



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

CITY COUNCIL MEETING AGENDA
Monday, March 6, 2017 • 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 February 13, 2017 City Council Work Session.
 - b. Approve minutes from the February 21, 2017 City Council Meeting.
 - c. Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Casey's Marketing Company, dba Casey's General Store #3463 at 615 S. Downey Street.
 - d. Approve destruction of records with Document Destruction & Recycling Services listed on the Administration and Public Works Department Records Destruction Forms per the Record Retention Manual for Iowa Cities.
 - e. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Accept the resignation of Michelle Carter from the Library Board of Trustees./Move to action.
 - b. Second Reading of Ordinance 745, establishing a Historic Preservation Commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the Commission./Move to action.
 - c. Resolution 1573, approving city administrator/clerk job description./Move to action.
 - d. Public Hearing on the Fiscal Year 2017-2018 Annual Budget.
 - e. Resolution 1576, adopting the Fiscal Year 2017-2018 Annual Budget./Move to action.
 - f. Resolution 1577, adopting residential individual lot site plan requirements./Move to action.
 - g. Resolution 1578, approving West Branch High School ACE Building Site Plan./Move to action.
 - h. Resolution 1579, approving a variance for street width in the Meadows Subdivision, Part 3./Move to action.



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CITY COUNCIL MEETING AGENDA
Monday, March 6, 2017 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- i. Resolution 1580, approving a subdivider's agreement for the Meadows Subdivision, Parts Three A and Three B./Move to action.
- j. Resolution 1581, approving the Meadows Subdivision, Part 3 Preliminary Plat./Move to action.
- k. Resolution 1582, accepting bids and awarding the construction contract for the North First Street Improvements Project for the City of West Branch, Iowa./Move to action.
- l. Resolution 1583, approving two contracts for the 2017 Hoover's Hometown Days Celebration in the amount of \$1,450.00./Move to action.
- m. Resolution 1584, modifying letter of credit obligation and reauthorizing the City to enter into a loan agreement and borrow funds in a principal amount not to exceed \$495,000.00./Move to action.
- n. Resolution 1585, approving the City of West Branch Special Events Policy & Procedures and Special Event Permit Application./Move to action.
- 8. City Staff Reports
 - a. City Attorney Kevin Olson - Review of Rules of Procedure, Code of Conduct, Code of Ethics
 - b. Public Works Director Matt Goodale – Street Closure Policy
 - c. Public Works Director Matt Goodale – Oliphant Street Sidewalk - Phase 1 Project
 - d. Public Works Director Matt Goodale – Main Street Sidewalk Phase 4 Project
- 9. Comments from Mayor and Council Members
- 10. 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**

City Council Work Session

**February 13, 2017
7:00 p.m.**

Mayor Roger Laughlin called the City Council Work Session to order at 7:03 p.m. Roll call: Mayor Roger Laughlin and Council members Colton Miller, Mary Beth Stevenson, and Tim Shields were present. Brian Pierce and Jordan Ellyson were absent. Laughlin welcomed the audience and Police Chief Mike Horihan.

Work Session

General Overview of Work Session

Pat Callahan, of Callahan Municipal Consultants, the firm hired to conduct the search for the new city administrator, presented an overview of the Work Session. He wants to review the job description, timetable, level of citizen involvement, community and position profile, setting a salary range, advertising, confidentiality of applicants,

Timetable for Search Process

Key dates established for the process were: Feb. 16: Interviews with Mayor, City Council members, department heads and staff. April 18: Review resumes and rank candidates. May 4: Skype interview with candidates. May 19 & 20: Formal interviews with candidates and selection of new Administrator.

Consultant interviews with Mayor and City Council members.

Pat will be interviewing staff, department heads, Mayor, and Council members for input.

Citizen involvement in Search Process

The City Council would like to have a Public Forum on March 9 where the public can provide input on the qualities they seek in a new administrator.

Community and Position Profile

The Community and Position Profile is used to sell the candidate and spouse on the community and the position. It will contain information about the community and surrounding area as well each of the city departments. Pat will place it on his web site and send it to selected candidates.

General Overview of Wage & Benefit Package

A salary range of \$60,000 to \$80,000 was established for the position. Other benefits were reviewed, with the council allowing some items to be negotiable and others to remain as stated in the employee handbook.

Advertisement of Position

The position will be advertised on the websites of ICMA, Iowa League of Cities, Iowa Association of Municipal Utilities as well as Linked-in.

Confidentiality of Candidates Information

Pat explained that some candidates may wish to keep their names confidential during the early part of the process. He has candidates sign a form requesting a closed session with the City Council if they wish to keep their names unavailable for public record. Also, he asked the Council to let him know if they wish to make the names public, that he be told beforehand so that candidates may be allowed to withdraw. West Branch resident Mike Owen spoke against allowing names to be withheld.

Consultant Updates during Search Process

Pat will talk to the Mayor from time to time and send emails to the Council. He will also issue reports.

Screening of candidates by Mayor and City Council

Pat will rank all candidates but not share his rankings until the Mayor and Council have completed their rankings. April 18 was selected as the day the Council will review resumes and select their candidates for initial interviews.

City Council meeting, Open House and Work Session

Pat reviewed the schedule that had been agreed to during the meeting:

February 16 – Pat meets with Department Heads, staff and Council.

March 9 – Public Forum for citizen input on the qualifications they seek in an Administrator.

April 18 – Review resumes and selection of candidates for initial interviews.

May 4 – Initial Skype interviews with candidates.

May 19-20 – Formal interviews with Finalists.

Discussion of Interim City Manager

The names of Nick Shimmin and Mike Horihan were mentioned as potential candidates for Interim City Administrator.

ADJOURNMENT

Motion to adjourn the work session by Shields, second by Miller. Motion carried on a voice vote. City Council Work session adjourned at 8:41 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk

(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**

City Council Meeting

**February 21, 2017
7:00 p.m.**

Mayor Roger Laughlin called the City Council Meeting to order at 7:03 p.m. Roll call: Mayor Roger Laughlin and Council members Colton Miller, Jordan Ellyson, Brian Pierce and Tim Shields were present. Mary Beth Stevenson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Public Works Director Matt Goodale and Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the February 6, 2017 City Council Meeting.

Approve minutes from the February 6, 2017 City Council Work Session.

Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.

Approve claims.

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

EXPENDITURES	2/21/2017	
AERO RENTAL INC	SCAFFOLD RENTAL	56.10
AIRSPACE MONITORING SYSTEM CO	MONITORS	971.77
AMAZON	BOOKS AND SUPPLIES	1,523.37
BAKER & TAYLOR INC.	BOOKS	731.62
BARRON MOTOR SUPPLY	MAINTENACE SUPPLIES	372.66
BEAVER HEATING AND AIR CON	BUILDING REPAIR	193.00
BP AMOCO	VEHICLE FUEL	326.94
CAJ ENTERPRISES INC	HAULING	448.31
CJ COOPER & ASSOCIATES	SUPERVISOR TRAINING	300.00
CLIA LABORATORY PROGRAM	CLIA LABORATORY PROGRAM	150.00
CROELL, INC.	SAND	802.24
DORSEY & WHITNEY LLP	LEGAL FEES SERIES 2016 A & B	13,000.00
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	115.50
EMERGENCY SERVICES MARKETING	NOTIFICATION SERVICE	10.00
FEHR GRAHAM	308-PV PARK IMP DESIGN	10,860.75
FELD FIRE EQUIPMENT CO. INC	UNIFORMS	333.00
FRED'S FEED & SUPPLY LLC	SUPPLIES	13.29
HOSPERS & BROTHER PRINTERS	PRINTING ANNUAL REPORT	245.70
IOWA RURAL WATER ASSOC.	MEMBERSHIP DUES	275.00
JOHNSON COUNTY REFUSE INC.	RECYCLING JAN, 2017	3,747.75
KATHERINE M LIPES	CONSULTING-PROFESSIONAL FEES	125.00
KINGDOM GRAPHICS LLC	LOGO-VEHICLES	100.00
KIRKWOOD COMM. COLLEGE	TRAINING	7.00
MATT PARROTT/STOREY KENWORTHY	WINDOW ENVELOPES	67.76
MENARDS	TOWN HALL REFURBISH	92.61
MIDWEST FRAME & AXLE	LIGHT BAR	121.45
OASIS ELECTRIC LLC	INSTALL OUTLET	256.48
PITNEY BOWES PURCHASE POWER	PITNEY BOWES PURCHASE POWER	1,003.50
PLEASANT VALLEY NURSERY	TREES	2,500.00
PRO TECH LLC	BUILDING REPAIR	173.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	584.00
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	50.00
QUILL CORP	SUPPLIES	91.18
REPUBLIC SERVICES OF IOWA	DOCUMENT DESTRUCTION	50.95
STATE HYGIENIC LAB	LAB ANALYSIS	75.00
STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION	95.00
SUPPLYWORKS	SUPPLIES	92.51
TASER INTERNATIONAL	TASER INTERNATIONAL	337.56
THOMAS HEATING & AIR LLC	REPAIR SERVICE	387.50
UNITED STATES GEOLOGICAL SURVEY	STREAMGAGING SURVEY	13,740.00
US BANK CORPORATE CARD	SUPPLIES	140.00

WALMART COMMUNITY/RFCSELLC	SUPPLIES	294.59
WEST BRANCH ANIMAL CLINIC	BOARDING-IMPOUNDED ANIMALS	250.00
WEST BRANCH REPAIRS	REPAIR PARTS AND SERVICE	279.90
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	787.13
TOTAL		56,579.12
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITIES	10,134.43
CORNERSTONE EXCAVATING	306-4TH STREET IMPROVEMENTS	33,361.15
COSTCO WHOLESALE	SUPPLIES	45.75
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	22.23
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
MISCELLANEOUS VENDOR	BEN BARRETT:MILEAGE REIMBURSEMENT	419.12
OASIS ELECTRIC LLC	REPLACE EXIT/EMERGENCY COMBOS	1,455.03
UPS	SEWER-SHIPING	42.06
US BANK EQUIPMENT FINANCE	LIB-FEB COPIER LEASE	300.80
WEX BANKVEHICLE	FUEL	947.51
TOTAL		46,866.08
PAYROLL 2-10-17		37,266.38
GRAND TOTAL EXPENDITURES		140,711.58
001 GENERAL FUND	34,686.80	
022 CIVIC CENTER	1,113.46	
031 LIBRARY	8,812.44	
110 ROAD USE TAX	5,632.55	
112 TRUST AND AGENCY	4,089.10	
306 4TH ST IMPROVEMENTS PROJ	35,731.15	
308 PARK IMP - PEDERSEN VALLEY	13,059.75	
309 PHASE I PARK IMPROVEMENTS	2,444.00	
310 COLLEGE STREET BRIDGE	2,040.00	
311 BERANEK PARKING IMPROVEMENTS	233.00	
312 DOWNTOWN EAST REDEVELOPMENT	3,714.00	
600 WATER FUND	8,445.07	
610 SEWER FUND	6,970.26	
740 STORM WATER UTILITY	13,740.00	
GRAND TOTAL	140,711.58	

Communications/Open Forum

Maureen Navarro, an AFLAC representative from Tiffin, spoke on offering Short Term Disability and Long Term Disability Insurance to city employees.

City Engineer Dave Schechinger spoke on the Water Main Project. The company that has been awarded the contract now has a much larger contract with the City of Robbins and would like to know if we would like our project completed before or after the Robbins project. City Administrator Muckler will research to see which fiscal year the project was budgeted for.

PUBLIC HEARING/NON-CONSENT AGENDA

Councilperson Colton Miller - Appointments/Reappointments/Move to action.

Councilperson Miller moved to appoint Tom Dean to the Planning & Zoning Commission for a term to end on December 31, 2020. Second by Pierce. AYES: Miller, Pierce, Ellyson and Shields. Motion carried.

West Branch Preservation Commission Member John Fuller – Historic Preservation Plan Update

Commission Member John Fuller introduced Adam Kofoed and Todd Bagby to the Council. They are the graduate students who will be working on the 2009 Historic Preservation Plan and the 2013 Comprehensive Plan. He also asked the Council to approve Ordinance 745 which was approved by the Historic Preservation Commission. The purpose of the ordinance is to meet the requirements which would allow the city to qualify for Certified Local Government (CLG) status. CLG status will allow access to federal and state funding opportunities.

First Reading of Ordinance 745, establishing a Historic Preservation Commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the Commission./Move to action.

Motion by Miller, second by Ellyson to approve the First Reading of Ordinance 745. Miller asked if we already had an Historic Preservation Commission. Commissioner Fuller explained the ordinance would make sure our Commission will meet the state requirements for Certified Local Government status. AYES: Miller, Ellyson, Pierce, and Shields. Motion carried.

Public hearing on the North First Street Improvements Project.

Mayor Laughlin declared a Public Hearing open at 7:20 p.m. on the North First Street Improvements Project. He asked if anyone wanted to speak about the project. Not having any response to the question, he declared the hearing adjourned at 7:20 p.m.

Public hearing on the Main Street Sidewalk – Phase 4 Project.

Mayor Laughlin declared a Public Hearing open at 7:20 p.m. on the Main Street Sidewalk – Phase 4 Project. He asked if anyone wanted to speak about the project. Not having any response to the question, he declared the hearing adjourned at 7:20 p.m.

Resolution 1572, adopting the final proposed fiscal year 2017-2018 annual budget and ordering a notice of hearing for March 6, 2017./Move to action.

Motion by Shields, second by Pierce to approve adopting the final proposed fiscal year 2017-2018 annual budget and ordering a notice of hearing for March 6, 2017. Administrator Muckler said the budget shows \$8.8 million in expenditures and \$8.4 million in revenue with the difference being a reduction in fund balances. The budget does show \$4.5 million in capital projects for FY 18. Mayor Laughlin asked for a review of long term debt. Muckler then explained how each line item on the long term debt page was being paid – whether it would be paid by sewer funds, water funds, TIF funds, local option sales tax or debt service. AYES: Shields, Pierce, Miller, and Ellyson. Motion carried.

Superintendent Pete Swisher, Herbert Hoover National Historic Site, Winter 2017, Superintendent's Update

Superintendent Swisher presented to the Council a report on the programs and partnerships with the City such as Agreements on Law Enforcement and Fire Protection, events such as Hoover's Hometown Days and A Christmas Past. He thanked the City for the support of the Park. He also discussed some of the events and programs conducted at the Herbert Hoover National Historic Site. Those events included the 2016 Centennial Celebration, Interpretation and Education Programs which provided 217 School Tours.

Resolution 1573, approving city administrator job description. /Move to action.

Motion by Miller to approve Resolution 1573. Muckler explained that this was the first job description to combine both the Clerk position and the City Administrator position. After further discussion, Miller withdrew his motion to approve Resolution 1573 and moved to consider the resolution at the March 6 meeting. Second by Shields. AYES: Miller, Shields, Pierce, and Ellyson. Motion carried.

Resolution 1574, appointing _____ as interim city administrator./Move to action.

Motion by Shields, second by Pierce to approve Resolution 1574. Shields then withdrew the motion and asked that Nick Shimmin be inserted in the blank space as the interim administrator. There was discussion of compensation but no amount set. Nick Shimmin agreed to work as interim city administrator. Shields then moved for approval of Resolution 1574. Second by Pierce. AYES: Shields, Pierce, Miller, and Ellyson. Motion carried.

Resolution 1575, approving the city administrator/clerk position announcement. /Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1575. After discussion of whether to change the upper salary to be offered in the announcement, Pierce moved to amend the top range to be \$90,000. Second by Miller. AYES: Pierce, Miller, Ellyson, and Shields. Amendment passed. There was then a vote on the amended version. AYES: Ellyson, Shields, Pierce, and Miller. Motion carried.

