number: 16094

TIF Taxing District Base Year:	1988	UR Designation
FY TIF Revenue First Received:	1997	Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development 12/1989

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	121,470	0	1,568,410	203,710	0	0	1,893,590	0	1,893,590
Taxable	54,300	0	1,411,569	183,339	0	0	1,649,208	0	1,649,208
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	566,189	1,327,401	0	1,327,401	29,956

FY 2016 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WEST BRANCH (16G142)
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)
 TIF Taxing District Name: WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM
 TIF Taxing District Inc. Number: 16104

TIF Taxing District Base Year:	1988	UR Designation
FY TIF Revenue First Received:	1997	Slum No
Subject to a Statutory end date?	No	Blighted No
		Economic Development 12/1989

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	107,120	0	0	0	0	0	107,120	0	107,120
Taxable	47,886	0	0	0	0	0	47,886	0	47,886
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	96,406	10,714	0	10,714	231

FY 2016 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name:	WEST BRANCH (16G142)
Urban Renewal Area:	WEST BRANCH URBAN RENEWAL (16006)
TIF Taxing District Name:	WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM
TIF Taxing District Inc. Number:	16106
TIF Taxing District Base Year:	1993
FY TIF Revenue First Received:	1997
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	08/1994

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	9,215	0	0	0	0

FY 2016 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name:	WEST BRANCH (16G142)
Urban Renewal Area:	WEST BRANCH URBAN RENEWAL (16006)
TIF Taxing District Name:	WEST BRANCH CITY/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM
TIF Taxing District Inc. Number:	16108
TIF Taxing District Base Year:	1988
FY TIF Revenue First Received:	1997
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	6,178,790	4,737,810	0	0	10,916,600	0	10,916,600
Taxable	0	0	5,560,911	4,264,029	0	0	9,824,940	0	9,824,940
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	2,423,638	8,492,962	0	8,492,962	248,587

FY 2016 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WEST BRANCH (16G142)
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)
 TIF Taxing District Name: WEST BRANCH CITY/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM
 TIF Taxing District Inc. Number: 16110
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 1997
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	08/1994

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	12,588,740	2,184,140	1,188,190	0	-7,408	15,953,662	0	15,953,662
Taxable	0	7,016,148	1,965,726	1,069,371	0	-7,408	10,043,837	0	10,043,837
Homestead Credits									47

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	2,761,105	10,043,837	5,270,278	4,773,559	139,721

FY 2016 TIF Revenue Received: 154,921

TIF Taxing District Data Collection

Local Government Name: WEST BRANCH (16G142)
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)
 TIF Taxing District Name: WEST BRANCH CITY/WEST BRANCH SCH/W BR UR TIF INCREM
 TIF Taxing District Inc. Number: 16148
 TIF Taxing District Base Year: 2001
 FY TIF Revenue First Received: 2002
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2022

UR Designation	
Slum	No
Blighted	No
Economic Development	11/2002

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	36,245,285	8,050,000	0	0	44,295,285	0	44,295,285
Taxable	0	0	32,620,756	7,245,000	0	0	39,865,756	0	39,865,756
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	43,410	39,865,756	0	39,865,756	1,166,860

FY 2016 TIF Revenue Received: 0

RESOLUTION NO. 1539

A RESOLUTION OBLIGATING FUNDS FROM THE URBAN RENEWAL TAX REVENUE
FUND FOR THE PAYMENT OF ANNUAL APPROPRIATION TAX INCREMENT
FINANCED OBLIGATIONS IN FISCAL YEAR 2018

Councilperson Stevenson introduced the following Resolution entitled “RESOLUTION OBLIGATING FUNDS FROM THE URBAN RENEWAL TAX REVENUE FUND FOR THE PAYMENT OF ANNUAL APPROPRIATION TAX INCREMENT FINANCED OBLIGATIONS IN FISCAL YEAR 2018,” and moved that the same be adopted. Councilperson Pierce seconded the motion to adopt. The role call was:

AYES: Stevenson, Pierce, Ellyson, Shields, Miller.

NAYS: None.

ABSENT: None.

WHEREAS; the City of West Branch, Iowa has hereto adopted an Urban Renewal Plan and established pursuant thereto a tax increment district all as authorized and provided by Chapter 403, State Code of Iowa; and

WHEREAS; the City has advanced monies, incurred indebtedness and other costs which this Council finds qualified for payment from the special fund authorized by Section 403.19(3) of the State Code of Iowa as summarized on the attached schedule; and

WHEREAS; the City has scheduled payments in the amount of \$287,387 which shall become due in the fiscal year beginning July 1, 2017 with respect to costs associated with the Water Tower #2 Project, the Downtown East Redevelopment Project, and Acciona Legal Fees and Administrative Costs; and

WHEREAS; it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2017;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF WEST BRANCH, IOWA, that:

Section 1. The City Council obligates \$287,387 for appropriation from the Urban Renewal Tax Fund to the Annual Payment in the fiscal year beginning July 1, 2017.

Section 2. The City Clerk is hereby directed to certify a portion of the amount obligated for appropriation in Section 1 above (\$250,000), on the City's December 1, 2016 certification of debt payable, as a balance of funds are currently available in the City's TIF Debt Service Fund that will allow the City to pay for the balance of \$37,387. The City Clerk is hereby directed to reflect the total amount of \$287,387 in the City's budget for the next succeeding fiscal year.

PASSED, ADOPTED AND APPROVED this 28th day of November, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

November 28, 2016

Below is a summary of costs the City of West Branch, Iowa, is asking to be reimbursed through the Tax Increment Finance areas for the City of West Branch:

Downtown East Redevelopment Project	\$162,697.00
Acciona Legal Fees and Administrative Costs	<u>\$87,303.00</u>
Total:	\$250,000.00

CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch Urban Renewal

Urban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ **487,303**

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

Dated this 21st day of November, 2016

Signature of Authorized Official

(319) 643-5888
Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEARCity: West Branch County: CedarUrban Renewal Area Name: West Branch Urban RenewalUrban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. Acciona Legal Fees and Administrative Costs Resolution 1535, authorizing an internal advance to the tax increment financing fund.	November 7, 2016	87,303
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. Downtown East Redevelopment Project Resolution 1484, authorizing and approving a certain Loan Agreement, providing for issuance of \$400,000 Taxable General Obligation Urban Renewal Bonds, Series 2016B, and providing for the levy of taxes to pay the same.	June 27, 2016	400,000
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

Total For City TIF Form 1.1 Page 1: 487,303

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch Urban Renewal

Urban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum legally available TIF increment tax as detailed below.

Provide sufficient detail so that the County Auditor will know how to specifically administer your request. For example you may have multiple indebtedness certifications in an Urban Renewal Area, and want the maximum tax for rebate agreement property that the County has segregated into separate taxing districts, but only want a portion of the available increment tax from the remainder of the taxing districts in the Area.

[illegible]

Dated this 21st day of November, 2016

Signature of Authorized Official _____ (319) 643-5888
Telephone _____

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch Urban Renewal

Urban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above, the City has reduced previously certified indebtedness, by reason other than application of TIF increment tax received from the County Treasurer, by the total amount as shown below.

Provide sufficient detail so that the County Auditor will know how to specially administer your request. For example, you could have multiple indebtedness certifications in the Urban Renewal Area, and the County Auditor would need to know which particular indebtedness certification(s) to reduce. If rebate agreements are involved with a reduction, and the County has segregated the rebate property into separate TIF Increment taxing districts, provide the five-digit county increment taxing district numbers for reference.

Individual TIF Indebtedness Type/Description/Details:	Amount Reduced:
Parkside Drive Road Improvements Project	10,135
Total Reduction In Indebtedness For This Urban Renewal Area:	10,135

Dated this 21st day of November, 2016

Signature of Authorized Official _____ (319) 643-5888
Telephone _____

RESOLUTION NO. 1541

RESOLUTION APPROVING A JOINT FUNDING AGREEMENT BETWEEN THE CITY OF WEST BRANCH AND THE UNITED STATES GEOLOGIC SURVEY (USGS) IOWA WATER SCIENCE CENTER FOR STORMWATER MONITORING.

WHEREAS, the USGS Iowa Water Science Center proposes to install two streamgages and two raingages in the Wapsinonoc Creek watershed; and

WHEREAS, the streamgages and raingages will provide real-time information, allowing city officials and residents to view current levels in the creek and rainfall data at multiple locations to be better prepared for the possibility of flooding; and

WHEREAS, these gages are intended to provide data that can be used for future flood inundation modeling; and

WHEREAS, these monitoring locations would then assist city officials in implementing flood mitigation practices; and

WHEREAS, a set of scenarios will be defined by the City of West Branch along with future National Park Service flood mitigation plans to evaluate best management practices to mitigate future flooding of West Branch; and

WHEREAS, a joint funding agreement for monitoring has been provided to the City of West Branch by the USGS Iowa Water Science Center; and

WHEREAS, the City of West Branch would pay \$13,740 annually for the services under this agreement; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for stormwater monitoring is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 28th day of November, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



United States Department of the Interior
U. S. GEOLOGICAL SURVEY

Iowa Water Science Center
400 South Clinton St. Rm. 269
Iowa City, Iowa 52240

November 1, 2016

Matt Muckler
City Administrator
City of West Branch
PO Box 218 110 N. Poplar St
West Branch, IA 52358

Dear Mr. Muckler;

Enclosed are two original copies of our Joint Funding Agreement for January 1, 2017, to December 31, 2017. This agreement is for the operation and maintenance of the USGS streamgaging and precipitation stations in the Wapsinonoc Creek watershed at the following locations:

<u>USGS Station Number</u>	<u>USGS Station Name</u>	<u>Type</u>
0546494140	WB Wapsinonoc Cr abv Baker Ave at West Branch, IA	Seasonal Stage Only
0546494150	Unnamed Trb to WB Wapsinonoc Cr at West Branch, IA	Seasonal Stage Only
0546494170	WB Wapsinonoc Cr at College St at West Branch, IA	Seasonal Discharge
414208091204701	Raingage at Baker Avenue at West Branch, IA	Precipitation

If this is acceptable, please sign both originals; return one signed original in the enclosed self-addressed envelope and retain the other for your records.

As per Federal regulations, work cannot be continued or started until we receive the signed agreement. Results of all work performed under this agreement will be available to the City of West Branch and the U.S. Geological Survey for scientific analysis and publication. Work performed with funds from this agreement will be conducted on a fixed-cost basis. The City of West Branch will be billed annually for their portion of this agreement in January 2016.

We appreciate your consideration of our cooperative program. If you have any questions about the work performed under this agreement, please contact Jon Nania at 319-358-3655. Questions regarding the agreement's terms, billing period or other administrative concerns may be addressed to our Administrative Officer, Jeff Henningfield, at 319-358-3650.

Kevin Richards
Director
USGS Iowa Water Science Center

Enclosures

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS**

Customer No: 6000004586
Agreement No: 16MWIA000000032
Project No: NP009OL
TIN #: 42-6005357
☒ Yes ☐ No

Fixed Cost Agreement

This agreement is entered into as of the **1st** day of **January 2017** by the U.S. Geological Survey, U.S. Department of the Interior, party of the first part, and the **City of West Branch, Iowa**, party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the **installation, operation and maintenance of the USGS streamgaging and precipitation stations in the Wapsinonoc Creek watershed**, hereinafter called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$ **0.00**.

(a) **\$ 9,460.00** by the party of the first part during the period **January 1, 2017 to December 31, 2017**

FY17 \$7,095.00

FY18 \$2,365.00

(b) **\$ 13,740.00** by the party of the second part during the period **January 1, 2017 to December 31, 2017**

FY17 \$10,305.00

FY18 \$3,435.00

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0
Description of the USGS regional/national program: N/A

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to ensure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties.

9. USGS will issue billings utilizing Department of the Interior Bill for Collection (Form DI-1040). Billing documents are to be rendered **annually in January 2017**. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983.).

USGS Point of Contact		Customer Point of Contact	
Name:	Jon Nania	Name:	Matt Muckler – City Administrator
Address:	400 South Clinton St. Rm 269 Iowa City, IA 52240	Address:	City of West Branch PO Box 218 110 N. Poplar St
Phone:	319-358-3655	Phone:	319-643-5888
Email:	jfnania@usgs.gov	Email:	matt@westbranchiowa.org

By _____	Date _____	By _____	Date _____
Name: Kevin Richards		Name: _____	
Title: Center Director		Title: _____	
By _____	Date _____	By _____	Date _____
Name: Jon Nania		Name: _____	
Title: Data Chief		Title: _____	

RESOLUTION NO. 1542

RESOLUTION APPROVING SNOW REMOVAL SERVICES ON PARKSIDE DRIVE, SECOND STREET AND CEDAR STREET FOR THE UNITED STATES DEPARTMENT OF THE INTERIOR, NATIONAL PARK SERVICE, HERBERT HOOVER NATIONAL HISTORIC SITE.

WHEREAS, it is in the best interest of the City of West Branch and the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site (NPS) to coordinate snow removal; and

WHEREAS, the City Council finds it in the best interest of the residents of West Branch to provide for snow removal services on Parkside Drive, Second Street and Cedar Street during winter weather; and

WHEREAS, the City of West Branch would provide snow removal services to NPS from November 29, 2016 until June 1, 2017; and

WHEREAS, NPS will pay the City of West Branch \$6,000.00 by June 1, 2017 for the provision of snow removal services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the provision of the aforementioned snow removal services are hereby approved. Further, the Mayor is directed to execute the services on behalf of the City.

Passed and approved this 28th day of November, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



United States Department of the Interior

NATIONAL PARK SERVICE

HERBERT HOOVER NATIONAL HISTORIC SITE

P.O. BOX 607

WEST BRANCH, IOWA 52358-0607



IN REPLY REFER TO:

SCOPE OF WORK

REVISION DATE: September 21, 2016

PROJECT TITLE: Herbert Hoover N.H.S. Winter Weather Road Maintenance / Snow Plowing

LOCATION: Herbert Hoover National Historic Site, P.O. Box 607, West Branch Iowa 52358-0607

FOCUS OF WORK: Complete winter weather roadway maintenance to include snow removal / plowing, sanding, and de-icing of Parkside Drive, Cedar, and Second Streets within Herbert Hoover National Historic Site (HEHO), located in the City of West Branch, Iowa; a total estimate of 3,169 feet of roadway surface including road shoulders.

ROADWAY MEASUREMENTS:

Road Name:	Length	Width including shoulders
Parkside Drive	1,795 feet	45 feet
Second Street	952 feet	30 feet
Cedar Street	422 feet	24 feet
Total	3,169 feet	

DESCRIPTION OF PROJECT:

The contractor will provide removal of all snow, ice, frost, and other frozen precipitation on Parkside Drive, Second Street, and Cedar Streets within Herbert Hoover National Historic Site to provide safe motor vehicle traffic driving during winter weather conditions. The roadway surfaces shall be maintained 24 hours a day, 7 days a week, including Federal Holidays. Please see below for level of service requirements. Communication with the Contracting Officer's Representative (COT) will be paramount during the duration of this project.

When accumulative frozen precipitation events occur, the contractor shall clear frozen precipitation (snow/ice) to the extreme edge / shoulder of the roadway surface as well as use a 5/1 ratio sand / salt mix abrasive to de-ice precipitation that is not cleared to the edge of the roadway.

When non-accumulative precipitation events occur, the contractor shall use a 5/1 (or other approved ratio) sand/salt mix for roadway application, for de-icing frozen precipitation that cannot be cleared from the roadway. Types of non-accumulative precipitation would be freezing rain, heavy frost, or a minor accumulation of snow that cannot be removed by plowing. Special consideration shall be needed for intersections, hills, and curves. Special Consideration areas include the following:

- Intersection: Parkside Drive @ Main Street
- Intersection: Second Street @ Main Street
- Intersection: Parkside Drive @ Cedar Street
- Hill: Parkside Drive Hill South of Cedar Street to park boundary

During the entire contract period the contractor shall be responsible to monitor the condition of all roadways for snow /ice or other adverse conditions and apply a sand / salt abrasive when necessary. Contractor may apply a sand / salt abrasive prior to inclement weather if freezing rain or other non-accumulative precipitation is forecasted to occur.

RESPONSE TIME, HOURS, AND LEVEL OF SERVICE:

Winter weather road maintenance service shall be furnished 24 Hours a day, 7 days a week, including all Federal Holidays for the entire contract period. Contractor must respond as winter weather precipitation accumulation indicates.

Roads should be maintained in a safe manner for normal vehicle traffic 24 hours a day, except during weather emergencies when it is understood that service may be temporarily slowed / suspended.

PRIORITIES:

Parkside Drive shall be maintained first; Second Street shall be maintained second; and Cedar Street shall be maintained third.

Parkside Drive, Second, and Cedar streets shall be maintained before 6:00 A.M each day when winter precipitation events occur, to allow vehicle traffic to enter and leave the City of West Branch. Roadway surfaces shall normally be maintained (plowed) to remain snow and ice free. During the hours from 5:00 A.M. through 10:00 P.M., the above streets shall be maintained to not allow more than 2 inches of snow accumulation at any time. During the hours from 10:00 P.M. through 5:00 A.M the following day, the above streets shall be maintained to not allow more than 6 inches of snow accumulation.

These priorities are needed to ensure safe access to and from the City of West Branch Iowa.

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE			PAGE 1 OF 18 PAGES	
1. REQUEST NO. P17PS00089		2. DATE ISSUED 11/03/2016		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1	
5a. ISSUED BY NPS, MWR - MWRO MABO 601 Riverfront Drive Omaha NE 68102						6. DELIVERY BY (Date) Multiple	
5b. FOR INFORMATION CALL: (No collect calls)						7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
						9. DESTINATION	
a. NAME OF CONSIGNEE NPS, MWR, Herbert Hoover NHS						b. STREET ADDRESS 110 Parkside Drive P.O. Box 607	
NAME Adam Kircher						TELEPHONE NUMBER AREA CODE 402 NUMBER 661-1606	
8. TO:							
a. NAME						b. COMPANY	
c. STREET ADDRESS						c. CITY West Branch	
d. CITY						e. STATE IA	
f. ZIP CODE						e. ZIP CODE 52358	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 11/09/2016 1200 CS		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)				QUANTITY (c)	UNIT (d)	UNIT PRICE (e)
	Snow Removal in accordance with the Scope of Work and Wage Determination No. 2015-5001, Rev. 1, and 2015-2203, Rev. 1. Period of Performance: 11/15/2016 to 06/01/2021						
00010	Snow Removal for 2016-2017 Season				1	job	\$6,000
	Delivery: 06/01/2017 Period of Performance: 11/15/2016 to 06/01/2017						
00020	Snow Removal for 2017-2018 Season (Option Line Item) 11/01/2017 Continued ...				1	job	N/A
12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/> are <input type="checkbox"/> are not attached							
13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER City of West Branch, Iowa b. STREET ADDRESS 110 N. Poplar Street c. COUNTY Cedar d. CITY West Branch				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION a. NAME (Type or print) Roger Laughlin c. TITLE (Type or print) Mayor		15. DATE OF QUOTATION November 28, 2016	
				16. SIGNER b. TELEPHONE AREA CODE 319 NUMBER 643-5888			

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Previous edition not usable

STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA - FAR (48 CFR) 53.215-1(a)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
P17PS00089

PAGE 2 OF 18

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00030	Delivery: 06/01/2018 Period of Performance: 11/01/2017 to 06/01/2018 Snow Removal for 2018-2019 Season (Option Line Item) 11/01/2018	1	job	N/A	N/A
00040	Delivery: 06/01/2019 Period of Performance: 11/01/2018 to 06/01/2019 Snow Removal for 2019-2020 Season (Option Line Item) 11/01/2019	1	job	N/A	N/A
00050	Delivery: 06/01/2020 Period of Performance: 11/01/2019 to 06/01/2020 Snow Removal for 2020-2021 Season (Option Line Item) 11/01/2016 Delivery: 06/01/2021 Period of Performance: 11/01/2020 to 06/01/2021 Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).	1	job	N/A	N/A

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**Incorporated by reference*

*** 52.204-19 Incorporation by Reference of Representations and Certifications (Dec 2014)**

*** 52.212-1 Instructions to Offerors -- Commercial Items (Oct 2016)**

*** 52.212-4 Contract Terms and Conditions - Commercial Items. (May 2015)**

*** 52.225-13 Restriction on Certain Foreign Purchases (Jun 2008)**

*** 52.233-4 Applicable Law For Breach Of Contract Claim (OCT 2004)**

*** 52.246-4 Inspection of Services - Fixed-Price. (AUG 1996)**

ADDENDUM TO FAR 52.212-4

CONTRACT TERMS AND CONDITIONS- OCT 2003 COMMERCIAL ITEMS

Reference FAR 52.212-4, Paragraph (c) is hereby tailored as follows:

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties with the exception of administrative changes such as paying office, appropriation data, etc., which may be changed unilaterally by the Government.