CITY STAFF REPORTS

Parks and Recreation Director Melissa Russell – Theme for park space in Pedersen Valley and Concession Stand Cost Estimate.

Director Russell presented drawings made by Angie Miller's third and fourth grade class with suggestions for park names. Most names incorporated the word bear in the park name. Mark "Cubby" Worrell Park was one name that was favored by many people at the meeting. Russell said that Fehr-Graham would like a park name and theme by March 23rd.

There was a discussion on cost estimates for restrooms and concession stand. Also, there was discussion on the number and type of restrooms that should be installed at the new facility. City Engineer Schechinger suggested that the City staff might want to contact the City of North Liberty to find out what the new park building there cost. The final discussion was to have one family restroom and a male restroom and a female restroom.

Parks and Recreation Director Melissa Russell – 2017 CDG Partnership List

Director Russell presented a list of items she gave to Kevin Rogers for CDG to partner with the city on. Council members felt it was a very good start.

City Administrator Matt Muckler – FY17 Police Department Salary Expenditures and the 28E School Resource Officer Agreement with School District

Muckler asked the Council to consider allowing the Police to exceed the salary budget for this year and also direct Chief Horihan to purchase the Shield Software this fiscal year. The council expressed support for that.

ADJOURNMENT

Motion to adjourn the meeting by Shields, second by Miller. Motion carried on a voice vote. City Council Work session adjourned at 8:38 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk

City of West Branch
RECORDS DESTRUCTION FORM

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CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

Departmental Destruction	<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied. <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied. Date approved by City Council: 3/6/2017
Date of Records Destruction: 3/6/2017	
Department Name: Administration	
Destruction Method: Shredding _____ Discard _____ Outside Vendor <u> X </u> Document Destruction & Recycling Services	
Destruction Authorization Signature:	

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Dog Licenses	2004 & 2005	5 years	Administrative
Special Events	2006 - 2011	5 years	Administrative
Nuisance Abatement notices – resolved	1991 – 2008	5 years	Administrative

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the “Description of Records” column.
4. Fill in the “Inclusive Dates” of the records. Please include month and year.
5. Fill in the “Retention Period” listed for the records in the Records Retention Schedule.
6. Fill in the “Record Type” of the records (for example, P= Paper, E=Electronic, etc.). The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.

City of West Branch
RECORDS DESTRUCTION FORM

Page 1 of 1

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

Departmental Destruction	
Date of Records Destruction: 3/6/2017 Department Name: Public Works	<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied. <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied. Date approved by City Council: 3/6/2017
Destruction Method:	
Shredding _____ Discard _____ Outside Vendor <u> X </u>	
Document Destruction & Recycling Services	
Destruction Authorization Signature:	

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
DNR Compliance	1970 - 2010		Water Utility Records
Monthly Operating Reports	1970 - 2010		Water Utility Records
Certified Lab Results - Water	1970 - 2004		Water Utility Records
Certified Lab Results - Sewer	1970 - 2009		Sewer Utility Records
Monthly Operating Reports	1970 - 2010		Sewer Utility Records

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

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EXPENDITURES**3/6/2017**

BAKER & TAYLOR INC.	BOOKS	333.01
BIG COUNTRY SEEDS INC	ICE MELT	119.35
CDW GOVERNMENT INC.	THERMAL PAPER	124.65
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	46.45
CLARK OPERATIC	DANDELION STOMPERS DEPOSIT	350.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
F&B COMMUNICATIONS INC	WEB HOSITING	24.95
HAWKEYE PHOTO BOOTHS	HHTD ENTERTAINMENT	200.00
IOWA MUNICIPAL FINANCE OFF	4-1-17 TO 4-1-18 DUES BRICK	100.00
IOWA ONE CALL	LOCATION SERVICE	24.30
JOHN DEERE FINANCIAL	REPAIR PARTS	220.94
KUNDE OUTDOOR EQUIPMENT	REPAIR PARTS	65.28
L. L. PELLING CO. INC	COLD MIX	171.72
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,312.23
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	560.30
MENARDS	REMODELING SUPPLIES	353.10
METROPOLITAN COMPOUNDS INC	CHEMICALS	606.50
MIDWEST JANITORIAL SERVICE	MIDWEST JANITORIAL SERVICE INC	648.76
MOORE'S WELDING INC	EQUIPMENT REPAIR	380.75
NOEL AUTOMOTIVE	VEHICLE REPAIR	1,158.45
OVERDRIVE INC	EBOOKS	67.27
PARKSIDE SERVICE	REPAIR SERVICE	74.00
PITNEY BOWES INC	OFFICE SUPPLIES	169.57
PRINTING HOUSE	PET OWNER GUIDE BROCHURES	241.00
QUALITY ENGRAVED SIGNS	NAME PLATES	40.00
QUILL CORP	OFFICE SUPPLIES/MISC SUPPLIES	121.23
THE LIBRARY STORE INC	CD/DVD STORAGE BINDERS	67.32
VEENSTRA & KIMM INC.	ENG-MAIN ST/WATER ST WATER MAIN	12,526.72
WEST BRANCH FORD	VEHICLE REPAIR	31.95
TOTAL		20,178.95

PAID BETWEEN MEETINGS

AMAZON	FRIENDS OF LIBRARY	151.92
BOOKLIST	BOOKLIST SUBSCRIPTION	125.00
LAUGHLIN, ROGER	TRAVEL EXPENSES	124.03
MEDIACOM	CABLE SERVICE	40.90
MOZY INC	ANNUAL FEE 50 GB BACKUP	296.78
UPS	SEWER-SHIPING	41.72
VERIZON WIRELESS	WIRELESS SERVICE	956.04
TOTAL		1,736.39

PAYROLL 2-24-17**44,139.03****GRAND TOTAL EXPENDITURES****66,054.37**

FUND TOTALS

001	GENERAL FUND	23,679.52
022	CIVIC CENTER	680.95
031	LIBRARY	6,240.21
110	ROAD USE TAX	2,699.57
112	TRUST AND AGENCY	9,912.33
308	PARK IMP - PEDERSEN VALLEY	1,400.00
310	COLLEGE STREET BRIDGE	4,643.00
313	MAIN ST SIDEWALK-PHASE 4	652.50
314	N FIRST ST IMPROVEMENTS	1,570.00
316	I & I LINE/GROUT PH 2	817.47
600	WATER FUND	7,323.42
610	SEWER FUND	6,435.40

GRAND TOTAL**66,054.37**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	PARKSIDE SERVICE	TIRE REPAIR	23.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	249.34
		WEST BRANCH FORD	VEHICLE REPAIR	31.95
		CDW GOVERNMENT INC.	THERMAL PAPER	124.65
		NOEL AUTOMOTIVE	VEHICLE REPAIR	1,158.45
		MIDWEST JANITORIAL SERVICE INC	LIB/TH/ADMIN/POLICE - CLEA	51.02
			TOTAL:	1,638.41
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	99.28
			TELEPHONE SERVICE	44.14
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.15
			TOTAL:	182.57
ANIMAL CONTROL	GENERAL FUND	PRINTING HOUSE	PET OWNER GUIDE BROCHURES	241.00
			TOTAL:	241.00
ROADS AND STREETS	GENERAL FUND	VEENSTRA & KIMM INC.	CIP COST ESTIMATES	162.00
			TOTAL:	162.00
PARK & RECREATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	155.13
			TOTAL:	155.13
CEMETERY	GENERAL FUND	KUNDE OUTDOOR EQUIPMENT	REPAIR PARTS	65.28
			TOTAL:	65.28
COMM & CULTURAL DEVEL	GENERAL FUND	HAWKEYE PHOTO BOOTHS CLARK OPERATIC	HHTD ENTERTAINMENT	200.00
			DANDELION STOMPERS DEPOSIT	350.00
			TOTAL:	550.00
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY F&B COMMUNICATIONS INC QUILL CORP	RECEIPT BOOKS	208.08
			WEB HOSITING	24.95
			OFFICE SUPPLIES/MISC SUPPL	96.63
		QUALITY ENGRAVED SIGNS VEENSTRA & KIMM INC.	NAME PLATES	40.00
			RES LOT SITE PLAN RESEARCH	469.50
			TELEPHONE SERVICE	309.70
		LIBERTY COMMUNICATIONS IOWA MUNICIPAL FINANCE OFFICERS ASSN.	4-1-17 TO 4-1-18 DUES BRIC	50.00
			4-1-17 TO 4-1-18 DUES EDGA	50.00
			OFFICE SUPPLIES	149.58
		PITNEY BOWES INC MIDWEST JANITORIAL SERVICE INC	OFFICE SUPPLIES	19.99
			LIB/TH/ADMIN/POLICE - CLEA	91.84
			LIB/TH/ADMIN/POLICE - CLEA	21.19-
			TOTAL:	1,489.08
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	67.50
			TOTAL:	67.50
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	PV MULTI FAMILY REVIEW	648.00
			MEADOWS PH 3 CONCEPT REVIE	324.00
			LYNCH HEIGHTS CONST REVIEW	531.05
			TOTAL:	1,503.05
TOWN HALL	CIVIC CENTER	QUILL CORP	OFFICE SUPPLIES/MISC SUPPL	24.60
			REMODELING SUPPLIES	353.10
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.04
			LIB/TH/ADMIN/POLICE - CLEA	260.21
		MIDWEST JANITORIAL SERVICE INC	TOTAL:	680.95

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY	LIBRARY	OVERDRIVE INC	EBOOKS	67.27
		CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	46.45
		BAKER & TAYLOR INC.	BOOKS	333.01
		THE LIBRARY STORE INC	CD/DVD STORAGE BINDERS	67.32
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	188.48
		MIDWEST JANITORIAL SERVICE INC	LIB/TH/ADMIN/POLICE - CLEA	346.94
			LIB/TH/ADMIN/POLICE - CLEA	80.06-
			TOTAL:	969.41
ROADS & STREETS	ROAD USE TAX	L. L. PELLING CO. INC	COLD MIX	171.72
		JOHN DEERE FINANCIAL	REPAIR PARTS	220.94
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.87
		BIG COUNTRY SEEDS INC	ICE MELT	333.90-
			ICE MELT	453.25
			TOTAL:	563.88
INVALID DEPARTMENT	PARK IMP - PEDERSE VEENSTRA & KIMM INC.		308 PARK IMP-GILBERT DR EX	1,400.00
			TOTAL:	1,400.00
INVALID DEPARTMENT	COLLEGE STREET BRI VEENSTRA & KIMM INC.		310 COLLEGE ST BRIDGE FINA	4,643.00
			TOTAL:	4,643.00
INVALID DEPARTMENT	MAIN ST SIDEWALK-P VEENSTRA & KIMM INC.		313 MAIN ST SIDEWALK PH 4	652.50
			TOTAL:	652.50
INVALID DEPARTMENT	N FIRST ST IMPROV VEENSTRA & KIMM INC.		314-N FIRST ST IMPROVEMENT	1,570.00
			TOTAL:	1,570.00
INVALID DEPARTMENT	I & I LINE/GROUT P VEENSTRA & KIMM INC.		316 SAN SEWER REHAB I & I	448.57
			316 SAN SEWER REHAB I & I	368.90
			TOTAL:	817.47
WATER OPERATING	WATER FUND	IOWA ONE CALL	LOCATION SERVICE	12.15
		MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	176.11
		VEENSTRA & KIMM INC.	ENG-MAIN ST/WATER ST WATER	559.00
			MAIN ST WATER MAIN IMPROVE	410.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.87
		MOORE'S WELDING INC	EQUIPMENT REPAIR	380.75
			TOTAL:	1,589.88
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	LOCATION SERVICE	12.15
		MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	176.11
		PARKSIDE SERVICE	REPAIR SERVICE	51.00
		METROPOLITAN COMPOUNDS INC	CHEMICALS	606.50
		VEENSTRA & KIMM INC.	BLOWER REPLACE-WWATER PLAN	340.20
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.88
			TOTAL:	1,237.84

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                6,054.02
022 CIVIC CENTER                 680.95
031 LIBRARY                     969.41
110 ROAD USE TAX                 563.88
308 PARK IMP - PEDERSEN VALLE    1,400.00
310 COLLEGE STREET BRIDGE        4,643.00
313 MAIN ST SIDEWALK-PHASE 4      652.50
314 N FIRST ST IMPROVEMENTS      1,570.00
316 I & I LINE/GROUT PH 2         817.47
600 WATER FUND                  1,589.88
610 SEWER FUND                   1,237.84
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                                GRAND TOTAL:    20,178.95
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TOTAL PAGES: 3

January 13, 2017

Dear City of West Branch

I attended my last meeting last night as a member of the West Branch Public Library's board of trustees.

I thank the library and the city for the opportunity to serve on the board. I am only resigning my position effective today, January 13, 2017, out of necessity as my husband recently had to find work and we must relocate.

I wish all the best to the library and the city in the future. West Branch is a special place and we will miss it.

Sincerely

Michelle Carter

**ORDINANCE
745**

**AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION
FOR THE CITY OF WEST BRANCH, IOWA; PROVIDING FOR THE
RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING
POWERS AND DUTIES OF THE COMMISSION.**

BE IT ORDAINED BY THE CITY COUNCIL OF WEST BRANCH, IOWA:

Section 1: Purpose and Intent

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

Section 2: Definitions

- a. Commission. The West Branch Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
 - 1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that

- represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 2. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 - 3. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
 - 4. is associated with the lives of persons significant in our past; or
 - 5. has yielded, or may be likely to yield, information important in prehistory or history.
- c. *Historic Landmark. A site including archaeological sites, object, structure or building which,*
- 1. is associated with events that have made a significant contribution to the broad patterns of our history; or
 - 2. is associated with the lives of persons significant in our past; or
 - 3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - 4. has yielded, or may be likely to yield, information important in prehistory or history.

Section 3: West Branch Historic Preservation Commission

- a. The Commission shall initially consist of five members who shall be residents of the City.
- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.

- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year.
- k. Because the West Branch Historic Preservation Commission has a strong interest in liaison with organizations that have a special affinity with local history, the Commission may recommend to the Mayor and Council that up to three (3) Ex. Officio (non-voting) honorary members be appointed to the Commission by the Mayor with the advice and consent of the City Council. These Ex. Officio (non-voting) honorary members may be representatives of the Herbert Hoover National Historic Site, the Herbert Hoover Presidential Library-Museum and the Hoover Presidential Foundation.

Section 4: Powers of the Commission

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.
- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
 - 1. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
 - 2. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
 - 3. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.

4. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
5. Contract, with the approval of the governing body, with the state or the federal government or other organizations.
6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

Section 5: Signs

It is unlawful for a person to install, alter or repair any signs within the Preservation or Historic District (see attached map) without first obtaining a permit. All signs shall conform with the "Standards for Signage Design and Display" (attached as Appendix pages 22-26) and with the design principles contained within the Preservation Brief: *The Preservation of Historic Signs* by Michael J. Auer (attached). The city administrator shall be responsible for ensuring that sign applications (form attached as Appendix page 29) are reviewed and processed in a timely manner according to the above-mentioned standards and principles. All signs that were installed or displayed as of September 9, 1991 are allowed to remain. All signs installed or displayed after that date must comply with this chapter.

Section 6: Severability

Should any section or provision of this ordinance be decided by a court of this state to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

Section 7: Amendatory Provisions

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission.

Section 8: Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law.

* * * * *

Passed and approved this 6th day of March, 2017.

First Reading: February 21, 2017
Second Reading: March 6, 2017
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1573

APPROVING CITY ADMINISTRATOR/CLERK JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a city administrator/clerk and wishes to better define the job duties associated with the position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Administrator/Clerk Job Description attached as Exhibit A.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Identification

Position Title: CITY ADMINISTRATOR/CLERK

Department: ADMINISTRATION

Immediate Supervisor: CITY COUNCIL

Classification: FULL-TIME, EXEMPT

Job Summary

Implement City policy as directed by ordinance and the City Council. Work closely with all City departments on developing an annual budget. Make recommendations to the Council on planning and budgeting. Approve and make recommendations on expenditures. Supervise city employees and evaluate employees on an annual basis. Supervise the preparation, maintenance, review and control of fiscal records.

The employee is deemed by the City Council to be a critical employee to the City of West Branch; a critical employee is one that is responsible for the safety and welfare of the West Branch Public, therefore that employee must obtain residency within the City limits of West Branch within a time frame to be determined by the City Council.

Job Scope

Directly responsible to the City Council for the administration on municipal affairs. All heads of City departments shall report and be responsible to the City Administrator, except for the Library Director and Fire Chief. The City Administrator shall have the scope of power to investigate all City departments including library and fire. All departmental activity requiring the attention of the City Council shall be brought before that body by the City Administrator. All City Council policy concerning administration shall be coordinated through the City Administrator's office. Oversight of city property, management of capital improvement projects and keeping the five member city council and mayor fully advised of the city's financial condition and overall future needs.

Essential Job Duties and Responsibilities

Refer to Chapters 18 and 21, ordinances creating the positions of City Clerk and City Administrator; and this job description. The City Administrator assumes the duties and responsibilities of Personnel Officer.

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

- Implements the policy adopted by the majority of the city council.
- Supervise day-to-day activities of City offices and implement City policy as directed by ordinance and the Council.
- Supervise and direct all City departments, except for the West Branch Public Library and the West Branch Fire and Rescue Department, and the overall administration of the City.
- Evaluate City employees on an annual basis. Oversees maintenance of employee files; prepare and administer special employment programs.
- Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
- Work closely with all City departments and the Finance Officer and City department directors in developing an annual budget.

- Prepares, reviews and/or approves all city financial reports required by city or state code and prepared by the Finance Officer.
- Approve and make recommendations on expenditures, planning and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
- Formulate short and long term goals, strategies and plans for presentation to Council.
- Administers the financing of the five year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel and the City Council.
- Supervises the safe custody of all city funds; maintaining an accurate record of funds, receipts, disbursements, special assessments, debt service obligations and investments.
- Attend City Council meetings; report on City activities; coordinate with Mayor; attend and report to Council the activities of various City boards, commissions and committees.
- Prepares and/or helps prepare agenda and packet information for City Council and city board and commission meetings.
- Prepare ordinances and resolutions for the Council.
- Ensures the preparation of minutes and other documents; including the publication, filing, indexing and storage of all proceedings of the City Council.
- Posts and advertises official meetings, public hearings, and other documents of public interest; maintains affidavit of publications and postings.
- Represent the City at various meetings and conferences.
- Research methods of improving municipal operations including development of new or innovative programs.
- Supervises community and economic development programs approved by the City Council including CDG, CCEDCO, ECIA, ICAD and other consultants that are hired by the City Council.
- Interacts with citizens, candidates, management, and staff on a variety of complex and sensitive issues. Respond to inquiries, concerns and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.
- Assist in the preparation of special studies or projects such as: Revisions of city code and zoning ordinances; preparation of capital improvement plans; preparation of employee personnel policies and procedures; and job descriptions.
- Complete or supervise the completion of various state and federal reports and forms.
- Supervise the management, construction, improvement, repair and maintenance of all City property, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates.
- Review City contracts annually.
- Review all employee time sheets as well as approve any overtime.
- Annually review the operation of all departments to assure that all federal and state guidelines are being met.
- Provide public records to and work with all potential developers in housing and economic development.
- Implements and oversees internal control policies and procedures.
- Oversees building permits and related documents produced by the zoning administrator.
- Supervises the maintenance of cemetery records and files.
- Maintains city website.
- Tracks board and commissions appointments.
- Ensures that all official City business is advertised.

EXHIBIT A

- Regularly attends training pursuant to city administrator, municipal finance officer and clerk duties and responsibilities; makes recommendations to City Council and/or City Staff.
- Time permitting, assist Mayor in any of his/her duties as requested and as approved by Council.
- Maintains efficient and accurate records management system including retention and disposition.
- Performs significant computer work, copiers, and general office equipment.
- Other such duties assigned by the Council.

Minimum Education, Experience and Certification

Requires a four-year college degree in public or business administration, or a related field, and five or more years of experience in a public sector management position. Residency requirement is in effect.

Knowledge, Skills and Abilities

Knowledge of principles and methods of public administration; knowledge of the organization, function, and problems of municipal government; knowledge of management techniques providing administrative leadership, supervision, and direction to a professional staff; knowledge of municipal cash and accrual accounting, taxing, municipal revenues and expenditures, and municipal budgetary planning and management; knowledge of Iowa law and its implications in municipal operations and actions.

Skills in negotiating service contracts, agreements, and leases; skills in setting priorities and acting directly in emergency situations; skills in problem solving, group actions, and management techniques; skills in working with the public.

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

HIRING: Approval of the City Council.

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

Job Description Proposed on February 21, 2017.
Subject to approval by the City Council.

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2017 - ENDING JUNE 30, 2018

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N. Poplar St, West Branch, IA
on 3/6/2017 at 7:00 p.m.
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 12.59382

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part
of the proposed budget.

(319) 643-5888

phone number

Matt Muckler

City Clerk/Finance Officer's NAME

		Budget FY 2018	Re-estimated FY 2017	Actual FY 2016
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,635,553	1,613,993	1,544,428
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,635,553	1,613,993	1,544,428
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	250,000	150,000	154,260
Other City Taxes	6	196,308	196,582	239,078
Licenses & Permits	7	41,897	35,788	34,143
Use of Money and Property	8	4,150	3,900	8,430
Intergovernmental	9	1,070,407	555,257	592,752
Charges for Fees & Service	10	1,082,074	1,024,929	969,078
Special Assessments	11	0	0	0
Miscellaneous	12	40,910	46,700	146,685
Other Financing Sources	13	3,517,568	1,391,750	849,850
Transfers In	14	614,146	674,956	603,149
Total Revenues and Other Sources	15	8,453,013	5,693,855	5,141,853
Expenditures & Other Financing Uses				
Public Safety	16	782,284	701,971	695,809
Public Works	17	479,776	498,386	438,784
Health and Social Services	18	0	0	0
Culture and Recreation	19	676,552	644,565	725,312
Community and Economic Development	20	132,770	166,718	64,897
General Government	21	188,457	255,763	399,311
Debt Service	22	513,908	507,485	372,115
Capital Projects	23	4,541,269	1,692,935	483,366
Total Government Activities Expenditures	24	7,315,016	4,467,823	3,179,594
Business Type / Enterprises	25	968,447	828,513	847,599
Total ALL Expenditures	26	8,283,463	5,296,336	4,027,193
Transfers Out	27	614,146	674,956	603,149
Total ALL Expenditures/Transfers Out	28	8,897,609	5,971,292	4,630,342
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-444,596	-277,437	511,511
Beginning Fund Balance July 1	30	2,074,943	2,352,380	1,840,869
Ending Fund Balance June 30	31	1,630,347	2,074,943	2,352,380

**CITY OF WEST BRANCH
COUNCIL ACTION REPORT**

MEETING DATE: March 6, 2017 ITEM: 7d

DATE PREPARED: February 28, 2017

STAFF LIAISON: Matt Muckler, City Administrator

TITLE: Resolution 1576, adopting the Fiscal Year 2017-2018 Annual Budget

RECOMMENDATIONS: Approve Resolution 1576

PROJECT DESCRIPTION:

The City Council has been working on the Fiscal Year 2017-2018 Budget since November 28, 2016, when the proposed budget schedule was first discussed. Since that time, six budget work sessions were held to present various portions of the city budget to the City Council and receive direction from the Council on preparing the FY18 annual budget. The Council continues to fund the City of West Branch, Capital Improvements Plan (CIP), Fiscal Years 2016-2020, in the FY18 budget. Other highlights of the budget include funding for the voter-approved West Branch Parks Improvements Project, additional part-time employees to assist in the Public Works, Police and Parks and Recreation Departments, and vehicle and equipment purchases in the Public Works and Police Departments.

Approval of Resolution 1576 would be the final approval of the Fiscal Year 2017-2018 Annual Budget. City staff would then certify the annual budget with the Cedar County Auditor.

ATTACHMENTS:

Resolution 1576 (1 page)
Official State Budget Form (14 pages)
Approved Budget Departmental Expenditures (17 pages)
Revenues by Department (12 pages)
Fiscal Year 2017-2018 Revenue Estimate (2 pages)
Total Employee Compensation – FY 2017-2018 (1 page)
Total Employee Compensation, All Funds – FY 2017-2018 (2 pages)
Employee Compensation by Fund – FY 2017-2018 (1 page)
Fiscal Year 2017-18 General Fund Non-Salary Expenditure Worksheet (1 page)
Explanation of Transfers in FY 2017-2018 Annual Budget (1 page)
FY18 General Obligation Bonds, Series 2013 Payment Schedule (1 page)
Proposed Fiscal Year 2017-2018 Stormwater Utility Budget (2 pages)
Capital Improvement Project Spenddown Schedules (2 pages)

RESOLUTION NO. 1576

A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2017-2018 ANNUAL
BUDGET

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST
BRANCH, IOWA:

The final fiscal year 2017-2018 annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted.

Passed and approved the 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

16-142

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2017 - ENDING JUNE 30, 2018

Resolution No.: 1576

The City of: West Branch

County Name: CEDAR & JOHNSON

Date Budget Adopted: 3/6/2017

(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

(319) 643-5888

Telephone Number

Signature

County Auditor Date Stamp

January 1, 2016 Property Valuations

Last Official Census

	Regular	2a	With Gas & Electric	2b	Without Gas & Electric	
DEBT SERVICE			129,810,782		128,515,852	2,322
Ag Land		3a	138,248,631	3b	136,953,701	
		4a	545,523			

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 1,051,467	1,040,978	43 8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8 4,924	4,875	46 0.03793
12(12)	0.13500	Opr & Maint of City owned Civic Center	9	0	47 0
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(17)	Amt Nec	Liability, property & self insurance costs	14 62,000	61,382	52 0.47762
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462 8,500	8,415	465 0.06548
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.81000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(16)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(18)	1.00000	City Emergency Medical District	463	0	466 0
12(20)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
		Total General Fund Regular Levies (5 thru 24)	25 1,126,891	1,115,650	
384.1	3.00375	Ag Land	26 1,639	1,639	63 3.00375
		Total General Fund Tax Levies (25 + 26)	27 1,128,530	1,117,289	Do Not Add
		Special Revenue Levies			
384.8	0.27000	Emergency (if general fund at levy limit)	28 35,049	34,699	64 0.27000
384.6	Amt Nec	Police & Fire Retirement	29	0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30 113,823	112,688	0.87684
Rules	Amt Nec	Other Employee Benefits	31 122,000	120,783	0.93983
		Total Employee Benefit Levies (29,30,31)	32 235,823	233,471	65 1.81667
		Sub Total Special Revenue Levies (28+32)	33 270,872	268,170	
		Valuation			
386	As Req	With Gas & Elec Without Gas & Elec			
	SSMID 1 (A)	(B)	34	0	66 0
	SSMID 2 (A)	(B)	35	0	67 0
	SSMID 3 (A)	(B)	36	0	68 0
	SSMID 4 (A)	(B)	37	0	69 0
	SSMID 5 (A)	(B)	555	0	565 0
	SSMID 6 (A)	(B)	556	0	566 0
	SSMID 7 (A)	(B)	1177	0	### 0
	SSMID 8 (A)	(B)	1185	0	### 0
		Total Special Revenue Levies	39 270,872	268,170	
384.4	Amt Nec	Debt Service Levy 76.10(6)	40 252,459	250,094	70 1.82612
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	0	71 0
		Total Property Taxes (27+39+40+41)	42 1,651,861	1,635,553	72 12.59382

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

CHECK CITY VALUATIONS

Taxable Valuations By Class By Levy Authority
100% Valuations By Class By Levy Authority

Commercial & Industrial Replacement Claim Estimation

This sheet has been designed to allow each city to estimate the amount of property tax reimbursement that will be received from the State for each fund.

The City of West Branch

		(A) Commercial - Non-TIF	(B) Commercial - TIF	(C) Industrial - Non-TIF	(D) Industrial - TIF
1	Taxable	46,024,382	7,834,707	11,887,580	603,142
2	100% Assessed	52,008,725	7,834,707	13,275,438	603,142

REPLACEMENT \$		FILLS TO:
3	General Fund	\$63,998 REVENUES, LINE 18, COL (C)
4	Special Fund	\$15,383 REVENUES, LINE 18, COL (D)
5	Debt Fund	\$13,463 REVENUES, LINE 18, COL (F)
6	Capital Reserve Fund	\$0 REVENUES, LINE 18, COL (G)

REPLACEMENT PAYMENT PERCENTAGE

Beginning in FY 2017-2018, the amount of commercial & industrial replacement payments paid by the State of Iowa to local governments becomes limited by the total amount of payments made in FY 2016-2017. This limitation of total dollars available for repayment of commercial & industrial replacement claims may cause all payments to local governments to be pro-rated. The amount of proration necessary for the budget year will not be known until August, but the dropdown below will allow the estimated commercial & industrial replacement payments to be reduced by a selected proration percentage.

To reduce that estimated amount of commercial & industrial replacement payment budgeted for the coming fiscal year, complete an estimation of the replacement payment above. Once complete, select a proration percentage from the list below. The proration percentage will limit the amount of estimated replacement payment budgeted. This will hopefully prevent an over estimation in the budget year revenues.

100%
 99%
 98%
 97%
 96%
 95%
 94%

* Please input the amount of revenue being received from any grants or reimbursements from the State of Iowa, excluding the replacement amounts on lines 3 through 6 above. Separate the revenues by fund receiving the money.

	(A) General	(B) Special Revenue	(C) TIF Sp. Revenue	(D) Debt Service	(E) Capital Projects	(F) Proprietary
Other State Grants & Reimbursements	18				\$0	

Fund Balance Worksheet for City of

West Branch

(1) *Annual Report FY 2016			General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
Beginning Fund Balance July 1 (pg 5, line 134) *	1		829,160	303,948	112,135	35,509	81,385	158,557	1,520,694	320,175	1,840,869
Actual Revenues Except Beg Bal (pg 5, line 132) *	2		1,858,081	809,523	154,921	442,421	957,875	1,985	4,224,806	917,047	5,141,853
Actual Expenditures Except End Bal (pg 12, line 259) *	3		2,026,864	558,946	194,645	372,115	483,366	331	3,636,267	994,075	4,630,342
Ending Fund Balance June 30 (pg 12, line 261) *	4		660,377	554,525	72,411	105,815	555,894	160,211	2,109,233	243,147	2,352,380
(2) ** Re-Estimated FY 2017			General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	5		660,377	554,525	72,411	105,815	555,894	160,211	2,109,233	243,147	2,352,380
Re-Est Revenues	6		1,828,341	700,201	150,000	418,550	1,571,750	2,000	4,670,842	1,023,013	5,693,855
Re-Est Expenditures	7		1,728,092	799,064	187,387	507,485	1,692,935	0	4,914,963	1,056,329	5,971,292
Ending Fund Balance	8		760,626	455,662	35,024	16,880	434,709	162,211	1,865,112	209,831	2,074,943
(3) ** Budget FY 2018			General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	9		760,626	455,662	35,024	16,880	434,709	162,211	1,865,112	209,831	2,074,943
Revenues	10		1,714,474	746,255	250,000	527,371	4,140,778	2,000	7,380,878	1,072,135	8,453,013
Expenditures	11		1,730,031	788,831	133,435	513,908	4,541,269	0	7,707,474	1,190,135	8,897,609
Ending Fund Balance	12		745,069	413,086	151,589	30,343	34,218	164,211	1,538,516	91,831	1,630,347

* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30,

2016

** The remaining two sections are filled in by the software once ALL worksheets are completed.

CITY OF West Branch

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer.