(End of addendum)

52.203-99 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (FEB 2015)

(a) The contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such fraud, waste, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The contractor shall notify employees that the prohibition and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the contractor fails to comply with the provisions of this clause.

(End of clause)

52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders - Commercial Items. (Nov 2016)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).

___ (4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved]

___ (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

___ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).

___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

___ (10) [Reserved]

___ (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

___ (ii) Alternate I (Nov 2011) of 52.219-3.

___ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).

___ (ii) Alternate I (Jan 2011) of 52.219-4.

___ (13) [Reserved]

___ (14) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).

___ (ii) Alternate I (Nov 2011).

___ (iii) Alternate II (Nov 2011).

- ___ (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (Oct 1995) of 52.219-7.
- ___ (iii) Alternate II (Mar 2004) of 52.219-7.
- ___ (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).
- ___ (17) (i) 52.219-9, Small Business Subcontracting Plan (Nov 2016) (15 U.S.C. 637 (d)(4)).
- ___ (ii) Alternate I (Nov 2016) of 52.219-9.
- ___ (iii) Alternate II (Nov 2016) of 52.219-9.
- ___ (iv) Alternate III (Nov 2016) of 52.219-9.
- ___ (v) Alternate IV (Nov 2016) of 52.219-9.
- ___ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
- ___ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- ___ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).
- ___ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).
- ___ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).
- _X_ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- _X_ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Oct 2016) (E.O. 13126).
- _X_ (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- _X_ (28) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).
- ___ (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- _X_ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- ___ (31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
- ___ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- ___ (33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

- ___ (ii) Alternate I (Mar 2015) of 52.222-50, (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (35) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016). (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).
- ___ (36) 52.222-60, Paycheck Transparency (Executive Order 13673) (Oct 2016).
- ___ (37) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O.13693).
- ___ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).
- ___ (40) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)
- ___ (ii) Alternate I (Oct 2015) of 52.223-13.
- ___ (41) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-14.
- ___ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- ___ (43) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-16.
- _X_ (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011) (E.O. 13513).
- ___ (45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).
- ___ (46) 52.223-21, Foams (Jun 2016) (E.O. 13696).
- ___ (47) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).
- ___ (48) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- ___ (ii) Alternate I (May 2014) of 52.225-3.

___ (iii) Alternate II (May 2014) of 52.225-3.

___ (iv) Alternate III (May 2014) of 52.225-3.

___ (49) 52.225-5, Trade Agreements (Oct 2016) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

X (50) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (51) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (52) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (53) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (54) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).

___ (55) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (56) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (57) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (58) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

___ (59) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (60) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

___ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495)

X (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

X (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).

___ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).

___ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).

___ (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(v) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

- (vi) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (viii) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
- (ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (x) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).
- (xi) ____ (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
____ (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).
- (xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)
- (xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)
- (xiv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).
- (xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).
- (xvi) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016) (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).
- (xvii) 52.222-60, Paycheck Transparency (Executive Order 13673) (Oct 2016).
- (xviii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xix) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (xx) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

52.219-28 Post-Award Small Business Program Rerepresentation. (JUL 2013)

(a) *Definitions.* As used in this clause-

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

- (1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.
- (2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.
- (3) For long-term contracts-
 - (i) Within 60 to 120 days prior to the end of the fifth year of the contract; and
 - (ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its

other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it ___ is, X is not a small business concern under NAICS Code 488490 Other Support Activities for Road Transportation assigned to contract number P17PS00089. _____ Mayor Roger Laughlin _____ Date _____

52.252-2 Clauses Incorporated by Reference. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(End of Clause)

AUTHORITIES AND DELEGATIONS (SEPT 2011)

Authorities and Delegations (SEP 2011)

- (a) The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.
- (b) The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.
- (c) The COR is not authorized to perform, formally or informally, any of the following actions:
 - (1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
 - (2) Waive or agree to modification of the delivery schedule;
 - (3) Make any final decision on any contract matter subject to the Disputes Clause;
 - (4) Terminate, for any reason, the Contractor's right to proceed;
 - (5) Obligate in any way, the payment of money by the Government.

(d) The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to

exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.

(e) The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

(f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.

(g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of Clause)

DOI TEXT MESSAGING Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving (October 2009)

Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving (October 2009)

Executive Order 13513 , Federal Leadership On Reducing Text Messaging While Driving , was signed by President Barack Obama on October 1, 2009 (Ref: <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>). This Executive Order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment. Additional guidance enforcing the ban will be issued at a later date. In the meantime, please adopt and enforce policies that immediately bans text messaging while driving company-owned or rented vehicles, government owned or leased vehicles, or while driving privately owned vehicles while on official government business or when performing any work for or on behalf of the government.

(End of Clause)

52.232-40 – Providing Accelerated Payments to Small Business Subcontractors. Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)

(a) Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.

(b) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

(c) Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

(End of Clause)

MINIMUM WAGES UNDER EXECUTIVE ORDER 13658 (JANUARY 2015)

(a) Definitions. As used in this clause—

“United States” means the 50 states and the District of Columbia.

“Worker”—

(1) Means any person engaged in performing work on, or in connection with, a contract covered by Executive Order 13658, and

(i) Whose wages under such contract are governed by the Fair Labor Standards Act (29 U.S.C. chapter 8), the Service Contract Labor Standards statute (41 U.S.C. chapter 67), or the Wage Rate Requirements (Construction) statute (40 U.S.C. chapter 31, subchapter IV),

(ii) Other than individuals employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in 29 CFR part 541,

(iii) Regardless of the contractual relationship alleged to exist between the individual and the employer.

(2) Includes workers performing on, or in connection with, the contract whose wages are calculated pursuant to special certificates issued under 29 U.S.C. 214(c).

(3) Also includes any person working on, or in connection with, the contract and individually registered in a bona fide apprenticeship or training program registered with the Department of Labor's Employment and Training Administration, Office of Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship.

(b) Executive Order Minimum Wage rate. (1) The Contractor shall pay to workers, while performing in the United States, and performing on, or in connection with, this contract, a minimum hourly wage rate of \$10.10 per hour beginning January 1, 2015.

(2) The Contractor shall adjust the minimum wage paid, if necessary, beginning January 1, 2016 and annually thereafter, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division (the Administrator) will publish annual determinations in the Federal Register no later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov (or any successor Web site) and on all wage determinations issued under the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute. The applicable published E.O. minimum wage is incorporated by reference into this contract.

(3)(i) The Contractor may request a price adjustment only after the effective date of the new annual E.O. minimum wage determination. Prices will be adjusted only if labor costs increase as a result of an increase in the annual E.O. minimum wage, and for associated labor costs and relevant subcontract costs. Associated labor costs shall include increases or decreases that result from changes in social security and unemployment taxes and workers' compensation insurance, but will not otherwise include any amount for general and administrative costs, overhead, or profit.

(ii) Subcontractors may be entitled to adjustments due to the new minimum wage, pursuant to paragraph (b)(2). Contractors shall consider any subcontractor requests for such price adjustment.

(iii) The Contracting Officer will not adjust the contract price under this clause for any costs other than those identified in paragraph (b)(3)(i) of this clause, and will not provideduplicate price adjustments with any price adjustment under clauses implementing the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute.

(4) The Contractor warrants that the prices in this contract do not include allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(5) A pay period under this clause may not be longer than semi-monthly, but may be shorter to comply with any applicable law or other requirement under this contract establishing a shorter pay period. Workers

shall be paid no later than one pay period following the end of the regular pay period in which such wages were earned or accrued.

(6) The Contractor shall pay, unconditionally to each worker, all wages due free and clear without subsequent rebate or kickback. The Contractor may make deductions that reduce a worker's wages below the E.O. minimum wage rate only if done in accordance with 29 CFR 10.23, Deductions.

(7) The Contractor shall not discharge any part of its minimum wage obligation under this clause by furnishing fringe benefits or, with respect to workers whose wages are governed by the Service Contract Labor Standards statute, the cash equivalent thereof.

(8) Nothing in this clause shall excuse the Contractor from compliance with any applicable Federal or State prevailing wage law or any applicable law or municipal ordinance establishing a minimum wage higher than the E.O. minimum wage. However, wage increases under such other laws or municipal ordinances are not subject to price adjustment under this subpart.

(9) The Contractor shall pay the E.O. minimum wage rate whenever it is higher than any applicable collective bargaining agreement(s) wage rate.

(10) The Contractor shall follow the policies and procedures in 29 CFR 10.24(b) and 10.28 for treatment of workers engaged in an occupation in which they customarily and regularly receive more than \$30 a month in tips.

(c)(1) This clause applies to workers as defined in paragraph (a). As provided in that definition—

(i) Workers are covered regardless of the contractual relationship alleged to exist between the contractor or subcontractor and the worker;

(ii) Workers with disabilities whose wages are calculated pursuant to special certificates issued under 29 U.S.C. 214(c) are covered; and

(iii) Workers who are registered in a bona fide apprenticeship program or training program registered with the Department of Labor's Employment and Training Administration, Office of Apprenticeship, or with a State Apprenticeship Agency recognized by the Office of Apprenticeship, are covered.

(2) This clause does not apply to—

(i) Fair Labor Standards Act (FLSA)-covered individuals performing in connection with contracts covered by the E.O., i.e. those individuals who perform duties necessary to the performance of the contract, but who are not directly engaged in performing the specific work called for by the contract, and who spend less than 20 percent of their hours worked in a particular workweek performing in connection with such contracts;

(ii) Individuals exempted from the minimum wage requirements of the FLSA under 29 U.S.C. 213(a) and 214(a) and (b), unless otherwise covered by the Service Contract Labor Standards statute, or the Wage Rate Requirements (Construction) statute. These individuals include but are not limited to—

(A) Learners, apprentices, or messengers whose wages are calculated pursuant to special certificates issued under 29 U.S.C. 214(a).

(B) Students whose wages are calculated pursuant to special certificates issued under 29 U.S.C. 214(b).

(C) Those employed in a bona fide executive, administrative, or professional capacity (29 U.S.C. 213(a)(1) and 29 CFR part 541).