Input the amount of General Fund Levy request to be used

	Request with Utility Replacement (A)	Property Taxes Levied (B)
1 Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	<div></div>	<div>0</div>
2 Support of a Local Emerg.Mgmt.Comm.	8,500	8,415
3 TOTAL FOR FISCAL YEAR 2018	8,500	8,415

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending

2017

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUE (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2017 (J)	ACTUAL 2016 (K)
PUBLIC SAFETY										
Police Department/Crime Prevention	1	345,885	82,815						428,700	406,635
Jail	2								0	0
Emergency Management	3								0	0
Flood Control	4								0	0
Fire Department	5	268,026	2,745						270,771	286,538
Ambulance	6								0	0
Building Inspections	7								0	0
Miscellaneous Protective Services	8								0	0
Animal Control	9	2,500							2,500	2,636
Other Public Safety	10								0	0
TOTAL (lines 1 - 10)	11	616,411	85,560	0			0		701,971	695,809
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	86,622	301,764						388,386	339,799
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	45,000							45,000	40,698
Traffic Control and Safety	15								0	0
Snow Removal	16								0	0
Highway Engineering	17								0	0
Street Cleaning	18								0	0
Airport (if not Enterprise)	19								0	0
Garbage (if not Enterprise)	20	65,000							65,000	58,287
Other Public Works	21								0	0
TOTAL (lines 12 - 21)	22	196,622	301,764	0			0		498,386	438,784
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27								0	0
Community Mental Health	28								0	0
Other Health and Social Services	29								0	0
TOTAL (lines 23 - 29)	30	0	0	0			0		0	0
CULTURE & RECREATION										
Library Services	31	225,370	31,445						256,815	247,407
Museum, Band and Theater	32								0	0
Parks	33								0	234,698
Recreation	34	95,149	15,388						110,537	0
Cemetery	35	110,949	23,914						134,863	115,643
Community Center, Zoo, & Marina	36	17,000							17,000	8,022
Other Culture and Recreation	37	119,846	5,504						125,350	119,542
TOTAL (lines 31 - 37)	38	568,314	76,251	0			0		644,565	725,312

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

		RE-ESTIMATED Fiscal Year Ending 2017						Fiscal Years			
GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	RE-ESTIMATED	ACTUAL	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	2017	2016	
										(J)	(K)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	
Economic Development	40	31,973	104,745				136,718		40,246		
Housing and Urban Renewal	41						0		0		
Planning & Zoning	42	30,000					30,000		24,651		
Other Com & Econ Development	43						0		0		
	44										
TOTAL (lines 39 - 44)	45	61,973	104,745	0			0		166,718	64,897	
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	18,750	2,487						21,237	10,510	
Clerk, Treasurer, & Finance Adm.	47	139,538	13,504				153,042	159,770			
Elections	48						0	0			
Legal Services & City Attorney	49	81,484					81,484	229,031			
City Hall & General Buildings	50						0	0			
Tort Liability	51						0	0			
Other General Government	52						0	0			
TOTAL (lines 46 - 52)	53	239,772	15,991	0			0	255,763	399,311		
DEBT SERVICE					507,485				507,485	372,115	
Gov Capital Projects	55					1,692,935			1,692,935	258,366	
TIF Capital Projects	56							0	225,000		
TOTAL CAPITAL PROJECTS		0	0	0		1,692,935	0		1,692,935	483,366	
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)		58	1,683,092	584,311	0	507,485	1,692,935	0	4,467,823	3,179,594	
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							374,722	374,722	436,311	
Sewer Utility	60							373,475	373,475	275,327	
Electric Utility	61								0	0	
Gas Utility	62								0	0	
Airport	63								0	0	
Landfill/Garbage	64								0	0	
Transit	65								0	0	
Cable TV, Internet & Telephone	66								0	0	
Housing Authority	67								0	0	
Storm Water Utility	68							80,316	80,316	74,292	
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0	
Enterprise DEBT SERVICE	70								0	61,669	
Enterprise CAPITAL PROJECTS	71								0	0	
Enterprise TIF CAPITAL PROJECTS	72								0	0	
TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)		73							828,513	828,513	847,599
TOTAL ALL EXPENDITURES (lines 58+74)		74	1,683,092	584,311	0	507,485	1,692,935	0	828,513	5,296,336	
Regular Transfers Out	75	45,000	214,753					227,816	487,569	408,504	
Internal TIF Loan Transfers Out	76			187,387					187,387	194,645	
Total ALL Transfers Out	77	45,000	214,753	187,387	0	0	0	227,816	674,956	603,149	
Total Expenditures and Other Fin Uses (lines 73+74)		78	1,728,092	799,064	187,387	507,485	1,692,935	0	1,056,329	5,971,292	
Ending Fund Balance June 30		79	760,626	455,662	35,024	16,880	434,709	162,211	209,831	2,074,943	
										2,352,380	

THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

RE-ESTIMATED REVENUES DETAIL

RE-ESTIMATED Fiscal Year Ending

2017

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2017 (J)	ACTUAL 2016 (K)
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1	1,183,494	225,243		205,256				1,613,993	1,544,428
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	1,183,494	225,243		205,256	0			1,613,993	1,544,428
Delinquent Property Taxes	4								0	0
TIF Revenues	5			150,000					150,000	154,260
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	12,216	2,327		2,039				16,582	18,557
Utility franchise tax (Iowa Code Chapter 364.2)	7								0	24,797
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	12,003
Hotel/Motel Taxes	11					0			0	0
Other Local Option Taxes	12		180,000			0			180,000	183,721
Subtotal - Other City Taxes (lines 6 thru 12)	13	12,216	182,327		2,039	0			196,582	239,078
Licenses & Permits	14	35,788							35,788	34,143
Use of Money & Property	15	3,900							3,900	8,430
Intergovernmental:										
Federal Grants & Reimbursements	16	6,000							6,000	11,200
Road Use Taxes	17		280,000						280,000	286,951
Other State Grants & Reimbursements	18	66,276	12,631		11,065				89,972	92,277
Local Grants & Reimbursements	19	179,285							179,285	202,324
Subtotal - Intergovernmental (lines 16 thru 19)	20	251,561	292,631	0	11,065	0		0	555,257	592,752
Charges for Fees & Service:										
Water Utility	21							514,000	514,000	473,358
Sewer Utility	22							354,000	354,000	340,427
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27	44,316							44,316	44,670
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							45,000	45,000	45,605
Other Fees & Charges for Service	33	67,613							67,613	65,018
Subtotal - Charges for Service (lines 21 thru 33)	34	111,929	0		0	0	0	913,000	1,024,929	969,078
Special Assessments	35								0	0
Miscellaneous	36	44,700					2,000		46,700	146,685
Other Financing Sources:										
Regular Operating Transfers In	37	34,753			162,803	180,000		110,013	487,569	408,504
Internal TIF Loan Transfers In	38	150,000			37,387				187,387	194,645
Subtotal ALL Operating Transfers In	39	184,753	0	0	200,190	180,000	0	110,013	674,956	603,149
Proceeds of Debt (Excluding TIF Internal Borrowing)	40					1,391,750			1,391,750	849,850
Proceeds of Capital Asset Sales	41								0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42	184,753	0	0	200,190	1,571,750	0	110,013	2,066,706	1,452,999
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	1,828,341	700,201	150,000	418,550	1,571,750	2,000	1,023,013	5,693,855	5,141,853
Beginning Fund Balance July 1	44	660,377	554,525	72,411	105,815	555,894	160,211	243,147	2,352,380	1,840,869
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	2,488,718	1,254,726	222,411	524,365	2,127,644	162,211	1,266,160	8,046,235	6,982,722

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2018

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2018	RE-ESTIMATED 2017	ACTUAL 2016
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
PUBLIC SAFETY											
Police Department/Crime Prevention	1	412,585	94,820						507,405	428,700	406,635
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	269,679	2,700						272,379	270,771	286,538
Ambulance	6								0	0	0
Building Inspections	7								0	0	0
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	2,500							2,500	2,500	2,636
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	684,764	97,520				0		782,284	701,971	695,809
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	60,134	303,642						363,776	388,386	339,799
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	46,000							46,000	45,000	40,698
Traffic Control and Safety	15								0	0	0
Snow Removal	16								0	0	0
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20	70,000							70,000	65,000	58,287
Other Public Works	21								0	0	0
TOTAL (lines 12 - 21)	22	176,134	303,642				0		479,776	498,386	438,784
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
CULTURE & RECREATION											
Library Services	31	239,256	35,149						274,405	256,815	247,407
Museum, Band and Theater	32								0	0	0
Parks	33	0	0						0	0	234,698
Recreation	34	104,147	18,278						122,425	110,537	0
Cemetery	35	123,430	26,714						150,144	134,863	115,643
Community Center, Zoo, & Marina	36	17,312							17,312	17,000	8,022
Other Culture and Recreation	37	105,897	6,369						112,266	125,350	119,542
TOTAL (lines 31 - 37)	38	590,042	86,510				0		676,552	644,565	725,312

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2018

Fiscal Years

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2018	RE-ESTIMATED 2017	ACTUAL 2016
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	0
Economic Development	40	32,770	75,000						107,770	136,718	40,246
Housing and Urban Renewal	41								0	0	0
Planning & Zoning	42	25,000							25,000	30,000	24,651
Other Com & Econ Development	43								0	0	0
	44										
TOTAL (lines 39 - 44)	45	57,770	75,000	0			0		132,770	166,718	64,897
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	17,000	2,488						19,488	21,237	10,510
Clerk, Treasurer, & Finance Adm.	47	126,321	14,648						140,969	153,042	159,770
Elections	48								0	0	0
Legal Services & City Attorney	49	28,000							28,000	81,484	229,031
City Hall & General Buildings	50								0	0	0
Tort Liability	51								0	0	0
Other General Government	52								0	0	0
TOTAL (lines 46 - 52)	53	171,321	17,136	0			0		188,457	255,763	399,311
DEBT SERVICE											
Gov Capital Projects	55				513,908				513,908	507,485	372,115
TIF Capital Projects	56					4,541,269			4,541,269	1,692,935	258,366
TOTAL CAPITAL PROJECTS	57	0	0	0		4,541,269	0		4,541,269	1,692,935	483,366
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	1,680,031	579,808	0	513,908	4,541,269	0		7,315,016	4,467,823	3,179,594
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							467,722	467,722	374,722	436,311
Sewer Utility	60							347,725	347,725	373,475	275,327
Electric Utility	61							0	0	0	0
Gas Utility	62							0	0	0	0
Airport	63							0	0	0	0
Landfill/Garbage	64							0	0	0	0
Transit	65							0	0	0	0
Cable TV, Internet & Telephone	66							0	0	0	0
Housing Authority	67							0	0	0	0
Storm Water Utility	68							153,000	153,000	80,316	74,292
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0	0
Enterprise DEBT SERVICE	70							0	0	0	61,669
Enterprise CAPITAL PROJECTS	71							0	0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 73)	73							968,447	968,447	828,513	847,599
TOTAL ALL EXPENDITURES (lines 58+74)	74	1,680,031	579,808	0	513,908	4,541,269	0	968,447	8,283,463	5,296,336	4,027,193
Regular Transfers Out	75	50,000	209,023					221,688	480,711	487,569	408,504
Internal TIF Loan / Repayment Transfers Out	76			133,435					133,435	187,387	194,645
Total ALL Transfers Out	77	50,000	209,023	133,435	0	0	0	221,688	614,146	674,956	603,149
Total Expenditures & Fund Transfers Out (lines 75+78)	78	1,730,031	788,831	133,435	513,908	4,541,269	0	1,190,135	8,897,609	5,971,292	4,630,342
Ending Fund Balance June 30	79	745,069	413,086	151,589	30,343	34,218	164,211	91,831	1,630,347	2,074,943	2,352,380

* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

CITY OF

West Branch

Department of Management

The last two columns will fill in once
the Re-Est forms are completed

REVENUES DETAIL

Fiscal Year Ending

2018

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2018 (J)	RE-ESTIMATED 2017 (K)	ACTUAL 2016 (L)
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	1,117,289	268,170		250,094	0			1,635,553	1,613,993	1,544,428
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	1,117,289	268,170		250,094	0			1,635,553	1,613,993	1,544,428
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			250,000					250,000	150,000	154,260
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	11,241	2,702		2,365	0			16,308	16,582	18,557
Utility franchise tax (Iowa Code Chapter 364.2)	7								0	0	24,797
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	12,003
Hotel/Motel Taxes	11								0	0	0
Other Local Option Taxes	12		180,000						180,000	180,000	183,721
Subtotal - Other City Taxes (lines 6 thru 12)	13	11,241	182,702		2,365	0			196,308	196,582	239,078
Licenses & Permits	14	41,897							41,897	35,788	34,143
Use of Money & Property	15	4,150							4,150	3,900	8,430
Intergovernmental:											
Federal Grants & Reimbursements	16	6,000				500,000			506,000	6,000	11,200
Road Use Taxes	17		280,000						280,000	280,000	286,951
Other State Grants & Reimbursements	18	63,998	15,383	0	13,463	0		0	92,844	89,972	92,277
Local Grants & Reimbursements	19	191,563							191,563	179,285	202,324
Subtotal - Intergovernmental (lines 16 thru 19)	20	261,561	295,383	0	13,463	500,000		0	1,070,407	555,257	592,752
Charges for Fees & Service:											
Water Utility	21							540,000	540,000	514,000	473,358
Sewer Utility	22							375,000	375,000	354,000	340,427
Electric Utility	23								0	0	0
Gas Utility	24								0	0	0
Parking	25								0	0	0
Airport	26								0	0	0
Landfill/Garbage	27	44,316							44,316	44,316	44,670
Hospital	28								0	0	0
Transit	29								0	0	0
Cable TV, Internet & Telephone	30								0	0	0
Housing Authority	31								0	0	0
Storm Water Utility	32							50,000	50,000	45,000	45,605
Other Fees & Charges for Service	33	72,758							72,758	67,613	65,018
Subtotal - Charges for Service (lines 21 thru 33)	34	117,074	0		0	0	0	965,000	1,082,074	1,024,929	969,078
Special Assessments	35								0	0	0
Miscellaneous	36	38,910					2,000		40,910	46,700	146,685
Other Financing Sources:											
Regular Operating Transfers In	37	35,049			215,317	123,210		107,135	480,711	487,569	408,504
Internal TIF Loan Transfers In	38	87,303			46,132				133,435	187,387	194,645
Subtotal ALL Operating Transfers In	39	122,352	0	0	261,449	123,210	0	107,135	614,146	674,956	603,149
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0				3,517,568			3,517,568	1,391,750	849,850
Proceeds of Capital Asset Sales	41								0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42	122,352	0	0	261,449	3,640,778	0	107,135	4,131,714	2,066,706	1,452,999
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	1,714,474	746,255	250,000	527,371	4,140,778	2,000	1,072,135	8,453,013	5,693,855	5,141,853
Beginning Fund Balance July 1	44	760,626	455,662	35,024	16,880	434,709	162,211	209,831	2,074,943	2,352,380	1,840,869
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	2,475,100	1,201,917	285,024	544,251	4,575,487	164,211	1,281,966	10,527,956	8,046,235	6,982,722

CITY OF

West Branch

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2018

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2018 (J)	RE-ESTIMATED 2017 (K)	ACTUAL 2016 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	1,117,289	268,170		250,094	0			1,635,553	1,613,993	1,544,428
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	1,117,289	268,170		250,094	0			1,635,553	1,613,993	1,544,428
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			250,000					250,000	150,000	154,260
Other City Taxes	6	11,241	182,702		2,365	0			196,308	196,582	239,078
Licenses & Permits	7	41,897	0					0	41,897	35,788	34,143
Use of Money and Property	8	4,150	0	0	0	0	0	0	4,150	3,900	8,430
Intergovernmental	9	261,561	295,383	0	13,463	500,000		0	1,070,407	555,257	592,752
Charges for Fees & Service	10	117,074	0		0	0	0	965,000	1,082,074	1,024,929	969,078
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	38,910	0		0	0	2,000	0	40,910	46,700	146,685
Sub-Total Revenues	13	1,592,122	746,255	250,000	265,922	500,000	2,000	965,000	4,321,299	3,627,149	3,688,854
Other Financing Sources:											
Total Transfers In	14	122,352	0	0	261,449	123,210	0	107,135	614,146	674,956	603,149
Proceeds of Debt	15	0	0	0	0	3,517,568		0	3,517,568	1,391,750	849,850
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	1,714,474	746,255	250,000	527,371	4,140,778	2,000	1,072,135	8,453,013	5,693,855	5,141,853
Expenditures & Other Financing Uses											
Public Safety	18	684,764	97,520	0			0		782,284	701,971	695,809
Public Works	19	176,134	303,642	0			0		479,776	498,386	438,784
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	590,042	86,510	0			0		676,552	644,565	725,312
Community and Economic Development	22	57,770	75,000	0			0		132,770	166,718	64,897
General Government	23	171,321	17,136	0			0		188,457	255,763	399,311
Debt Service	24	0	0	0	513,908		0		513,908	507,485	372,115
Capital Projects	25	0	0	0		4,541,269	0		4,541,269	1,692,935	483,366
Total Government Activities Expenditures	26	1,680,031	579,808	0	513,908	4,541,269	0		7,315,016	4,467,823	3,179,594
Business Type Proprietary: Enterprise & ISF	27							968,447	968,447	828,513	847,599
Total Gov & Bus Type Expenditures	28	1,680,031	579,808	0	513,908	4,541,269	0	968,447	8,283,463	5,296,336	4,027,193
Total Transfers Out	29	50,000	209,023	133,435	0	0	0	221,688	614,146	674,956	603,149
Total ALL Expenditures/Fund Transfers Out	30	1,730,031	788,831	133,435	513,908	4,541,269	0	1,190,135	8,897,609	5,971,292	4,630,342
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31										
	32	-15,557	-42,576	116,565	13,463	-400,491	2,000	-118,000	-444,596	-277,437	511,511
Beginning Fund Balance July 1	33	760,626	455,662	35,024	16,880	434,709	162,211	209,831	2,074,943	2,352,380	1,840,869
Ending Fund Balance June 30	34	745,069	413,086	151,589	30,343	34,218	164,211	91,831	1,630,347	2,074,943	2,352,380

LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

City Name: West Branch

Fiscal Year
2018

Debt Name (A)	Amount of Issue (B)	Type of Debt Obligation (C)	Date Certified to County Auditor (D)	Debt Resolution Number (E)	Principal Due FY 2018 (F)	Interest Due FY 2018 +(G)	Bond Reg./ Paying Agent Fees Due FY 2018 +(H)	Total Obligation Due FY 2018 =(I)	Paid from Funds OTHER THAN Current Year Debt Service Taxes =-(J)	Amount Paid Current Year Debt Service Levy =(K)
(1) GO Corp. Purpose and Refunding Bonds, Series 2013	2,730,000	GO	02/19/2013	1081	165,000	36,940		201,940	201,940	0
(2) Water Revenue Bonds	943,000	NON - GO	02/20/2007	798	48,000	9,135		57,135	57,135	0
(3) GO Property Acquisition Note	400,000	GO	07/22/2013	1130	91,000	10,955		101,955		101,955
(4) GO Corp. Purpose Bonds, Series 2015	855,000	GO	08/03/2015	1377	85,000	14,420	500	99,920		99,920
(5) GO Corp. Purpose Bonds, Series 2016A	1,000,000	GO	07/05/2016	1483	85,000	15,848	500	101,348	50,764	50,584
(6) GO Corp. Purpose Bonds, Series 2016B	400,000	GO	07/05/2016	1484	0	8,245	500	8,745	8,745	0
(7)		NO SELECTION						0		0
(8)		NO SELECTION						0		0
(9)		NO SELECTION						0		0
(10)		NO SELECTION						0		0
(11)		NO SELECTION						0		0
(12)		NO SELECTION						0		0
(13)		NO SELECTION						0		0
(14)		NO SELECTION						0		0
(15)		NO SELECTION						0		0
(16)		NO SELECTION						0		0
(17)		NO SELECTION						0		0
(18)		NO SELECTION						0		0
(19)		NO SELECTION						0		0
(20)		NO SELECTION						0		0
(21)		NO SELECTION						0		0
(22)		NO SELECTION						0		0
(23)		NO SELECTION						0		0
(24)		NO SELECTION						0		0
(25)		NO SELECTION						0		0
(26)		NO SELECTION						0		0
(27)		NO SELECTION						0		0
(28)		NO SELECTION						0		0
(29)		NO SELECTION						0		0
(30)		NO SELECTION						0		0
TOTALS					474,000	95,543	1,500	571,043	318,584	252,459

CONGRATULATIONS! THE BUDGET FILE CONTAINS NO ERRORS IN THE FOUR CATEGORIES

(1) OPERATING TRANSFERS IN / OPERATING TRANSFERS OUT COMPARISONS

(2) ENDING YEAR FUND BALANCE / BEGINNING YEAR FUND BALANCE COMPARISONS

0
0

0
0

0
0

(3) AN ERROR MESSAGE APPEARS IN RED BELOW IF THE BUDGET DOES NOT CONTAIN ALL 3 YEARS OF DATA

(4) AN ERROR MESSAGE APPEARS IN RED BELOW IF A "DEBT TYPE" WAS NOT SELECTED ON THE LT DEBT TAB.

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2017 - ENDING JUNE 30, 2018

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N. Poplar St, West Branch, IA
on 3/6/2017 at 7:00 p.m.
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 12.59382

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part
of the proposed budget.

(319) 643-5888

phone number

Matt Muckler

City Clerk/Finance Officer's NAME

		Budget FY 2018	Re-estimated FY 2017	Actual FY 2016
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,635,553	1,613,993	1,544,428
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,635,553	1,613,993	1,544,428
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	250,000	150,000	154,260
Other City Taxes	6	196,308	196,582	239,078
Licenses & Permits	7	41,897	35,788	34,143
Use of Money and Property	8	4,150	3,900	8,430
Intergovernmental	9	1,070,407	555,257	592,752
Charges for Fees & Service	10	1,082,074	1,024,929	969,078
Special Assessments	11	0	0	0
Miscellaneous	12	40,910	46,700	146,685
Other Financing Sources	13	3,517,568	1,391,750	849,850
Transfers In	14	614,146	674,956	603,149
Total Revenues and Other Sources	15	8,453,013	5,693,855	5,141,853
Expenditures & Other Financing Uses				
Public Safety	16	782,284	701,971	695,809
Public Works	17	479,776	498,386	438,784
Health and Social Services	18	0	0	0
Culture and Recreation	19	676,552	644,565	725,312
Community and Economic Development	20	132,770	166,718	64,897
General Government	21	188,457	255,763	399,311
Debt Service	22	513,908	507,485	372,115
Capital Projects	23	4,541,269	1,692,935	483,366
Total Government Activities Expenditures	24	7,315,016	4,467,823	3,179,594
Business Type / Enterprises	25	968,447	828,513	847,599
Total ALL Expenditures	26	8,283,463	5,296,336	4,027,193
Transfers Out	27	614,146	674,956	603,149
Total ALL Expenditures/Transfers Out	28	8,897,609	5,971,292	4,630,342
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-444,596	-277,437	511,511
Beginning Fund Balance July 1	30	2,074,943	2,352,380	1,840,869
Ending Fund Balance June 30	31	1,630,347	2,074,943	2,352,380

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
<hr/>							
POLICE OPERATION							
=====							
001-GENERAL FUND							
001-5-1-110-6010	SALARIES AND WAGES	170,742	206,713	261,518	180,836	285,761	285,761
001-5-1-110-6210	DUES, MEMBERSHIP	2,834	4,622	4,100	4,062	4,100	4,100
001-5-1-110-6230	TRAINING AND EDUCATION	1,487	15,773	2,000	308	2,000	2,000
001-5-1-110-6240	TRAVEL AND CONFERENCE	931	539	2,000	123	2,000	2,000
001-5-1-110-6320	BLDG/GROUNDS OPERATION	904	1,451	800	267	800	800
001-5-1-110-6331	MOTOR OPERATION FUEL	9,922	6,655	15,000	5,641	15,000	15,000
001-5-1-110-6332	REPAIR/MAINTENANCE-VEH	4,639	2,770	5,000	4,405	5,000	5,000
001-5-1-110-63501	REPAIRS-RADIOS	25,277	624	1,000	0	1,000	1,000
001-5-1-110-6371	UTILITY SERVICES/GAS,	2,718	2,543	2,000	1,733	2,000	2,000
001-5-1-110-6373	TELEPHONE/OPERATIONS	4,952	5,897	8,000	4,201	8,000	8,000
001-5-1-110-6411	LEGAL FEES	0	969	1,000	97	1,000	1,000
001-5-1-110-6414	ADVERTISEMENT & LEGAL	1,037	629	500	0	500	500
001-5-1-110-6491	RESERVE OFFICERS	0	0	1,500	0	1,500	1,500
001-5-1-110-6498	CONTRACT PAYMENTS	6,557	1,435	2,700	4,910	2,700	2,700
001-5-1-110-6504	MINOR EQUIPMENT	424	1,288	1,000	810	1,000	1,000
001-5-1-110-6506	OFFICE SUPPLIES	805	687	1,000	474	1,000	1,000
001-5-1-110-6508	POSTAGE AND SHIPPING	0	56	200	0	200	200
001-5-1-110-6510	SAFETY EQUIPMENT	255	0	0	0	0	0
001-5-1-110-6513	AMMUNITION	706	880	1,150	320	1,150	1,150
001-5-1-110-6521	MOTOR VEHICLE MAINT. S	15	63	1,000	0	1,000	1,000
001-5-1-110-6529	UNIFORMS	3,833	3,752	2,000	470	2,000	2,000
001-5-1-110-6599	MISC. SUPPLIES	332	2,511	3,000	567	3,000	3,000
001-5-1-110-6723	VEHICLE SET ASIDE	0	41,082	0	0	50,000	50,000
001-5-1-110-6725	OFFICE EQUIPMENT	1,915	1,300	4,000	825	4,000	4,000
001-5-1-110-6727	EQUIPMENT	8,676	13,399	11,300	3,704	0	0
TOTAL 001-GENERAL FUND		248,963	315,635	331,768	213,753	394,711	394,711
036-TORT LIABILITY							
036-5-1-110-6160	WORKMENS COMP.	6,069	16,522	8,951	12,682	12,708	12,708
036-5-1-110-64081	LIABILITY INSURANCE	1,418	5,413	5,166	9,016	5,166	5,166
TOTAL 036-TORT LIABILITY		7,487	21,935	14,117	21,698	17,874	17,874
112-TRUST AND AGENCY							
112-5-1-110-6110	FICA	12,163	14,904	20,007	13,246	21,861	21,861
112-5-1-110-6130	IPERS	17,313	20,135	25,734	17,794	28,119	28,119
112-5-1-110-6150	GROUP INSURANCE	31,259	34,027	37,065	24,363	44,840	44,840
TOTAL 112-TRUST AND AGENCY		60,736	69,066	82,806	55,403	94,820	94,820
<hr/>							
TOTAL POLICE OPERATION		317,186	406,636	428,691	290,854	507,405	507,405

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
FIRE OPERATION							
=====							
001-GENERAL FUND							
001-5-1-150-6010	SALARIES AND WAGES	13,330	29,655	36,000	33,794	36,000	36,000
001-5-1-150-6210	DUES, MEMBERSHIP	3,770	4,140	5,000	4,670	5,000	5,000
001-5-1-150-6230	TRAINING AND EDUCATION	3,003	4,029	6,000	5,295	9,000	9,000
001-5-1-150-6310	BUILDING MAINTENANCE	7,887	2,167	6,000	4,019	5,000	5,000
001-5-1-150-6331	MOTOR OPERATION FUEL	4,643	3,320	9,000	1,808	6,000	6,000
001-5-1-150-6332	REPAIR/MAINTENANCE-VEH	12,292	15,079	17,000	8,268	15,000	15,000
001-5-1-150-63501	REPAIRS-RADIOS	4,366	151,427	5,500	393	5,000	5,000
001-5-1-150-6371	UTILITY SERVICES/GAS,	8,155	7,628	8,000	5,200	9,000	9,000
001-5-1-150-6373	TELEPHONE/OPERATIONS	1,974	1,945	2,500	1,013	2,500	2,500
001-5-1-150-6441	FIRE PREVENTION	564	0	750	0	750	750
001-5-1-150-6490	CONSULTANT AND PROF. F	0	0	0	0	0	0
001-5-1-150-6498	CONTRACT PAYMENTS	31,720	3,634	0	0	0	0
001-5-1-150-6504	MINOR EQUIPMENT	1,690	8,780	12,000	5,782	11,000	11,000
001-5-1-150-6506	OFFICE SUPPLIES	1,309	1,455	3,000	937	3,000	3,000
001-5-1-150-6510	SAFETY EQUIPMENT	535	1,863	3,000	0	3,000	3,000
001-5-1-150-6514	MEDICAL SUPPLIES	1,328	3,567	4,500	1,164	3,900	3,900
001-5-1-150-6529	UNIFORMS	2,253	17,325	8,000	3,495	8,000	8,000
001-5-1-150-6599	MISC. SUPPLIES	1,645	631	2,400	524	2,400	2,400
001-5-1-150-6727	EQUIPMENT	388,598	0	100,000	0	110,000	110,000
TOTAL 001-GENERAL FUND		489,063	256,644	228,650	76,363	234,550	234,550
036-TORT LIABILITY							
036-5-1-150-6160	WORKMENS COMP.	4,405	9,757	20,379	30,635	15,988	15,988
036-5-1-150-64081	LIABILITY INSURANCE	15,373	17,801	18,997	14,421	19,141	19,141
TOTAL 036-TORT LIABILITY		19,778	27,558	39,376	45,056	35,129	35,129
112-TRUST AND AGENCY							
112-5-1-150-6110	FICA	1,020	2,269	2,754	2,585	2,700	2,700
112-5-1-150-6130	IPERS	0	67	0	22	0	0
112-5-1-150-6150	GROUP INSURANCE	0	0	0	0	0	0
112-5-1-150-6199	FIRE DEPT PHYSICALS	5,366	0	0	1,010	0	0
TOTAL 112-TRUST AND AGENCY		6,386	2,336	2,754	3,617	2,700	2,700
TOTAL FIRE OPERATION		515,227	286,538	270,780	125,036	272,379	272,379
ANIMAL CONTROL							
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001-GENERAL FUND							
001-5-1-190-6490	CONSULTANT AND PROF. F	0	0	0	0	0	0
001-5-1-190-6498	CONTRACT PAYMENTS	2,106	1,271	2,000	1,210	2,000	2,000
001-5-1-190-6510	SAFETY EQUIPMENT	0	0	0	0	0	0
001-5-1-190-6599	MISC. SUPPLIES	894	531	500	668	500	500
TOTAL 001-GENERAL FUND		3,000	1,802	2,500	1,878	2,500	2,500
TOTAL ANIMAL CONTROL		3,000	1,802	2,500	1,878	2,500	2,500