(d) Notice. The Contractor shall notify all workers performing work on, or in connection with, this contract of the applicable E.O. minimum wage rate under this clause. With respect to workers covered by the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute, the

Contractor may meet this requirement by posting, in a prominent and accessible place at the worksite, the applicable wage determination under those statutes. With respect to workers whose wages are governed by the FLSA, the Contractor shall post notice, utilizing the poster provided by the Administrator, which can be obtained at www.dol.gov/whd/govcontracts, in a prominent and accessible place at the worksite.

Contractors that customarily post notices to workers electronically may post the notice electronically provided the electronic posting is displayed prominently on any Web site that is maintained by the contractor, whether external or internal, and customarily used for notices to workers about terms and conditions of employment.

(e) Payroll Records. (1) The Contractor shall make and maintain records, for three years after completion of the work, containing the following information for each worker:

(i) Name, address, and social security number;

(ii) The worker's occupation(s) or classification(s);

(iii) The rate or rates of wages paid;

(iv) The number of daily and weekly hours worked by each worker;

(v) Any deductions made; and

(vi) Total wages paid.

(2) The Contractor shall make records pursuant to paragraph (e)(1) of this clause available for inspection and transcription by authorized representatives of the Administrator. The Contractor shall also make such records available upon request of the Contracting Officer.

(3) The Contractor shall make a copy of the contract available, as applicable, for inspection or transcription by authorized representatives of the Administrator.

(4) Failure to comply with this paragraph (e) shall be a violation of 29 CFR 10.26 and this contract. Upon direction of the Administrator or upon the Contracting Officer's own action, payment shall be withheld until such time as the noncompliance is corrected.

(5) Nothing in this clause limits or otherwise modifies the Contractor's payroll and recordkeeping obligations, if any, under the Service Contract Labor Standards statute, the Wage Rate Requirements (Construction) statute, the Fair Labor Standards Act, or any other applicable law.

(f) Access. The Contractor shall permit authorized representatives of the Administrator to conduct investigations, including interviewing workers at the worksite during normal working hours.

(g) Withholding. The Contracting Officer, upon his or her own action or upon written request of the Administrator, will withhold funds or cause funds to be withheld, from the Contractor under this or any other Federal contract with the same Contractor, sufficient to pay workers the full amount of wages required by this clause.

(h) Disputes. Department of Labor has set forth in 29 CFR 10.51, Disputes concerning contractor compliance, the procedures for resolving disputes concerning a contractor's compliance with Department of Labor regulations at 29 CFR part 10. Such disputes shall be resolved in accordance with those procedures and not the Disputes clause of this contract. These disputes include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the Department of Labor, or the workers or their representatives.

(i) Antiretaliation. The Contractor shall not discharge or in any other manner discriminate against any worker because such worker has filed any complaint or instituted or caused to be instituted any proceeding

under or related to compliance with the E.O. or this clause, or has testified or is about to testify in any such proceeding.

(j) Subcontractor compliance. The Contractor is responsible for subcontractor compliance with the requirements of this clause and may be held liable for unpaid wages due subcontractor workers.

(k) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (k) in all subcontracts, regardless of dollar value, that are subject to the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute, and are to be performed in whole or in part in the United States.

(End of Clause)

DOI Local Clause - Electronic Invoicing and Payment Requirements - Invoice Processing Platform (IPP) (April 2013)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice: You standard company invoice showing the detail of the charges.

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) prior to the contract award date, but no more than 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

Green Language

To the extent that the services provided by the Contractor require provision of any of these types of products (Green), the Contractor is expected to provide the green type of product unless that type of product is not available competitively within a reasonable time, at a reasonable price, is not life cycle cost efficient in the case of energy consuming products, or does not meet reasonable performance standards. Contractor is to specify what green products it can provide. Product must have prior Contracting Officer approval.

ADDITIONAL INFORMATION

Legal Holidays

New Year's Day	1 January
Martin Luther King, Jr. Birthday	3 rd Monday in January

Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	11 November
Thanksgiving Day	4 th Thursday in November
Christmas Day	25 December

Note: Any of the above holidays falling on a Saturday will be observed on the preceding Friday; any holidays falling on a Sunday will be observed on the following Monday.

Contract Specialist responsible for administering this project:

Adam Kircher
Purchasing Agent
National Park Service, MWRO MABO
601 Riverfront Drive
Omaha, NE 68102-4226
402 661-1606 Phone
402 661-1607 Fax
adam_kircher@nps.gov Email

PAYMENTS

Payment may be made to contractor in one lump sum after final delivery or up to once per month.



Iowa League of Cities

Special Report

Budget Special Report for Fiscal Years (FY) 2017-18

All city budgets must be completed using the file provided by the Iowa Department of Management (IDOM) and submitted electronically as prescribed by IDOM. The budget form must also be filed with the county auditor. Forms can be found at dom.iowa.gov/cities.

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Major reforms to Iowa's property tax system are now fully in effect, impacting city budgets across the state. City officials will need to continue to closely monitor property tax activity and other economic factors to ensure city services are being delivered effectively and efficiently.

Information in this report details revenues and expenditures to prepare your city budget and serves as a starting point for the upcoming budget process. It is also important to note that several topics covered in this report are not only important to the city budget process, but could also be major issues during the 2017 Iowa legislative session.

Many of the figures included in this report are projections only and may be subject to change based on actions by the legislature and the Governor. If the League becomes aware of changes to the numbers in this report the information will be posted at www.iowaleague.org.

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Revenues

Assessment Limitation Order – Rollback and Major Changes to Iowa’s Property Tax System

The January 1, 2016 property valuation serves as the basis for calculating property taxes in fiscal year (FY) 2018.

Since 1978, residential and agricultural property has been subject to an assessment limitation order, or “rollback”, that limits annual growth of property values (all other classes of property were eventually added). Prior to the 2013 overhaul of the property tax system, property value growth was limited to 4 percent per year for agricultural, commercial, industrial and residential properties. If property values grew by more than 4 percent, the taxable value was rolled back to comply with the assessment limitation system.

In addition, the rollback included a formula that tied the growth of residential property to that of agricultural property. This connection is commonly referred to as “coupling” and limited the valuation of either property class to the smaller of the two. Since the law’s inception, residential property has always been subject to significant rollbacks while the other property classes did not grow as much and were often taxed at or near their full assessed value.

While the property tax rollback system remains in place, several major changes were made during the 2013 legislative session. For each assessment year beginning in 2013, residential and agricultural property value growth is now capped at 3 percent, or whichever is lowest between the two classes (the coupling provision remains).

Commercial, industrial and railway property now have their own rollback, which began at 95 percent for valuations established during the 2013 assessment year and 90 percent for the 2014 assessment year and thereafter. The rollback percentage for these properties will remain fixed at 90 percent regardless of how fast or slow valuations grow.

The legislature created a standing appropriation, beginning in FY 2015, to reimburse local governments for the property tax reductions resulting from the new rollback for commercial and industrial property (railroad not included). The “backfill” was funded at 100 percent by the legislature for fiscal years 2015-2017 and cities receive the funds in a similar manner as property tax revenue. Future backfill appropriations are capped at the FY 2017 level. These funds should be recorded as intergovernmental revenue from the state. For those using the standard Chart of Accounts the account number is 4464: Commercial/Industrial Replacement Claim Payments.

A new property class was established for multi-residential property, which first took effect in FY 2017 and will likely have long-term impacts for many cities around the state. The definition of multi-residential property is broad and includes:

Rollback Figures				
Property Class	FY 2018	FY 2017	FY 2016	FY 2015
Agricultural	47.4996%	46.1068%	44.7021%	43.3997%
Commercial	90%	90%	90%	95%
Industrial	90%	90%	90%	95%
Railroad	90%	90%	90%	95%
Residential	56.9391%	55.6259%	55.7335%	54.4002%
Multi-Residential	82.5%	86.25%	*Begins FY 2017	

- Mobile home parks
- Manufactured home communities
- Land-leased communities
- Assisted living facilities
- Property primarily used or intended for human habitation containing three or more separate living quarters

Multi-Residential Property Rollback Schedule

FY 2017	86.25%
FY 2018	82.50%
FY 2019	78.75%
FY 2020	75%
FY 2021	71.25%
FY 2022	67.50%
FY 2023	63.75%
FY 2024 (and beyond)	Equal to residential

- For buildings that are not otherwise classified as residential property, that portion of a building that is used or intended for human habitation can be classified as a multi-residential property, even if human habitation is not the primary use of the building and regardless of the number of dwelling units located in the building

Excluded properties include, hotels, motels and other buildings where rooms or dwelling units are typically rented for less than one month. Multi-residential properties are subject to a separate rollback schedule for eight years, as shown in the table below, before reaching the residential rollback percentage. As opposed to the rollback for commercial and industrial properties, there is no backfill funding to offset revenue reductions for the multi-residential property rollback.

A new exemption for telecommunications companies was created that is based on “the actual value that is used by the companies in the transaction of telegraph and telephone business.” The actual value for telecommunication companies focuses primarily on the lines used to operate telegraph and telephone services. Such properties will receive partial property tax exemptions based on their total value as detailed below:

- 40 percent of the actual value of the property that exceeds \$0 but does not exceed \$20 million.
- 35 percent of the actual value of the property that exceeds \$20 million but does not exceed \$55 million.
- 25 percent of the actual value of the property that exceeds \$55 million but does not exceed \$500 million.
- 20 percent of the actual value of the property that exceeds \$500 million.

Other changes included a new business property tax credit funded by the state that can be claimed by commercial, industrial and railroad property owners; the creation of the Iowa Taxpayers Trust Fund, which makes individuals who file a tax return eligible for a tax credit; an extension of the Property Assessment Appeal Board to 2018; and an increase of the Earned Income Tax Credit from 7 to 15 percent.

With the sweeping changes to the property tax system, it may be difficult for cities to accurately forecast how their budget will be affected. The League will continue to study the impact of these changes and provide additional resources for cities to use, including the Property Tax Model which allows cities to enter in their own property tax valuations and see how their budget is affected. Please visit www.iowaleague.org to use the model and view other property tax resources.

Property Tax Levies

Cities may levy up to \$8.10 per \$1,000 of taxable value on residential, commercial and industrial property and up to \$3.00375 per \$1,000 on the taxable value of agricultural property for their general fund (*Code of Iowa* Section 384.1). If a city is unable to meet the essential costs for services within the \$8.10/\$1,000 levy limit, there are several other levies available.

- A city may levy for the city’s contribution under the Federal Insurance Contributions Act (FICA), Medicare, the Iowa Public Employees’ Retirement System (IPERS), the Municipal Fire and Police Retirement System of Iowa (MFPRSI) and certain other employee benefits. On the state budget forms, these are shown in the special revenues fund column of the Revenues Detail (Form 631B). The expense would be shown on the Expenditures Schedule (Form 631A) under the appropriate activity in the special revenues fund (column D). Alternatively, the city may need to transfer the benefits into the general fund where the expenses are recorded.

- Insurance premiums, including workers' compensation, necessary for the operation of the city and the costs of self-insurance or risk pools may also be levied outside the \$8.10/\$1,000 limit. The levy rate is the actual cost of the premiums divided by the total property tax base. Insurance costs on projects or improvements covered by revenue bonds and insurance on proprietary fund activities may not be levied, as these activities should fund themselves. These revenues are typically credited to the general fund even though they are restricted.
- An emergency levy rate of up to \$0.27/\$1,000 of taxable valuation that can be used for any governmental purpose (Section 384.8). This is a special revenue that must be transferred to the general fund for expenditure prior to the end of the fiscal year.
- A city may levy to cover principal and interest payments on general obligation bonds under debt service. Provided proper procedures were followed on lease-purchase or loan agreements, the annual principal and interest payments may also be levied under debt service. The debt service levy is the dollars needed to cover the annual debt obligations divided by the total property tax base.

Section 384.12 lists several other levies available to a city for specific purposes, some requiring a referendum. Non-voted levy activities include funding for the operation and maintenance of a publicly owned transit system; liability, property and self-insurance costs; a joint county-city building lease and rent; support of a local Emergency Management Commission; and operation and maintenance of a city-owned civic center. Activities requiring a voted levy include funding for instrumental or vocal music groups, memorial buildings, symphony orchestras, cultural and scientific facilities, aid to public transportation companies, library services and emergency medical districts.

Employee Benefits Levy

Cities may levy for the city's contribution to certain employee benefits. The definition of employee benefits includes:

- Retiree hospital/medical/prescription benefits pursuant to *Code* Section 364.25
- Workers' compensation cost or insurance premiums
- Employer's share of employee benefit plan costs for employees and their dependents which would include only:
 - Hospital/medical/prescription benefits
 - Dental benefits
 - Disability insurance benefits
 - Life insurance benefits
 - Long-term care insurance benefits
 - Vision benefits
- Deferred compensation programs for city managers, fire chiefs and police chiefs who do not participate in either IPERS or MFPRSI
- Employee wellness programs that are a part of or included in a document approved by the city council
- Employee assistance programs providing free counseling for employees and their dependents
- Occupational Safety and Health Administration (OSHA) required tests
- Regularly-scheduled, city-required post-employment physicals for employees, police reserves and volunteer firefighters

Utility Replacement Tax

The Utility Replacement Excise Tax is collected on the generation, distribution and delivery of electricity and natural gas. This tax replaced the taxation on utility property in 1999. Cities are required to calculate their property tax revenues with and without utility property valuations. The difference that is calculated is necessary to establish the General Property Tax Equivalents, the basis for determining the distribution of the excise tax. The Iowa Department of Revenue calculates the amount of revenue that a city will receive and includes this information with the budget information cities receive from the Iowa Department of Management.

Franchise Fee Legislation

In 2009, the state legislature passed a bill that legalized the collection of gas and electric franchise fees not to exceed five percent of the franchisee's gross revenues "without regard to the city's cost of inspecting, supervising, and otherwise regulating the franchise." Revenue from franchise fees can only be used for certain purposes outlined in the bill, but does include such items as public improvements, property tax relief, public safety, energy conservation and economic development activities. A bill approved during the 2015 legislative session requires cities to hold public hearings prior to increasing or amending a franchise fee.

■ For more information, please read the League's special report on franchise fees at www.iowaleague.org.

IDOT RUTF Per Capita Forecast	
Fiscal Year	Current IDOT Per Capita Forecast
FY 2017	\$120.00
FY 2018	\$119.50
FY 2019	\$121.00
FY 2020	\$121.50
FY 2021	\$122.50

Road Use Tax Fund

The Road Use Tax Fund (RUTF) is accumulated through motor vehicle registration fees, motor vehicle fuel taxes, an excise tax imposed on the rental of automobiles and a use tax on trailers. The state legislature approved a League-supported gas tax increase in 2015 to bring additional funding to the system for critical road infrastructure needs. The per gallon tax increase of 10 cents adds an estimated \$215 million annually to the fund, from which cities receive per capita distributions to pay for the construction, repair and maintenance of road infrastructure.

Cities are reminded that economic instability and fluctuating fuel consumption and costs can result in immediate changes in the fund. The Iowa Department of Transportation (IDOT) issues per capita forecasts only and cities are only entitled to receive their share of the amount actually collected. The estimates are subject to dramatic changes and cities should consider using a conservative estimate.

Also, the estimates are based on current law regarding specific revenue to and disbursement from the RUTF. Any change in the law could change the per capita amount to be distributed to cities. Cities are recommended to track usage of the additional funding stemming from the gas tax increase and be ready to report it to the IDOT as requested.

Transfer of Road Jurisdiction: Cities Under 500

In 2004, counties in Iowa assumed responsibility for maintenance of Farm-to-Market (FM) roads in cities with a population less than 500. A transfer of RUTF money based on the total length of the FM roads in each of these cities was also transferred to the respective county. Many cities have entered into 28E agreements with the county to return a portion or all of the responsibility for the road back to the city, along with a corresponding amount of RUTF funds. The State Auditor's Office has stated that funds transferred back to the city from the county are still restricted in the same manner as all Road Use Tax revenue, because road use tax funds are restricted to be spent for roads

by Article VII (8), Iowa Constitution. As such, the revenue received under the 28E agreement should be recorded in the city's Special Revenue Fund as:

- Intergovernmental
- Local grants and Reimbursements

This revenue should not be recorded as road use tax revenue by the city since it is already recorded as road use tax revenue when received by the county. The money must also be spent in accordance with the *Code of Iowa* Chapter 312 and any terms and conditions of the 28E agreement.

■ *FY 2017 farm-to-market RUTF estimates are available online at www.iowaleague.org.*

Local Option Sales Tax

Cities in Iowa are allowed to establish a Local Option Sales Tax (LOST) upon approval by its citizens. Rates are limited to one percent and cities must specify on the ballot the purposes of the revenue, including any that will be used for property tax relief.

The Iowa Department of Revenue (IDR) is required to send an estimate of the monthly tax revenues each city will receive for the year by August 15 of each fiscal year. Ninety-five percent of estimated tax receipts are paid to the city monthly. A final payment of any remaining tax due to a city for the fiscal year will be made before the due date of the first payment of the next fiscal year. If an overpayment to a city exists for a previous fiscal year, the first and/or second payment of the subsequent fiscal year will be adjusted to deduct the overpayment.

The FY 2017 statewide LOST estimate is \$318,686,389, an increase from the FY 2016 estimate of \$313,905,492. The IDR has several helpful files regarding LOST, including a history of revenues for each city, monthly estimates, and a tool that shows how distributions would be impacted by a city approving or rescinding a LOST. Those files can be accessed at tax.iowa.gov/local-option-tax-information-local-government.

■ *More detailed information may be obtained by contacting the IDR at (800) 367-3388 or tax.iowa.gov.*

Hotel/Motel Tax

A city may impose a hotel/motel tax at a rate not to exceed 7 percent after successful approval of a simple majority vote within the city. State law requires that 50 percent of such revenues are used for acquiring, improving, operating or improving recreational, cultural or entertainment facilities. The remaining revenues may be spent on any other lawful purpose.

■ *The IDR has additional information, including files showing rates and quarterly payment distributions, at tax.iowa.gov/iowa-hotel-motel-tax.*

Enrich Iowa Funds for Libraries

The Enrich Iowa Program includes Direct State Aid, Open Access and Interlibrary Loan.

- Direct State Aid is a direct payment to public libraries and is intended to be used to improve and enhance library services.
- Open Access provides a partial reimbursement to participating libraries to make it possible for patrons to check out materials at other participating libraries.
- Interlibrary Loan provides partial reimbursement for interlibrary loans among all types of libraries.

■ *Additional information on these programs is available at the State Library of Iowa Web site, www.statelibraryofiowa.org/ld/e/enrich-ia.*

Fuel Tax Refunds

Cities are eligible for refunds from both federal and state governments for taxes paid on gasoline. In most cases, cities must pay the fuel taxes at the pump and then file for a refund with the state and federal governments. Cities on a modified accrual accounting basis should not consider payment of the tax as an expenditure nor should they consider the refund as revenue. However, cities on a cash accounting basis should charge the tax as an expense and receipt the refund as revenue. In order to receive a refund from the state, the city must:

- 1) Have a refund number
- 2) Keep a record of gallons purchased (cities are not required to send the actual invoices with the refund request)
- 3) Apply for the refund within one year of purchase

Cities may apply for a refund number and obtain forms necessary for filing the refund by contacting the Iowa Department of Revenue at (800) 367-3388 or download the forms by visiting tax.iowa.gov/other-iowa-motor-fuel-tax-information. Cities may also file for a refund by telephone and request direct deposit of their refunds.

If your city is entitled to a federal refund of \$750 or more per quarter for tax paid on gasoline purchases, you may file quarterly for a refund. If the refund is less than \$750 per quarter, you must file annually. To receive the refund on the gas tax, a refund request must be filed on Internal Revenue Service (IRS) Form 8849. See IRS Publication 510 Fuel Tax Credits and Refunds for further information.

■ *You may request IRS forms by calling (877) 829-4933 or download the forms at www.irs.gov/Forms-&Pubs.*

Expenditures

U.S. Consumer Price Index

The U.S. Consumer Price Index (CPI) is a measure of the changes in retail prices of a fixed market grouping of consumer goods and services. The CPI for all urban consumers (not seasonally adjusted) for September 2016 increased 1.5 percent from September 2015. The CPI is based on the major expenditure categories of food and beverages, housing, clothing, transportation and energy, medical care, recreation, education and communication as well as other goods and services.

The Midwest Region CPI rose 1.1 percent from September 2015 to September 2016, largely due to increases in housing costs.

■ The most recent CPI figures and more information can be obtained by visiting www.bls.gov/cpi/.

FICA Deductions

The city (employer) and the employee each contribute 7.65 percent of wages for Social Security and Medicare. The maximum taxable earnings subject to the Social Security portion (6.2 percent) of the Federal Insurance Contributions Act (FICA) is currently \$118,500 and will increase to \$127,200 in 2017. There is no limit on the salary covered for the Medicare portion (1.45 percent) of FICA. Please note that rates may change during the fiscal year. Questions on FICA may be directed to the Des Moines office of the Social Security Administration (SSA) at (800) 772-1213.