			(----- 2016-2017 -----)	(----- 2017-2018 -----)		
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
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ROADS AND STREETS						
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001-GENERAL FUND						
001-5-2-210-6010 SALARIES AND WAGES	64,622	65,263	22,127	22,043	0	0
001-5-2-210-6320 BLDG/GROUNDS OPERATION	0	0	0	0	0	0
001-5-2-210-6444 TREE TRIMMING	0	0	0	0	0	0
001-5-2-210-6490 CONSULTANT AND PROF. F	244	36,987	36,321	18,632	32,104	32,104
001-5-2-210-6496 MISC. CONTRACT WORK	6,923	0	10,525	304	0	0
001-5-2-210-6498 SIDEWALK REPAIR	0	0	0	7,275	0	0
001-5-2-210-6723 EQUIPMENT SET ASIDE	0	8,000	0	0	5,500	5,500
001-5-2-210-6727 EQUIPMENT	0	6,250	0	0	7,000	7,000
001-5-2-210-6761 CAPITAL IMPROVEMENT ST	157,503	23,762	0	0	0	0
TOTAL 001-GENERAL FUND	229,291	140,262	68,973	48,254	44,604	44,604
036-TORT LIABILITY						
036-5-2-210-6160 WORKMENS COMP.	14,542	7,284	10,859	7,855	8,740	8,740
036-5-2-210-6170 JOB INSURANCE	0	0	0	0	0	0
036-5-2-210-64081 LIABILITY INSURANCE	1,418	7,115	6,790	7,947	6,790	6,790
TOTAL 036-TORT LIABILITY	15,960	14,399	17,649	15,802	15,530	15,530
110-ROAD USE TAX						
110-5-2-210-6010 SALARIES AND WAGES	0	0	48,996	24,723	66,377	66,377
110-5-2-210-6020 PART TIME	0	0	0	0	4,220	4,220
110-5-2-210-6210 DUES, MEMBERSHIP	0	0	0	0	0	0
110-5-2-210-6310 BUILDING MAINTENANCE	1,760	925	1,000	115	1,000	1,000
110-5-2-210-6320 BLDG/GROUNDS OPERATION	8,723	9,274	5,500	8,891	5,500	5,500
110-5-2-210-6331 MOTOR OPERATION FUEL	3,587	5,462	7,250	3,046	7,250	7,250
110-5-2-210-6332 REPAIR/MAINTENANCE-VEH	5,171	10,530	5,500	10,305	8,000	8,000
110-5-2-210-6371 UTILITY SERVICES/GAS,	3,698	1,420	4,000	893	4,000	4,000
110-5-2-210-6373 TELEPHONE/OPERATIONS	2,689	2,841	2,000	1,615	3,000	3,000
110-5-2-210-6444 TREE TRIMMING	9,682	49,004	30,000	16,215	34,165	34,165
110-5-2-210-6490 CONSULTANT AND PROF. F	17,225	5,155	15,000	83	10,000	10,000
110-5-2-210-6496 MISC. CONTRACT WORK	0	0	0	0	0	0
110-5-2-210-6501 CHEMICALS	0	0	0	0	0	0
110-5-2-210-6504 MINOR EQUIPMENT	1,794	1,691	2,000	0	2,000	2,000
110-5-2-210-6509 SIGNS/SUPPLIES	3,231	1,438	3,000	1,147	3,000	3,000
110-5-2-210-6511 SAND	2,491	1,767	2,500	1,347	2,500	2,500
110-5-2-210-6512 SALT	5,445	10,199	7,500	2,038	9,000	9,000
110-5-2-210-6521 MOTOR VEHICLE MAINT. S	4,348	2,292	3,500	1,109	3,500	3,500
110-5-2-210-6524 ROCK/COLD MIX	4,491	8,547	5,000	3,773	6,000	6,000
110-5-2-210-6529 UNIFORMS	0	0	0	0	0	0
110-5-2-210-6560 IRON/STEEL	0	0	0	0	0	0
110-5-2-210-6599 MISC. SUPPLIES	1,191	1,291	1,000	191	1,000	1,000
110-5-2-210-6723 EQUIPMENT SET ASIDE	0	0	0	0	5,500	5,500
110-5-2-210-6724 CAPITAL EQUIP./SNOW PL	0	50,609	0	0	0	0
110-5-2-210-6727 EQUIPMENT	46,900	3,000	14,000	6,849	7,000	7,000
110-5-2-210-6761 CAPITAL IMPROVEMENT ST	122,346	36,540	122,254	101,651	96,988	96,988
110-5-2-210-6801 PRINCIPAL	0	0	0	0	0	0

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
110-5-2-210-6851	INTEREST/COUPONS	0	0	0	0	0	0
TOTAL 110-ROAD USE TAX		244,770	201,986	280,000	183,992	280,000	280,000
112-TRUST AND AGENCY							
112-5-2-210-6110	FICA	4,474	4,788	5,441	3,448	5,336	5,336
112-5-2-210-6130	IPERS	5,708	5,688	5,869	4,016	5,664	5,664
112-5-2-210-6150	GROUP INSURANCE	9,004	8,996	10,454	5,184	12,642	12,642
112-5-2-210-6199	WELLNESS BENEFIT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY		19,186	19,472	21,764	12,648	23,642	23,642
TOTAL ROADS AND STREETS		509,207	376,119	388,386	260,696	363,776	363,776
STREET LIGHTING							
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001-GENERAL FUND							
001-5-2-230-6371	UTILITY SERVICES/GAS,	34,938	40,698	40,000	29,502	46,000	46,000
TOTAL 001-GENERAL FUND		34,938	40,698	40,000	29,502	46,000	46,000
TOTAL STREET LIGHTING		34,938	40,698	40,000	29,502	46,000	46,000
LIBRARY							
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031-LIBRARY							
031-5-4-410-6010	SALARIES AND WAGES	117,582	124,191	124,765	88,323	133,527	133,527
031-5-4-410-6210	DUES, MEMBERSHIP	320	295	240	260	240	240
031-5-4-410-6230	TRAINING AND EDUCATION	86	90	100	96	100	100
031-5-4-410-6240	TRAVEL AND CONFERENCE	850	888	1,344	950	1,220	1,220
031-5-4-410-6310	BUILDING MAINTENANCE	3,572	6,244	5,517	3,709	8,754	8,754
031-5-4-410-6320	BLDG/GROUNDS OPERATION	1,063	18,775	1,000	1,057	1,000	1,000
031-5-4-410-6371	UTILITY SERVICES/GAS,	5,512	5,719	5,992	4,762	6,200	6,200
031-5-4-410-6373	TELEPHONE/OPERATIONS	2,161	2,420	2,242	1,314	2,244	2,244
031-5-4-410-6409	JANITORIAL EXPENSE	3,555	3,356	5,716	2,125	5,800	5,800
031-5-4-410-6414	ADVERTISEMENT & LEGAL	74	63	500	0	500	500
031-5-4-410-6419	TECHNOLOGY SERVICES	906	4,540	2,770	2,744	3,788	3,788
031-5-4-410-6498	CONTRACT PAYMENTS	2,943	4,187	32,461	2,482	32,411	32,411
031-5-4-410-6499	REIMB BY FRIENDS OF LI	0	0	0	1,158	0	0
031-5-4-410-6506	OFFICE SUPPLIES	2,368	1,736	2,500	491	2,000	2,000
031-5-4-410-6508	POSTAGE AND SHIPPING	3,127	2,988	3,500	2,616	3,640	3,640
031-5-4-410-6599	MISC. SUPPLIES	5,426	4,679	5,500	2,185	5,700	5,700
031-5-4-410-6725	OFFICE EQUIPMENT	2,166	1,620	1,508	1,165	1,808	1,808
031-5-4-410-6770	COLLECTIONS	21,869	30,188	26,035	17,145	26,733	26,733
TOTAL 031-LIBRARY		173,580	211,979	221,690	132,582	235,665	235,665

	(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
036-TORT LIABILITY						
036-5-4-410-6160 WORKMENS COMP.	550	(550)	3,680	1,142	0	0
036-5-4-410-64081 LIABILITY INSURANCE	971	3,855	0	3,591	3,591	3,591
TOTAL 036-TORT LIABILITY	1,521	3,305	3,680	4,734	3,591	3,591
112-TRUST AND AGENCY						
112-5-4-410-6110 FICA	8,995	9,500	9,545	6,757	10,215	10,215
112-5-4-410-6130 IPERS	10,214	10,711	11,142	7,634	11,924	11,924
112-5-4-410-6150 GROUP INSURANCE	11,796	11,902	10,755	7,610	13,010	13,010
112-5-4-410-6199 WELLNESS BENEFIT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY	31,004	32,113	31,442	22,001	35,149	35,149
502-KROUTH INTEREST FUND						
502-5-4-410-6599 MISC. SUPPLIES	0	10	0	(10)	0	0
TOTAL 502-KROUTH INTEREST FUND	0	10	0	(10)	0	0
TOTAL LIBRARY	206,106	247,407	256,812	159,306	274,405	274,405
PARK & RECREATION						
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001-GENERAL FUND						
001-5-4-430-6010 SALARIES AND WAGES	44,360	48,065	50,046	34,791	58,887	58,887
001-5-4-430-6210 DUES, MEMBERSHIP	495	220	600	0	0	0
001-5-4-430-6230 TRAINING AND EDUCATION	0	0	0	697	0	0
001-5-4-430-6240 TRAVEL AND CONFERENCE	0	0	0	856	0	0
001-5-4-430-6310 BUILDING MAINTENANCE	466	0	0	3	0	0
001-5-4-430-6320 BLDG/GROUNDS OPERATION	6,793	4,752	3,732	3,442	3,784	3,784
001-5-4-430-6371 UTILITY SERVICES/GAS,	754	927	1,720	572	1,996	1,996
001-5-4-430-6373 TELEPHONE/OPERATIONS	2,202	3,486	2,500	1,417	2,500	2,500
001-5-4-430-6409 JANITORIAL EXPENSE	0	0	0	42	0	0
001-5-4-430-6498 CONTRACT PAYMENTS	8,434	3,959	2,500	17	1,500	1,500
001-5-4-430-6501 CHEMICALS	0	0	0	0	0	0
001-5-4-430-6504 MINOR EQUIPMENT	0	0	300	0	300	300
001-5-4-430-6506 OFFICE SUPPLIES	4,235	1,840	500	329	500	500
001-5-4-430-6508 POSTAGE AND SHIPPING	0	0	500	0	150	150
001-5-4-430-6520 RECREATION SUPPLIES	13,730	13,577	11,231	12,092	2,640	2,640
001-5-4-430-6522 SWIMMING	947	0	1,920	103	1,500	1,500
001-5-4-430-6523 ADULT SPORTS	2,471	1,027	1,600	1,627	1,600	1,600
001-5-4-430-6525 YOUTH SPORTS	10,320	7,785	7,250	4,180	4,870	4,870
001-5-4-430-6526 FITNESS	7,260	342	740	0	1,220	1,220
001-5-4-430-6527 SUMMER LEAGUE	0	0	5,500	0	5,500	5,500
001-5-4-430-6528 CAMP	0	0	0	0	11,428	11,428
001-5-4-430-6599 MISC. SUPPLIES	0	331	0	0	0	0
001-5-4-430-6727 EQUIPMENT	0	0	0	0	0	0
001-5-4-430-6792 CAPITAL IMPROVEMENTS	24,620	123,318	0	0	2,000	2,000
001-5-4-430-6798 TEEN ACTIVITIES	0	0	0	0	0	0
TOTAL 001-GENERAL FUND	127,086	209,627	90,639	60,168	100,375	100,375

	(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
036-TORT LIABILITY						
036-5-4-430-6160 WORKMENS COMP.	275	6,784	1,255	2,070	361	361
036-5-4-430-64081 LIABILITY INSURANCE	376	3,411	3,255	3,157	3,411	3,411
TOTAL 036-TORT LIABILITY	651	10,195	4,510	5,227	3,772	3,772
112-TRUST AND AGENCY						
112-5-4-430-6110 FICA	3,251	3,466	3,829	2,507	4,504	4,504
112-5-4-430-6130 IPERS	3,681	4,056	4,470	2,961	5,259	5,259
112-5-4-430-6150 GROUP INSURANCE	7,251	7,354	7,091	4,695	8,515	8,515
TOTAL 112-TRUST AND AGENCY	14,184	14,876	15,390	10,162	18,278	18,278
TOTAL PARK & RECREATION	141,920	234,698	110,539	75,558	122,425	122,425
CEMETERY =====						
001-GENERAL FUND						
001-5-4-450-6010 SALARIES AND WAGES	71,587	76,902	90,962	57,723	96,496	96,496
001-5-4-450-6310 BUILDING MAINTENANCE	5	6	0	0	0	0
001-5-4-450-6320 BLDG/GROUNDS OPERATION	1,446	926	1,000	704	1,000	1,000
001-5-4-450-6331 MOTOR OPERATION FUEL	2,000	2,787	2,500	707	1,875	1,875
001-5-4-450-6332 REPAIR/MAINTENANCE-VEH	1,054	1,476	1,500	1,415	1,500	1,500
001-5-4-450-6498 CONTRACT PAYMENTS	5,034	6,440	9,000	7,233	8,000	8,000
001-5-4-450-6501 CHEMICALS	0	0	0	0	0	0
001-5-4-450-6504 MINOR EQUIPMENT	543	890	500	674	500	500
001-5-4-450-6521 MOTOR VEHICLE MAINT. S	892	487	1,000	1,135	1,000	1,000
001-5-4-450-6529 UNIFORMS	277	328	300	133	300	300
001-5-4-450-6599 MISC. SUPPLIES	1,081	1,911	1,000	1,110	1,000	1,000
001-5-4-450-6727 EQUIPMENT	0	0	0	0	9,000	9,000
TOTAL 001-GENERAL FUND	83,919	92,152	107,762	70,835	120,671	120,671
027-MEMORIAL GARDEN PROJECT						
027-5-4-450-6499 MISC CONTRACT WORK	0	0	0	0	0	0
TOTAL 027-MEMORIAL GARDEN PROJECT	0	0	0	0	0	0
036-TORT LIABILITY						
036-5-4-450-6160 WORKMENS COMP.	2,465	1,420	1,597	3,474	1,169	1,169
036-5-4-450-64081 LIABILITY INSURANCE	592	1,666	1,590	1,130	1,590	1,590
TOTAL 036-TORT LIABILITY	3,057	3,086	3,187	4,604	2,759	2,759
112-TRUST AND AGENCY						
112-5-4-450-6110 FICA	5,177	5,761	6,959	4,338	7,396	7,396
112-5-4-450-6130 IPERS	6,425	6,734	8,123	5,029	8,633	8,633
112-5-4-450-6150 GROUP INSURANCE	8,042	7,911	8,833	4,572	10,685	10,685
112-5-4-450-6199 WELLNESS BENEFIT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY	19,644	20,406	23,915	13,939	26,714	26,714
TOTAL CEMETERY	106,619	115,643	134,864	89,377	150,144	150,144