■ You can also visit the SSA Web site at www.ssa.gov for questions, publications and other information.

IPERS Contribution Rates Regular Class Members			
Regular Class Members	July 1, 2015	July 1, 2016	July 1, 2017
Employee Rate	5.95%	5.95%	5.95%
Employer Rate	8.93%	8.93%	8.93%
Combined Rate	14.88%	14.88%	14.88%

IPERS Contribution Rates Protection Class Members			
Protection Class Members	July 1, 2015	July 1, 2016	July 1, 2017
Employee Rate	6.56%	6.56%	6.56%
Employer Rate	9.84%	9.84%	9.84%
Combined Rate	16.40%	16.40%	16.40%

Iowa Public Employees' Retirement System (IPERS)

IPERS contribution rates have held steady the past few years after significant increases were previously necessary to make the system better funded following investment losses due to market instability. In addition, important changes for current and newly vested members were made to help protect and grow the fund in the future. City officials are also encouraged to consult with an IPERS representative should they have any questions about their retirement account.

■ Employer and employee contribution rates are posted to the IPERS Web site at www.ipers.org/about-us/contribution-rates.

Important Note: All part-time elected officials must be covered by IPERS unless they specifically opt out of coverage. All employers will be audited on a regular cycle, based on the number of employees.

■ Questions may be directed to the IPERS office at (800) 622-3849 or visit their Web site at www.ipers.org for more information.

MFPRSI Contribution Rates			
MFPRSI City Contribution Rates	July 1, 2015	July 1, 2016	July 1, 2017
Employee Rate	9.40%	9.40%	9.40%
Employer Rate	27.77%	25.92%	25.68%
Combined Rate	37.17%	35.32%	35.08%

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

The MFPRSI contribution rate formula is established in *Code of Iowa* Chapter 411 and currently sets the employee rate at a fixed 9.40 percent. Each year, the MFPRSI Board of Trustees sets the employer rate after the completion of an annual actuarial valuation.

The city's contribution rate, effective July 1, 2017, will be 25.68 percent, a slight decrease from the current rate. Recent actuarial projections show that future employer contribution rates could continue to decline gradually.

Mileage

Cities may reimburse city officials and employees using their own vehicles up to the amount allowable under Internal Revenue Service (IRS) rules. While cities are not required to use the IRS rate, any changes made in the city reimbursement rate should be done by resolution. The current IRS rate of 54 cents per mile is valid until December 31, 2016. Rates for 2017 have not yet been determined and will be available at www.irs.gov in December.

Minimum Wage Rate

Both the state and federal minimum wage have remained the same for several years. The state hourly wage is \$7.25 and the hourly wage for youth employees working less than 90 days is \$6.35 (the lower rate only applies to employees under the age of 20). The federal minimum wage is also \$7.25 per hour. As a reminder, if there is a disparity between the federal and state minimum wage rate, employers are required to pay the higher of the two.

Several counties have recently adopted local minimum wage increases that impact cities in their county. Cities are encouraged to monitor local activity (if any) and closely review any proposal to increase the minimum wage.

Unemployment Compensation

Most cities are reimbursable for unemployment compensation upon application, unless they elect to be contributory by completing an additional form stating such. Cities must reimburse the state for actual unemployment benefits paid out by Iowa Workforce Development (IWD) within 30 days following the billing for any quarter in which the state has made payments to the city's former employees. If a city anticipates the possibility of layoffs during a fiscal year, they may want to budget for the expense of reimbursing unemployment benefits.

Contributory tax rates are based on the extent that tax payments made by the city are in excess of benefits paid out by IWD, and this reserve balance is then divided by the average taxable payroll. The tax due is found by taking the percentage calculated for the city multiplied by the first \$28,300 of each employee's gross salary. IWD will mail tax rate notices giving the percentage for each city in November. The city has 30 days from the Rate Notice Date on the form to appeal their contribution rate.

All cities have the option to change their status to contributory or reimbursable. Cities can change their status by December 1 for the next calendar year by contacting IWD for the appropriate forms in advance of the deadline. However, if a city opts to switch from contributory to reimbursable, it is required to pay to IWD any deficit that may be due to claims against its current account in excess of contributions.

Workers' Compensation Insurance

Premium for workers' compensation coverage can be estimated using the audited payroll from the previous year with adjustments for cost of living and other increases, taking into consideration anticipated changes in personnel and/or operations. Once payroll has been adjusted for each class code, apply the rate for each code per \$100 of payroll. The city should check with its agent to see if any rate changes will go into effect prior to its renewal.

General Liability and Property Insurance

Liability coverage contribution is based on several factors such as number of employees, number and types of automobiles and expenditures. However, the easiest way to project cost of liability coverage is to apply the current inflation factor. Premium for liability coverage is based on the number of employees and a five percent increase to the entity's total budget. Rating for property and auto physical damage coverage is based solely on the total insured value (TIV) of the schedule. A simple way to project cost is to calculate the TIV of the previous year, divide it into last year's contribution and apply the factor to this year's TIV.

Legislation

When re-estimating revenues and expenditures for FY 2017 and budgeting for FY 2018, cities should keep in mind recent legislative actions that may have a significant fiscal impact on the city. Full coverage of the laws passed by the 2016 General Assembly is included in the *New Laws of Interest to Iowa Cities* report, which can be found on the League Web site at www.iowaleague.org.

HF2118 – Irregularities with Audits

Provides that an audit or examination that discloses any irregularity in the collection or disbursement of public funds shall be filed with the county attorney if the irregularity is “significant”. Amends Section 11.53.

HF2433 – Consumables

Expands the definitions of eligible purchases that qualify under an existing sales tax exemption for manufacturing supplies and consumables. This change is projected to reduce the local option sales tax revenues to local governments by \$3.6 million in 2017 and continue to be reduced by \$200,000 each year. Amends Section 423.3.

HF2261 – Joint Investment Trusts

Authorizes political subdivisions to invest in certain joint investment trusts, such as IPAIT, that are operated in accordance with the governmental accounting standards board for external investment pools. Amends Section 12B.10.

SF2326 – Statewide Interoperability Communications System

Allocates \$4.4 million for the FY 2017 lease-purchase payment for the Statewide Interoperable Communications System. The bill also authorizes the Treasurer of State to enter into a financing agreement for the purpose of building the statewide system. Amends Sections 29C.23 and 34A.7A.

HF2439 – E911 Emergency Communications Funding

Makes changes to the distribution and expenditures from the E911 Emergency Communications Service surcharge. Amends Sections 34A.7A and 34A.15.

HF2455 – Economic Development Budget

(PERB Board Funding, Community Catalyst Building Remediation Fund)

- Section 4 of the bill requires \$15,000 of the allocation to be used for maintaining an Internet site that allows searchable access to a database of collective bargaining information.
- Section 14 of the bill creates a community catalyst building remediation program fund for the Iowa Economic Development Authority (IEDA) to provide grants to cities to help in remediating nuisance properties (no appropriations in bill). Allows the IEDA to appropriate monies which are lawfully available to the fund. Any leftover money will not revert to the general fund. This section further requires the IEDA to give 40 percent of the fund to small population cities with less than 1,500 citizens. If, at the end of each application period, this allocation is not fully used by cities with a population of less than 1,500, the balance may be awarded to any approved applicant regardless of the population.
- Amends Chapter 136 and Section 15.335B, creates new Section 15.231.

SF2308 – Enhance Iowa

Replaces the current Vision Iowa Board with a new Enhance Iowa Board within the IEDA and gives the Enhance Iowa Board the authority to oversee CAT, RE-CAT and a new Sports Tourism program. The bill also creates a new Enhance Iowa Fund to provide financial support for the programs administered by the Board, but no funding was appropriated. Amends Chapter 15F.

SF2300 – High Quality Jobs Program

Reduces and caps the annual amount of tax credits that may be awarded by the IEDA under the existing High Quality Jobs Program to \$105 million per year for five fiscal years. The bill also provides that, should the Renewable Chemical Production Tax Credit awards exceed \$27 million during the first four years of availability, the High Quality Jobs Program is limited to \$105 million for an additional year. Amends Section 15.119.

SF2170 – Notice to Bidders

Changes bid notification requirements for public improvement projects by moving the minimum time period from four to 13 days and removing the publication requirements for notice to bidders. The bill requires posting of the notice to bidders in a contractor plan room, lead generating service and on a municipal or association Web site (League Web site may be used). Ensures that cities are not required to file two separate notifications for bid letter and for the public hearing. Amends Sections 26.3 and 26.12.

SF2324 – Infrastructure Budget (Rebuild Iowa Infrastructure Fund, Water Quality Initiative Fund, Great Places, Community Attraction and Tourism)

- Appropriates \$5.2 million to the Iowa Department of Agriculture and Land Stewardship (DALS) for the Iowa Water Quality Initiative. The Iowa Water Quality Initiative provides funding for prioritized watersheds to implement conservation practices that will reduce nutrient transport to bodies of water in Iowa. Funded projects are typically managed by soil and water conservation districts.
- Appropriates \$1 million to the Iowa Great Places Infrastructure Grant Program. The projects in the Great Places Program are capital projects that must meet the definition of vertical infrastructure. Approved grants include infrastructure projects such as park creation and development, acquisition and renovation of historical buildings, renovation and expansion of museums, and recreational trails design and construction.
- Appropriates \$5 million to the IEDA for the CAT Fund. CAT projects are approved through the Vision Iowa Board and must meet the definition of vertical infrastructure. Projects funded through the program have included renovation of buildings for purposes of exhibition spaces, art centers, museums, theatres, aquatic centers, equine centers, construction of libraries and community centers, development of recreational trails, and other improvements in local communities.

HF2459 – Standing Appropriation Bill (Tax Expenditure Review Committee, City Utility Billings and Collections)

- Section 4 calls for the Legislative Tax Expenditure Committee to review general fund standing appropriations related to property tax replacement (backfill).
- Section 31 restricts the placement of a lien on a mobile, modular or manufactured home if the home is owned by a tenant of a mobile home park or manufactured home community and the owner of the park or community is the account holder, unless the lease agreement states otherwise.