			(----- 2016-2017 -----) (----- 2017-2018 -----)			
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
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TOWN HALL						
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022-CIVIC CENTER						
022-5-4-460-6310 BUILDING MAINTENANCE	900	1,196	1,600	662	1,600	1,600
022-5-4-460-6371 UTILITY SERVICES/GAS,	5,407	2,802	5,000	2,583	5,000	5,000
022-5-4-460-6373 TELEPHONE/OPERATIONS	496	561	500	302	500	500
022-5-4-460-6409 JANITORIAL EXPENSE	2,692	2,990	3,300	1,368	2,700	2,700
022-5-4-460-6499 OTHER CONTRACTUAL SERV	0	35	0	0	0	0
022-5-4-460-6599 MISC. SUPPLIES	80	438	0	185	0	0
022-5-4-460-6792 CAPITAL IMPROVEMENTS	8,665	0	6,600	1,788	7,512	7,512
TOTAL 022-CIVIC CENTER	18,240	8,022	17,000	6,887	17,312	17,312
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TOTAL TOWN HALL	18,240	8,022	17,000	6,887	17,312	17,312
COMM & CULTURAL DEVEL						
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001-GENERAL FUND						
001-5-4-470-6402 ADVERTISING EXPENSE	0	0	4,500	6,155	2,100	2,100
001-5-4-470-6599 MISC. SUPPLIES	0	0	1,500	0	0	0
001-5-4-470-6601 HHTD FIREWORKS	37,500	40,000	40,000	20,000	40,000	40,000
001-5-4-470-6602 HHTD INFLATABLES	12,000	9,500	12,000	8,000	12,000	12,000
001-5-4-470-6603 HHTD MISCELLANEOUS	7,608	29,653	33,000	29,180	24,000	24,000
001-5-4-470-6604 SUMMER CONCERTS	2,900	3,207	3,000	3,559	3,000	3,000
001-5-4-470-6605 COMMUNITY EVENTS	0	4,698	1,500	965	0	0
001-5-4-470-6792 CAPITAL IMPROVEMENTS	2,128	0	0	695	0	0
TOTAL 001-GENERAL FUND	62,136	87,058	95,500	68,554	81,100	81,100
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TOTAL COMM & CULTURAL DEVEL	62,136	87,058	95,500	68,554	81,100	81,100
ECONOMIC DEVELOPMENT						
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001-GENERAL FUND						
001-5-5-520-6211 DUES CEDCO	6,223	6,223	6,223	6,223	6,410	6,410
001-5-5-520-6212 DUES ICAD	2,750	2,750	2,750	0	2,750	2,750
001-5-5-520-6213 NATIONAL PARK SERVICE	0	7,500	7,500	0	7,500	7,500
001-5-5-520-6214 DUES MAIN STREET	18,500	18,500	15,500	15,500	10,000	10,000
001-5-5-520-6498 CONTRACT PAYMENTS	111,616	5,273	0	0	6,110	6,110
001-5-5-520-6730 LAND	0	0	0	0	0	0
TOTAL 001-GENERAL FUND	139,089	40,246	31,973	21,723	32,770	32,770

	((----- 2016-2017 -----) (----- 2017-2018 -----))					
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
160-REVOLVING LOAN FUND						
160-5-5-520-6421 PAYMENTS TO OTHER AGEN	0	0	104,745	90,302	75,000	75,000
TOTAL 160-REVOLVING LOAN FUND	0	0	104,745	90,302	75,000	75,000
TOTAL ECONOMIC DEVELOPMENT	139,089	40,246	136,718	112,025	107,770	107,770
MAYOR AND COUNCIL =====						
001-GENERAL FUND						
001-5-6-610-6020 PART TIME	6,520	7,780	15,000	13,253	15,000	15,000
001-5-6-610-6230 TRAINING AND EDUCATION	3,650	1,840	3,250	15	1,750	1,750
001-5-6-610-6241 MILEAGE	151	0	500	109	250	250
TOTAL 001-GENERAL FUND	10,320	9,620	18,750	13,377	17,000	17,000
112-TRUST AND AGENCY						
112-5-6-610-6110 FICA	350	595	1,148	859	1,148	1,148
112-5-6-610-6130 IPERS	214	295	1,340	298	1,340	1,340
TOTAL 112-TRUST AND AGENCY	564	890	2,488	1,157	2,488	2,488
TOTAL MAYOR AND COUNCIL	10,884	10,510	21,238	14,534	19,488	19,488
CLERK & TREASURER =====						
001-GENERAL FUND						
001-5-6-620-6010 SALARIES AND WAGES	54,002	50,848	57,604	42,484	57,222	57,222
001-5-6-620-6170 JOB INSURANCE	0	0	0	0	0	0
001-5-6-620-6210 DUES, MEMBERSHIP	3,933	4,170	4,000	3,683	4,000	4,000
001-5-6-620-6230 TRAINING AND EDUCATION	4,214	2,418	5,420	1,903	3,420	3,420
001-5-6-620-6240 TRAVEL AND CONFERENCE	5,431	3,191	4,000	2,679	3,000	3,000
001-5-6-620-6310 BUILDING MAINTENANCE	831	849	1,000	323	1,000	1,000
001-5-6-620-6331 MOTOR OPERATION FUEL	0	0	0	0	0	0
001-5-6-620-6332 REPAIR/MAINTENANCE-VEH	0	0	0	0	0	0
001-5-6-620-6371 UTILITY SERVICES/GAS,	3,043	5,006	3,500	2,560	4,000	4,000
001-5-6-620-6373 TELEPHONE/OPERATIONS	3,069	3,699	4,500	2,046	5,000	5,000
001-5-6-620-6400 BANKING EXPENSES	0	7,500	0	114	0	0
001-5-6-620-6401 AUDITING EXPENSE	10,443	11,457	10,000	0	10,000	10,000
001-5-6-620-6409 JANITORIAL EXPENSE	914	879	1,250	563	2,500	2,500
001-5-6-620-6414 ADVERTISEMENT & LEGAL	0	0	0	90	0	0
001-5-6-620-6419 TECHNOLOGY SERVICES	543	4,648	3,982	155	1,485	1,485
001-5-6-620-6440 ELECTIONS	0	1,305	1,688	0	1,688	1,688
001-5-6-620-6490 CONSULTANT AND PROF. F	13,451	23,008	12,896	13,316	7,793	7,793
001-5-6-620-6492 BUILDING INSPECTIONS	2,800	4,782	4,453	639	0	0
001-5-6-620-6498 CONTRACT PAYMENTS	9,536	7,760	11,996	6,708	11,996	11,996
001-5-6-620-6499 MISC. CONTRACT WORK	0	0	0	0	0	0
001-5-6-620-6506 OFFICE SUPPLIES	3,933	4,698	3,500	3,374	3,000	3,000

		((----- 2016-2017 -----) (----- 2017-2018 -----))					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
001-5-6-620-6508	POSTAGE AND SHIPPING	2,181	2,100	2,500	1,220	2,500	2,500
001-5-6-620-65081	POSTAGE MACHINE	1,092	989	1,777	540	1,777	1,777
001-5-6-620-6591	HOOVERS HOMETOWN DAYS	0	0	0	0	0	0
001-5-6-620-6599	MISC. SUPPLIES	0	102	0	910	0	0
001-5-6-620-6721	FURNITURE AND FIXTURES	0	0	0	0	0	0
001-5-6-620-6725	OFFICE EQUIPMENT	0	1,725	0	0	0	0
001-5-6-620-6793	POLICY ADMIN./DEVELOPM	0	0	0	0	0	0
001-5-6-620-6801	PRINCIPAL	0	0	0	0	0	0
001-5-6-620-6851	INTEREST/COUPONS	0	0	0	0	0	0
TOTAL 001-GENERAL FUND		119,416	141,131	134,066	83,309	120,381	120,381
036-TORT LIABILITY							
036-5-6-620-6160	WORKMENS COMP.	1,198	1,948	1,177	812	1,278	1,278
036-5-6-620-6408	LIABILITY INSURANCE	1,418	4,119	4,292	4,064	4,662	4,662
TOTAL 036-TORT LIABILITY		2,616	6,067	5,469	4,876	5,940	5,940
112-TRUST AND AGENCY							
112-5-6-620-6110	FICA	4,010	3,767	4,407	3,172	4,586	4,586
112-5-6-620-6130	IPERS	4,630	4,244	5,144	3,674	5,353	5,353
112-5-6-620-6150	GROUP INSURANCE	4,607	4,561	3,955	2,525	4,709	4,709
112-5-6-620-6199	WELLNESS BENEFIT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY		13,247	12,573	13,506	9,371	14,648	14,648
TOTAL CLERK & TREASURER		135,278	159,770	153,041	97,556	140,969	140,969
LEGAL SERVICES							
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001-GENERAL FUND							
001-5-6-640-6414	ADVERTISEMENT & LEGAL	9,334	15,239	10,000	5,926	10,000	10,000
001-5-6-640-6490	CONSULTANT AND PROF. F	76,401	213,792	71,484	78,220	18,000	18,000
TOTAL 001-GENERAL FUND		85,734	229,031	81,484	84,145	28,000	28,000
TOTAL LEGAL SERVICES		85,734	229,031	81,484	84,145	28,000	28,000
TORT LIABILITY							
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001-GENERAL FUND							
001-5-6-660-6801	PRINCIPAL	0	0	0	0	0	0
001-5-6-660-6851	INTEREST/COUPONS	0	0	0	0	0	0
TOTAL 001-GENERAL FUND		0	0	0	0	0	0
TOTAL TORT LIABILITY		0	0	0	0	0	0

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
<hr/>							
BONDING							
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226-GO DEBT SERVICE							
226-5-7-700-6801	PRINCIPAL -FIRE LOAN	99,412	0	0	0	85,000	85,000
226-5-7-700-6802	PRINCIPAL-CITY HALL LO	0	0	80,000	0	0	0
226-5-7-700-6803	PRINCIPAL- LAWSUIT LOA	42,208	48,321	0	0	0	0
226-5-7-700-6804	PRINCIPAL - GO EQUIPME	74,682	0	0	0	0	0
226-5-7-700-6805	PRINCIPAL-GO PROPERTY	39,999	36,841	200,000	100,000	91,000	91,000
226-5-7-700-6806	PRINCIPAL- GO BOND SER	155,000	160,000	160,000	0	165,000	165,000
226-5-7-700-6807	PRINCIPAL-GO BONDS 201	0	60,000	0	0	85,000	85,000
226-5-7-700-6851	INTEREST- FIRE LOAN	1,229	0	0	0	15,848	15,848
226-5-7-700-6852	INTEREST-CITY HALL LOA	0	0	15,300	0	8,245	8,245
226-5-7-700-6853	INTEREST-LAWSUIT LOAN	5,545	3,289	0	0	0	0
226-5-7-700-6854	INTEREST - GO EQUIPMEN	1,307	0	0	0	0	0
226-5-7-700-6855	INTEREST-GO PROPERTY A	6,669	9,827	10,995	1,792	10,955	10,955
226-5-7-700-6856	INTEREST-GO BOND SERIE	42,240	40,190	40,190	19,295	36,940	36,940
226-5-7-700-6857	INTEREST-GO BONDS 2015	0	12,546	0	7,650	14,420	14,420
226-5-7-700-6899	BOND REGISTRATION FEES	0	1,100	1,000	500	1,500	1,500
TOTAL 226-GO DEBT SERVICE		468,291	372,115	507,485	129,237	513,908	513,908
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TOTAL BONDING		468,291	372,115	507,485	129,237	513,908	513,908
TIF DEBT SERVICE							
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125-T I F							
125-5-5-710-6801	PRINCIPAL	0	0	0	0	0	0
125-5-5-710-6851	INTEREST/COUPONS	0	0	0	0	0	0
125-5-5-710-6855	TIF REBATES	0	0	0	0	0	0
TOTAL 125-T I F		0	0	0	0	0	0
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TOTAL TIF DEBT SERVICE		0	0	0	0	0	0
CAPITAL IMPROVEMENT							
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TOTAL CAPITAL IMPROVEMENT		0	0	0	0	0	0
CAPITAL PROJECT							
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			(----- 2016-2017 -----)	(----- 2017-2018 -----)		
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
121-OPTION TAX						
121-5-7-751-6420 OPTION TAX	0	0	0	0	0	0
TOTAL 121-OPTION TAX	0	0	0	0	0	0
301-REAP GRANT PROJECT						
301-5-8-751-6490 CONSULTANT & PROF. FEE	0	17,000	0	0	0	0
301-5-8-751-6498 CONTRACT PAYMENTS	0	0	73,000	0	50,500	50,500
TOTAL 301-REAP GRANT PROJECT	0	17,000	73,000	0	50,500	50,500
302-PARKSIDE DR IMP CAP PROJ						
302-5-8-751-6490 CONSULTANT AND PROF. F	3,998	6,965	0	0	0	0
302-5-8-751-6498 CONTRACT PAYMENTS	2,800	104,945	0	0	0	0
TOTAL 302-PARKSIDE DR IMP CAP PROJ	6,798	111,910	0	0	0	0
304-W MAIN ST STORMWATER IMP						
304-5-8-751-6490 CONSULTANT AND PROF. F	0	0	0	0	0	0
304-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	0	0
TOTAL 304-W MAIN ST STORMWATER IMP	0	0	0	0	0	0
305-MAIN ST CROSSINGS PROJ						
305-5-8-751-6490 CONSULTANT AND PROF. F	0	33,166	0	561	0	0
305-5-8-751-6498 CONTRACT PAYMENTS	0	0	60,000	49,077	0	0
TOTAL 305-MAIN ST CROSSINGS PROJ	0	33,166	60,000	49,637	0	0
306-4TH ST IMPROVEMENTS PROJ						
306-5-8-751-6490 CONSULTANT AND PROF. F	0	59,622	30,000	36,216	0	0
306-5-8-751-6498 CONTRACT PAYMENTS	0	0	800,000	749,780	0	0
TOTAL 306-4TH ST IMPROVEMENTS PROJ	0	59,622	830,000	785,997	0	0
307-MAIN ST INTERSECTION IMP						
307-5-8-751-6490 CONSULTANT & PROF FEES	0	25,610	20,000	2,554	0	0
307-5-8-751-6498 CONTRACT PAYMENTS	0	0	132,385	175,944	0	0
TOTAL 307-MAIN ST INTERSECTION IMP	0	25,610	152,385	178,498	0	0
308-PARK IMP - PEDERSEN VALLE						
308-5-8-751-6490 CONSULTANT AND PROF FE	0	0	235,815	81,781	0	0
308-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	2,786,000	2,786,000
TOTAL 308-PARK IMP - PEDERSEN VALLE	0	0	235,815	81,781	2,786,000	2,786,000
309-PHASE I PARK IMPROVEMENTS						
309-5-8-751-6490 CONSULTANT AND PROF FE	0	0	6,192	11,979	0	0
309-5-8-751-6498 CONTRACT PAYMENTS	0	0	257,993	213,426	51,174	51,174
TOTAL 309-PHASE I PARK IMPROVEMENTS	0	0	264,185	225,405	51,174	51,174