Other Budget Issues


City Budget Form Changes

The Iowa Department of Management (IDOM) has updated the city budget form that is filed with the state. The tab in the Excel file that estimates the city's backfill revenue to be received from the state as part of the new rollback of commercial and industrial property valuations has been updated to include the option to prorate the amount the city will receive in FY 2017-2018 and after. Cities must file their Annual Financial Report with the Auditor of State's office via electronic upload by December 1 to have their actual budget data auto-filled to the budget forms. As a reminder, the budget form must be filed with IDOM and the county auditor by March 15.

Affordable Care Act

Cities are reminded to be in compliance with applicable provisions of the Affordable Care Act (ACA) or they could be subject to penalties for employers and individuals. With that in mind, cities need to know how the ACA affects them and their employees and prepare for any coming changes. The various aspects of the ACA could impact cities in many different ways and cities are encouraged to consult with their health care advisors to determine the best course of action.

For cities that use flexible spending accounts related to health care coverage, the maximum employee contribution is currently \$2,550. The amount is set annually by the IRS and is expected to be \$2,600 in 2017.

 *Additional information is available at www.iowaleague.org.*

Annual Urban Renewal Report

Legislation approved in 2012 requires all cities that have an urban renewal area, whether active or inactive, to submit the Annual Urban Renewal Report. Cities must provide a variety of information for each of their urban renewal areas, including urban renewal plans, maps, tax increment financing ordinances, debt and financing data, and urban renewal projects.

The report is due December 1 of each year and must be completed and filed using the IDOM online reporting system (dom.iowa.gov/cities). The system requires users to upload associated documents in PDF format. City councils must approve the form prior to submittal. Failure to file the report by the deadline will result in the city being unable to certify their budget and being placed on a list sent to the legislature.

Certification of TIF Debt

Cities must certify debt payable with Tax Increment Financing (TIF) funds on or before December 1. *Code of Iowa* Section 403.19 requires cities to certify to the county auditor the amount of any "loans, advances, indebtedness, or bonds" that qualify for payment from TIF revenue from a TIF district. This certification of TIF debt is only required once. However, due to the unique nature of many TIF financing programs, some cities may need to file on an annual basis.

The auditor is responsible for collecting and distributing the funds available from the increment in subsequent years until the entire certified amount is paid into the city's tax increment fund. However, if additional debt is incurred, that amount must be certified by the following December 1 in order for the county auditor to make the proper distribution in the next fiscal year. Failure to certify the debt before December 1 will delay payments to the city by one year. IDOM and the State Auditor's Office have developed a TIF Debt Certification form that cities may use when certifying their debt to the county auditor.

Bid and Quote Thresholds for Iowa Cities

The bid and quote thresholds for qualifying public improvement projects as defined in Chapter 26 of the *Code of Iowa* can be seen in the following tables.

Current Bid/Quote Thresholds		
<i>Horizontal Infrastructure – Roads, streets, bridges, culverts</i>		
	Cities Less Than or Equal to 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$50,000	\$72,000
Competitive Quote Required	N/A	N/A

Current Bid/Quote Thresholds		
<i>Vertical Infrastructure – Buildings, parking facilities, utilities, trails</i>		
	Cities Less Than or Equal to 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$135,000	\$135,000
Competitive Quote Required	\$55,000	\$75,000

The bid thresholds for horizontal public improvement projects will slightly decline beginning January 1, 2017. There will be no changes to the bid and quote thresholds for vertical infrastructure projects.

2017 Bid/Quote Thresholds		
<i>Horizontal Infrastructure – Roads, streets, bridges, culverts</i>		
	Cities Less Than or Equal to 50,000	Cities Greater Than 50,000
Competitive Bid Required	\$47,000	\$67,000
Competitive Quote Required	N/A	N/A

■ For a detailed explanation of construction bidding and quotation procedures please visit the Member Resources section at www.iowaleague.org.

Notice to Bidders

As noted in the Legislation section, a bill approved in 2016 made several changes to the bid notification process under Chapter 26 of the state code. Cities are no longer required to publish notification to bidders of a public improvement project. Cities are now required to post notice in three separate places no less than 13 days and no more than 45 days before the bid filing deadline. The notice must be posted in the following places:

- A relevant contractor plan room service with statewide circulation
- A relevant construction lead generating service with statewide circulation
- An Internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity

To satisfy the first two components, cities may work with a plan room service to ensure required bid information is properly posted. To satisfy the third component, cities may either use their city Web site or the Iowa League of Cities online bid notice system (or both).

W-2 and 1099 Forms

Cities are reminded that W-2 and 1099 forms are due to employees and vendors, respectively, by January 31 of each year. The deadline for filing W-2 forms (paper or electronic) with the Social Security Administration has been moved up to January 31, 2017. This replaces the previous deadline of February 28 for paper copies and March 31 for electronic copies. Similarly, 1099 forms (paper or electronic) must be filed with the IRS by January 31, 2017 if reporting nonemployee compensation payments in Box 7.

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan on an employee's Form W-2 in Box 12 using Code DD. For cities filing fewer than 250 W-2 forms this requirement is optional, although the IRS may lower this threshold in the future. Additional information on this requirement can be found at www.irs.gov/Affordable-Care-Act/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage.

GASB 45

Governmental Accounting Standards Board Statement 45 (GASB 45) requires many public entities to reflect the value of post-employment benefits (health, life, dental, etc.) that are provided to retired employees in your future audited financial statements. Your auditor has likely informed you when (and if) your city will meet the requirements for compliance with this accounting standard.

GASB 54

Governmental Accounting Standards Board Statement Number 54 (GASB 54) provides guidance for fund balance categories and classifications and governmental fund type definitions. In Iowa, the Annual Financial Report, sent to the State Auditor's office by December 1 of each year, has been changed due to GASB 54. This means all cities in Iowa are impacted.

GASB 54 changed the way we look at cash balances, specifically reporting what cash balances, by major governmental fund type, are or are not available for public purposes. Additional information can be found at www.iowaleague.org/members/Pages/GASB54FundBalanceClassifications.aspx.

GASB 68

Governmental Accounting Standards Board Statement Number 68 (GASB 68) requires state and local government to make significant changes to how they account and report finances related to pension plans. This includes new requirements for reporting pension-related liabilities and obligations. The State Auditor's Office has created a variety of resources to help cities prepare for the requirements, which can be found at auditor.iowa.gov/gasb-68-pensions.

Red Flag Rules

The Fair and Accurate Credit Transactions (FACT) Act of 2003 requires utilities and government entities to implement identity theft prevention programs. These provisions are known more commonly as the Red Flags Rule. Municipal utilities, local governments and any entity that can broadly be classified as a creditor should develop and implement a written identity theft prevention program. More information regarding this policy is available at www.business.ftc.gov/privacy-and-security/red-flags-rule.

Changes for Exempt Employees under Fair Labor Standards Act

The U.S. Department of Labor changed rules for exempt employees as defined by the Fair Labor Standards Act (FLSA). Effective December 1, 2016 the salary threshold for being classified as an exempt (or salaried) employee is \$47,476 or \$913 per week. This is an increase from the previous threshold of \$23,660 or \$455 per week. The new rules also include a provision for increases to occur every three years so the threshold stays at the 40th percentile of full-time salaries in the lowest economic region of the country.

In addition to the salary threshold, to be considered exempt an employee must also meet the duties test and fit into one of three categories: executive, professional or administrative. This reviews the job duties of a position to ensure it meets criteria within the different categories, such as management of a city department, supervision of employees, ability to make significant employment decisions and more.

Employees must meet or exceed the salary threshold and duties test to be properly classified as exempt. Such employees are not required to be paid overtime or given compensatory time off when working in excess of 40 hours in a work week.

Employees that do not meet the salary threshold or duties test must be classified as nonexempt (hourly) and be paid overtime at 1.5 times the regular rate of pay for any hours worked over 40 in a work week or be given compensatory time off earned at 1.5 times the number of hours worked over 40 in a work week.

Cities should also note two specific overtime rule exemptions for public safety employees. This includes an exemption for law enforcement or fire protection departments with fewer than five employees and an exemption that allows public safety personnel to work a higher number of hours in a week before earning overtime or compensatory time.

■ *Additional information and guidance can be found on the U.S. Department of Labor's overtime Web page at www.dol.gov/featured/overtime.*

Training Costs

The League and others offer several training events directed at city officials throughout the year. Be sure to check www.iowaleague.org throughout the year to get information about these events and the associated registration fees.

Consumer Confidence Report

Cities are required to complete a Consumer Confidence Report, which is designed to inform consumers of their local water quality. A copy of the report must be mailed or otherwise directly delivered to each customer annually by July 1. A city with a population less than 10,000 with no violations during the past year may use a mailing waiver. If these cities choose to use the mailing waiver:

- For a city with a population less than 500, the mailing waiver must provide notice at least once per year to their customers by mail, door-to-door delivery or posting that the report is available upon request.
- For a city between 500 and 10,000 in population, the mailing waiver must inform customers that the report will not be mailed. The cities must publish the report in the newspaper and make the report available upon request.

Single Audit Act

Cities that expend a total of \$750,000 or more in federal assistance in a fiscal year must comply with the Single Audit Act, which requires a single or program-specific audit of city financial records.

Budget Calendar

The following schedule is an example for cities to follow during the budgeting process. The following information assumes the city has a Thursday newspaper with a Tuesday deadline and the council meets on the first and third Monday. Cities should adopt a calendar that meets their specific circumstances.

Typical Budget Timeline

**Dates noted by an asterisk are statutory deadlines or requirements.*

City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates.....	November and December
City department heads give budget and proposals to city finance officer	January 3
Budget work session(s) with staff members and city council.....	January 16 (and February 6)
Council receives and adopts final proposed budget and orders notice of hearing.....	February 20
Notice of hearing on adoption of final budget published.....	February 23
Budget hearing.....	March 6
Adoption of final budget.....	March 6
Certified budget to county auditor and filed with IDOM.....	March 15*
Persons affected by the budget have 10 days after the date of certification to file a written protest..	March 25*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect.....	July 1*
Notice Requirement: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.	
Detailed Budget: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.	

Cities might find that they need to exceed the general fund levy limit set by statute (\$8.10 per \$1,000 of taxable property value). If so, a city may appeal to the IDOM/City Finance Committee and use a unique schedule and set of guidelines. Please contact the League for assistance with such schedules.

One-Stop Web References

Iowa League of Cities – www.iowaleague.org

The League's Web site has numerous reports on budget matters, including:

Snapshot of Tax Increment Finance

Requires login to League's Members Only section

www.iowaleague.org/members/Publications/TIF%20Report_2016.pdf

Franchise Fees Special Report

Requires login to League's Members Only section

www.iowaleague.org/members/Publications/FranchiseFees2015.pdf

Iowa Property Tax System Report

Requires login to League's Members Only section

www.iowaleague.org/members/Publications/IowasPropertyTaxSystem.pdf

Iowa Department of Management

dom.iowa.gov/cities

Iowa Department of Revenue Fuel Tax Refund Forms

tax.iowa.gov/other-iowa-motor-fuel-tax-information

Iowa Public Employees' Retirement System

www.ipers.org

Iowa Workforce Development

www.iowaworkforcedevelopment.gov

Internal Revenue Service

www.irs.gov

Local Option Sales Tax Information

tax.iowa.gov/local-option-tax-information-local-government

Minimum Wage

The Iowa Division of Labor | www.iowadivisionoflabor.gov

The U.S Department of Labor | www.dol.gov

Municipal Fire & Police Retirement System of Iowa

www.mfprsi.org

Social Security Administration

www.ssa.gov

State Library of Iowa Enrich Iowa Funds

www.statelibraryofiowa.org/ld/e/enrich-ia

U.S. Department of Labor

www.dol.gov

U.S. Department of Labor Consumer Price Index information

www.bls.gov/cpi

City of West Branch, Iowa FY18 Budget Timeline

Budget work session	December 8
1) Review of proposed budget schedule	
2) Review of Comp Plan, CIP and City Council Goals	
3) Total Employee Compensation Proposal	
4) Council Member Input - Questions and Comments for Staff	
Budget work session	December 19
1) FY 16 Expenditures by Function	
2) FY 16 Revenue by Source	
3) West Branch Property Tax Distribution	
4) My Tax Dollars at Work	
5) Review of Budget Forms	
6) Total Employee Compensation Proposal	
7) Council Member Input - Questions and Comments for Staff	
Budget work session	January 3
1) Presentation of initial general fund revenue estimate	
2) Department Director Budget Preparations	
3) Council Member Input - Questions and Comments for Staff	
Budget work session	January 17
1) Council approves an initial general fund revenue estimate	
2) Council approves a salary plan	
3) Council Member Input - Questions and Comments for Staff	
Budget work session	February 6
1) Council sets general fund departmental non-salary expenditures.	
2) Council approves initial revenue estimates for all other funds	
3) Council approves departmental non-salary expenditures for all other funds	
4) Council Member Input - Questions and Comments for Staff	
Council receives and adopts final proposed budget and orders notice of hearing	February 21
Notice of hearing on adoption of final budget published	February 23
NOTICE REQUIREMENT: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.	
DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.	
Budget hearing	March 6
Adoption of final budget	March 6
Certified budget to county auditor	March 15*
Persons affected by the budget have 10 days after the date of certification to file a written protest	March 25*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*

* Dates noted by an asterisk are statutory deadlines or requirements.

Water/Wastewater Operator Recruitment Information

Advertising:

WB Times, N. Liberty, W. Liberty, Tipton and Solon Newspapers for ads on December 1, 8 and 15	\$395.00
Press Citizen - none	\$0
The Gazette – none	\$0
Iowa League of Cities Website	Free
City of West Branch Website	Free
Iowa Association of Municipal Utilities Website	Free
Iowa Workforce Development Website	<u>Free</u>
Total	\$395.00

In order to limit advertising costs, advertisements in newspapers have included a limited amount of text. An example would be the following:



Seeks FT Water/Wastewater Operator

Please visit www.westbranchiowa.org

or call (319) 643-5888 for more info.

For our free internet advertisements, a longer job summary will be advertised:

The City of West Branch, Iowa, (population 2,322) seeks a full-time water/wastewater operator. Municipal utility (water and sewer), construction, concrete, snow removal, grounds and facility maintenance, street maintenance and heavy equipment experience preferred. Salary DOQ up to \$16/hour plus excellent benefits. West Branch also provides additional pay for water and wastewater certifications. Applications available at westbranchiowa.org. City employment application, resume, cover letter and three additional professional references must be mailed to City of West Branch, Attn: Public Works Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to matt@westbranchiowa.org by December 19, 2017. EOE.

Proposed Recruitment Schedule:

Tuesday, December 1, 2016– Officially post the position.

Monday, December 19, 2016 – Application deadline.

Week of January 2, 2017 – Interviews.

Tuesday, January 17, 2017 – City administrator appointment submitted for Council approval.

Wednesday, February 1, 2017 – Tentative start date for new Public Works Employee

CITY OF WEST BRANCH

Position: Water/Wastewater Operator
Reports to: Public Works Director
FLSA: Non-exempt

Job Summary:

Test and monitor all water and wastewater systems for quality and proper operation, mow and maintain City parks, City Cemetery and other City-owned property as required, maintain streets and curbs in good repair and safe condition, and maintain all City-owned buildings and equipment in mechanically and structurally sound condition.

Major Responsibilities:

Essential Tasks:

1. Municipal Buildings – perform minor maintenance on all City buildings as required and maintain grounds.
2. Municipal Equipment – general services, maintenance, minor repair, and operating of equipment where skill is needed; i.e. industrial tractor, pumps, etc.
3. Municipal Sewer System – maintenance and monitoring of lift stations and wastewater treatment plant; read, record and file the required pump hours, flow, and meter charts; monitor of sewer breakdowns, and problems and initiate corrective action; monthly service and check of auxiliary portable pump units; periodic wastewater testing.
4. Municipal Street System – clean and repair storm sewers and catch basins; coordinate all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction; cut and spray weeds along City roadways; remove snow, ice and debris from streets and sidewalks as needed; install and maintain signs and paint road markings; and finish concrete work.
5. Municipal Park System – repair and maintain the facilities and equipment; cut grass, regularly clean restrooms and spray for weeds when needed.
6. Yard Waste – annual leaf pick up.
7. Municipal Water System - operates water treatment equipment including pumps, wells and valves. Monitors motors, pumps, filters, chemical feeders and other equipment associated with the water distribution system. Read total system water meter to determine daily use in gallons or cubic feet; report results to proper authorities. Test water for chlorine and polyphosphate levels; maintain records of chlorine and polyphosphate usage. Read private water meters as needed, hang notices and shut-off notices, shut off water to properties as necessary; repair and/or replace water meters as required. Flush all fire hydrants on a yearly basis (or as operationally feasible) and repair or replace as needed. Locate water mains for repair and/or replacement as needed.
8. Attend training sessions to acquire and/or maintain Iowa Department of Natural Resources water and wastewater certifications.
9. Cemetery – measure and mark boundaries for plots, sell plots and maintain grounds.
10. Such other duties and responsibilities as shall be determined and directed by the Public Works Director.

Equipment:

1. Safely operate applicable City equipment on appropriate applications as needed, following all OSHA regulations.
2. Become familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.

Miscellaneous:

1. Perform minor maintenance on all city-related buildings as required.
2. Dispose of dead animals and other disposable items as needed.
3. Ensure compliance with OSHA and other safety regulations including postings, equipment and procedures.
4. Participates as necessary in maintenance of streets, water, sewer collection system and water distribution system.
5. Wear a City supplied cellular telephone with you at all times, unless you have been informed and approved of your unavailability in advance. A response time of thirty (30) minutes is required in the event of a City emergency requiring maintenance personnel.
6. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
7. Assist with putting up and maintain City decorations at appropriate times.
8. Wear safety equipment as necessary.

Discretionary Tasks:

1. Such other duties and responsibilities as shall be determined and directed by the Public Works Director.
2. Perform any necessary tasks to ensure safe and continued operation of City systems.

CONTACTS:

Contacts with residents are significant and regular and usually involve exchange and conveyance of information. Contacts are made with persons outside the City and with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED:

Truck and attachments, tractor, mower, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, level, metal detecting device, thermometer, calculator, telephone, mobile radio, computer, photocopier, fax machine, dictionary, SDS documentation, federal register, standard operating procedures, DNR rules, Code of Iowa, City of West Branch Code of Ordinances, Uniform Traffic Code, Uniform Building Code, Fire and Plumbing Codes.

COMPETENCIES:

The individual shall have a background and/or experience in general and skilled maintenance procedures including city utility operations. The individual must be able to meet and interact with the public in a congenial business-like manner while working within the framework of the City policies. The individual must be capable of working safely and efficiently with time and materials. The individual shall perform work in a good and workmanlike manner, shall comply with all applicable ordinances of the City and call to the attention of the Public Works Director, any violations thereof brought to the individual's attention in the performance of duties, shall comply with all orders and directions of the Public Works Director and shall maintain harmonious working relationships with the Mayor, City Council and all other city employees.

This individual shall have:

1. Education – Two year post high school degree in biology, chemistry, math or related field or equivalent combination of experience and training.
2. Licenses and Certifications – Must have or obtain within twelve (12) months of hire Grade I Water Treatment, Water Distribution, and Wastewater Certifications from the Iowa Department of Natural Resources and maintain CEU requirements, and must have or obtain within forty-eight (48) months of hire Grade II certifications in Water Treatment, Water Distribution and Wastewater.
3. Pesticide certification or the ability to acquire certification within 12 months of hire.
4. A valid driver's license, good driving record, and ability to acquire a CDL license within six (6) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
5. Insurability.
6. Knowledge of proper safety procedures related to equipment, grounds and building maintenance.
7. Physical Requirements – Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to ten (10) pounds of force constantly to move objects.
8. Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing.
9. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of related activities; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines; must understand and follow all employee conduct policies; must be able to understand and properly follow directions.
10. This individual shall have the ability to work in all weather conditions.
11. This individual shall pass a physical examination with drug testing required.
12. This individual shall be considered a probationary employee for a period of 6 months.

ENVIRONMENTAL CONDITIONS:

The work is performed under all conditions which may include exposure to awkward or confining work space, extreme heat and cold, darkness, poor lighting, dirt/dust, fumes/odors, wetness/humidity, isolation, moving machinery, noise, vibrations, visual strain, unprotected height, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours.

TERMS OF EMPLOYMENT:

The individual shall serve at the pleasure of the City Council. The individual shall be on-call twenty-four (24) hours a day – as needed. On occasion employment conditions are such that this individual may have to work more than forty (40) hours a week or more than eight (8) hours a day. Hours and days of work shall be as determined by the Public Works Director.

SALARY: As established by the City Council with recommendation by the City Administrator.

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

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by city management. The level of involvement may vary based on need and individual capabilities.

Approved by City Administrator on Nov. 21, 2016. Pending approval by the City Council on Nov. 28, 2016.