			(----- 2016-2017 -----)	(----- 2017-2018 -----)		
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
310-COLLEGE STREET BRIDGE						
310-5-8-751-6490 CONSULTANT AND PROF FE	0	11,059	175,000	32,975	0	0
310-5-8-751-6498 CONTRACT PAYMENTS	0	0	102,550	0	500,000	500,000
TOTAL 310-COLLEGE STREET BRIDGE	0	11,059	277,550	32,975	500,000	500,000
311-BERANEK PARKING IMPROVEME						
311-5-8-751-6490 CONSULTANT AND PROF FE	0	0	25,000	386	0	0
311-5-8-751-6498 CONTRACT PAYMENTS	0	0	200,000	0	0	0
TOTAL 311-BERANEK PARKING IMPROVEME	0	0	225,000	386	0	0
312-DOWNTOWN EAST REDEVELOPME						
312-5-8-751-6490 CONSULTANT & PROF FEES	0	0	25,000	7,206	0	0
312-5-8-751-6498 CONTRACT PAYMENTS	0	225,000	150,000	983	175,000	175,000
TOTAL 312-DOWNTOWN EAST REDEVELOPME	0	225,000	175,000	8,189	175,000	175,000
313-MAIN ST SIDEWALK-PHASE 4						
313-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	12,398	21,350	21,350
313-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	129,688	129,688
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	0	0	0	12,398	151,038	151,038
314-N FIRST ST IMPROVEMENTS						
314-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	14,130	29,700	29,700
314-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	346,010	346,010
TOTAL 314-N FIRST ST	0	0	0	14,130	375,710	375,710
315-MAIN ST WATER MAIN IMPROV						
315-5-8-751-6490 CONSULTANT AND PROF FE	0	0	0	0	7,880	7,880
315-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	157,596	157,596
TOTAL 315-MAIN ST WATER MAIN IMPROV	0	0	0	0	165,476	165,476
316-I & I LINE/GROUT PH 2						
316-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	507	0	0
316-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	136,371	136,371
TOTAL 316-I & I LINE/GROUT PH 2	0	0	0	507	136,371	136,371
317-ORANGE ST 4TH TO 5TH IMP						
317-5-8-751-6490 CONSULTANT & PROF FEES	0	0	0	0	15,000	15,000
317-5-8-751-6498 CONTRACT PAYMENTS	0	0	0	0	135,000	135,000
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	0	0	0	0	150,000	150,000
TOTAL CAPITAL PROJECT	6,798	483,366	2,292,935	1,389,902	4,541,269	4,541,269
DEPT 762						
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TOTAL DEPT 762	0	0	0	0	0	0

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
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WATER							
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600-WATER FUND							
600-5-9-810-6010	SALARIES AND WAGES	106,149	108,420	114,349	77,961	114,761	114,761
600-5-9-810-6020	PART TIME	0	0	0	0	0	0
600-5-9-810-6110	FICA	7,474	7,865	8,748	5,692	8,883	8,883
600-5-9-810-6130	IPERS	9,328	9,484	10,212	6,775	10,369	10,369
600-5-9-810-6150	GROUP INSURANCE	16,734	16,475	14,520	9,940	17,556	17,556
600-5-9-810-6160	WORKMENS COMP.	1,986	7,387	5,009	5,719	6,798	6,798
600-5-9-810-6170	JOB INSURANCE	0	0	0	0	0	0
600-5-9-810-6199	WELLNESS BENEFIT	0	0	0	0	0	0
600-5-9-810-6210	DUES, MEMBERSHIP	1,461	1,400	1,500	843	1,500	1,500
600-5-9-810-6230	TRAINING AND EDUCATION	3,754	3,175	1,500	1,565	3,000	3,000
600-5-9-810-6240	TRAVEL AND CONFERENCE	670	1,115	500	85	500	500
600-5-9-810-6310	BUILDING MAINTENANCE	5,403	3,121	2,000	1,576	3,000	3,000
600-5-9-810-6320	BLDG/GROUNDS OPERATION	5,096	2,089	2,000	796	2,000	2,000
600-5-9-810-6331	MOTOR OPERATION FUEL	4,091	1,649	4,000	1,437	4,000	4,000
600-5-9-810-6332	REPAIR/MAINTENANCE-VEH	3,576	877	1,000	982	1,500	1,500
600-5-9-810-6350	EQUIPMENT REPAIR	1,619	0	500	0	500	500
600-5-9-810-6371	UTILITY SERVICES/GAS,	31,855	39,531	32,000	21,635	33,000	33,000
600-5-9-810-6373	TELEPHONE/OPERATIONS	2,818	3,006	2,000	1,615	3,000	3,000
600-5-9-810-64081	LIABILITY INSURANCE	1,418	4,096	6,150	5,595	6,150	6,150
600-5-9-810-6412	LAB ANALYSIS	1,208	1,373	2,000	575	2,000	2,000
600-5-9-810-6414	ADVERTISING	0	0	0	270	0	0
600-5-9-810-6418	SALES TAX	27,226	30,721	25,000	22,228	30,000	30,000
600-5-9-810-64181	LOCAL OPTION SALES TAX	0	5,067	0	3,649	0	0
600-5-9-810-6419	TECHNOLOGY SERVICES	0	0	0	0	0	0
600-5-9-810-6420	OPTION TAX	0	0	0	0	0	0
600-5-9-810-6490	CONSULTANT AND PROF. F	7,489	16,595	4,871	2,967	2,500	2,500
600-5-9-810-6497	CONTRACT WORK BACKHOE	0	0	0	0	0	0
600-5-9-810-6498	CONTRACT PAYMENTS	396	522	500	310	500	500
600-5-9-810-6501	CHEMICALS	21,127	25,158	15,000	12,153	19,232	19,232
600-5-9-810-6506	OFFICE SUPPLIES	433	1,117	250	17	500	500
600-5-9-810-6508	POSTAGE AND SHIPPING	2,533	2,333	2,250	1,184	2,500	2,500
600-5-9-810-6521	MOTOR VEHICLE MAINT. S	500	0	0	0	0	0
600-5-9-810-6529	UNIFORMS	296	663	350	273	350	350
600-5-9-810-6590	MISCELLANEOUS COMMODIT	0	0	0	0	0	0
600-5-9-810-6598	WATER DEPOSIT REFUNDS	3,201	3,772	4,000	2,121	4,000	4,000
600-5-9-810-6599	MISC. SUPPLIES	22,297	9,797	7,500	24,188	20,000	20,000
600-5-9-810-6722	OTHER EQUIPMENT:PLANT	10,134	5,659	15,000	917	30,000	30,000
600-5-9-810-6727	EQUIPMENT	0	6,250	10,000	10,000	7,000	7,000
600-5-9-810-6783	UTILITIES SYSTEM-REPLA	85,836	107,594	134,000	19,965	34,988	34,988
600-5-9-810-6791	EQUIPMENT MAINTENANCE	0	0	0	0	10,000	10,000
600-5-9-810-6796	CAPITAL SYSTEM SET ASI	0	0	0	0	25,000	25,000
600-5-9-810-6797	CAPITAL EQUIPMENT SET	0	10,000	0	0	5,500	5,500
600-5-9-810-6801	PRINCIPAL	0	0	0	0	0	0
600-5-9-810-6851	INTEREST/COUPONS	0	0	0	0	0	0
TOTAL 600-WATER FUND		386,108	436,311	426,709	243,037	410,587	410,587

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DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
603-WATER SINKING FUND							
603-5-9-810-6801	PRINCIPAL	45,000	46,000	45,000	0	48,000	48,000
603-5-9-810-6851	INTEREST/COUPONS	20,475	15,669	20,013	5,004	9,135	9,135
TOTAL 603-WATER SINKING FUND		65,475	61,669	65,013	5,004	57,135	57,135
TOTAL WATER		451,583	497,980	491,722	248,040	467,722	467,722
SEWER OPERATING							
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610-SEWER FUND							
610-5-9-815-6010	SALARIES AND WAGES	97,400	100,744	107,781	72,631	108,025	108,025
610-5-9-815-6020	PART TIME	935	0	0	0	0	0
610-5-9-815-6110	FICA	6,956	7,359	8,246	5,335	8,368	8,368
610-5-9-815-6130	IPERS	8,646	8,798	9,625	6,299	9,768	9,768
610-5-9-815-6150	GROUP INSURANCE	14,301	14,008	14,520	8,368	10,400	10,400
610-5-9-815-6160	WORKMENS COMP.	1,627	2,217	773	(1,209)	779	779
610-5-9-815-6170	JOB INSURANCE	0	0	0	0	0	0
610-5-9-815-6199	WELLNES BENEFIT	0	0	0	0	0	0
610-5-9-815-6210	DUES, MEMBERSHIP	643	521	750	352	750	750
610-5-9-815-6230	TRAINING AND EDUCATION	1,000	753	1,000	643	1,500	1,500
610-5-9-815-6240	TRAVEL AND CONFERENCE	500	80	500	496	500	500
610-5-9-815-6310	BUILDING MAINTENANCE	2,396	858	1,000	1,291	1,000	1,000
610-5-9-815-6320	BLDG/GROUNDS OPERATION	3,733	4,896	3,500	737	3,500	3,500
610-5-9-815-6331	MOTOR OPERATION FUEL	2,743	1,883	4,417	1,466	4,417	4,417
610-5-9-815-6332	REPAIR/MAINTENANCE-VEH	272	996	1,000	968	2,000	2,000
610-5-9-815-6350	EQUIPMENT REPAIR	1,000	232	1,000	0	2,000	2,000
610-5-9-815-63501	REPAIRS-RADIOS	0	0	0	0	0	0
610-5-9-815-6371	UTILITY SERVICES/GAS,	18,127	21,056	20,000	13,536	23,000	23,000
610-5-9-815-6373	TELEPHONE/OPERATIONS	2,689	2,761	2,000	1,615	3,000	3,000
610-5-9-815-64081	LIABILITY INSURANCE	1,418	5,346	6,150	5,595	6,442	6,442
610-5-9-815-6412	LAB ANALYSIS	7,613	7,552	8,500	5,110	8,500	8,500
610-5-9-815-6414	ADVERTISING	0	0	0	270	0	0
610-5-9-815-6418	SALES TAX	0	0	0	0	0	0
610-5-9-815-64181	LOCAL OPTION SALES TAX	0	0	0	0	0	0
610-5-9-815-6490	CONSULTANT AND PROF. F	13,326	2,053	10,000	2,378	10,000	10,000
610-5-9-815-6498	CONTRACT PAYMENTS	171	2,277	0	310	0	0
610-5-9-815-6499	MISC. CONTRACT WORK	3,316	360	1,500	0	1,500	1,500
610-5-9-815-6501	CHEMICALS	0	0	250	0	250	250
610-5-9-815-6504	MINOR EQUIPMENT	0	423	500	427	500	500
610-5-9-815-6506	OFFICE SUPPLIES	0	28	250	0	250	250
610-5-9-815-6508	POSTAGE AND SHIPPING	3,106	3,750	3,500	1,870	3,500	3,500
610-5-9-815-6510	SAFETY EQUIPMENT	987	1,367	1,300	3,858	3,000	3,000
610-5-9-815-6521	MOTOR VEHICLE MAINT. S	0	0	1,000	710	1,000	1,000
610-5-9-815-6529	UNIFORMS	80	30	350	377	350	350
610-5-9-815-6599	MISC. SUPPLIES	2,095	747	3,000	689	3,000	3,000
610-5-9-815-6727	EQUIPMENT	0	6,250	10,000	10,000	7,000	7,000
610-5-9-815-6762	MANHOLE REPAIR	0	0	0	0	0	0

		(----- 2016-2017 -----) (----- 2017-2018 -----)					
DEPARTMENTAL EXPENDITURES		2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
610-5-9-815-6781	CAPITAL IMPROV. LINE C	0	0	2,000	1,196	2,000	2,000
610-5-9-815-6783	UTILITIES SYSTEM-REPLA	103,627	66,744	139,063	5,360	115,926	115,926
610-5-9-815-6790	CAPITAL EQUIPMENT	0	11,238	10,000	0	5,500	5,500
610-5-9-815-6794	LAB EQUIP./REQUIREMENT	0	0	0	0	0	0
610-5-9-815-6801	PRINCIPAL	0	0	0	0	0	0
610-5-9-815-6851	INTEREST/COUPONS	0	0	0	0	0	0
TOTAL 610-SEWER FUND		298,707	275,327	373,475	150,677	347,725	347,725
614-WASTEWATER LIFT STATION							
614-5-9-815-6490	CONSULTANT AND PROF. F	0	0	0	0	0	0
614-5-9-815-6498	CONTRACT PAYMENTS	0	0	0	0	0	0
TOTAL 614-WASTEWATER LIFT STATION		0	0	0	0	0	0
TOTAL SEWER OPERATING		298,707	275,327	373,475	150,677	347,725	347,725
SOLID WASTE							
=====							
001-GENERAL FUND							
001-5-2-840-6413	LANDFILL	12,739	14,332	15,000	14,696	15,000	15,000
001-5-2-840-6430	TIPPING FEE	0	0	0	0	0	0
001-5-2-840-6498	CONTRACT PAYMENTS	52,779	43,955	50,000	34,250	55,000	55,000
TOTAL 001-GENERAL FUND		65,518	58,287	65,000	48,947	70,000	70,000
TOTAL SOLID WASTE		65,518	58,287	65,000	48,947	70,000	70,000
LOCAL CABLE ACCESS							
=====							
001-GENERAL FUND							
001-5-4-855-6010	SALARIES AND WAGES	16,196	17,538	17,032	11,893	17,641	17,641
001-5-4-855-6230	TRAINING AND EDUCATION	0	0	756	0	1,000	1,000
001-5-4-855-6310	BUILDING MAINTENANCE	0	0	0	0	0	0
001-5-4-855-6350	EQUIPMENT REPAIR	0	0	0	0	0	0
001-5-4-855-6371	UTILITY SERVICES/GAS,	1,200	1,200	1,400	800	1,400	1,400
001-5-4-855-6373	TELEPHONE/OPERATIONS	1,177	1,247	1,000	790	1,000	1,000
001-5-4-855-64083	COMMERCIAL PROPERTY IN	0	0	158	158	0	0
001-5-4-855-6414	ADVERTISEMENT & LEGAL	0	0	0	0	0	0
001-5-4-855-6498	CONTRACT PAYMENTS	2,625	2,365	3,000	1,039	2,244	2,244
001-5-4-855-6504	MINOR EQUIPMENT	0	1,645	0	0	0	0
001-5-4-855-6506	OFFICE SUPPLIES	0	0	0	0	0	0
001-5-4-855-6508	POSTAGE AND SHIPPING	0	0	0	0	0	0
001-5-4-855-6526	PROGRAMMING	0	0	0	0	0	0
001-5-4-855-6599	MISC. SUPPLIES	0	62	0	7	0	0
001-5-4-855-6725	OFFICE EQUIPMENT	0	0	0	0	0	0
001-5-4-855-6727	EQUIPMENT	1,042	3,581	1,000	1,015	1,512	1,512
TOTAL 001-GENERAL FUND		22,240	27,639	24,346	15,702	24,797	24,797

			(----- 2016-2017 -----)	(----- 2017-2018 -----)		
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
112-TRUST AND AGENCY						
112-5-4-855-6110 FICA	1,239	1,290	1,303	910	1,350	1,350
112-5-4-855-6130 IPERS	1,423	1,456	1,521	1,033	1,576	1,576
112-5-4-855-6150 GROUP INSURANCE	2,069	2,097	2,680	1,332	3,443	3,443
112-5-4-855-6199 WELLNESS BENEFIT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY	4,731	4,844	5,504	3,275	6,369	6,369
TOTAL LOCAL CABLE ACCESS	26,971	32,482	29,850	18,977	31,166	31,166
COMMISSION =====						
001-GENERAL FUND						
001-5-1-856-6447 ANIMAL CONTROL	565	834	0	222	0	0
001-5-4-856-6445 LOCAL CABLE	0	0	0	0	0	0
001-5-5-856-6446 PLANNING & ZONING	18,926	24,652	25,000	22,893	25,000	25,000
TOTAL 001-GENERAL FUND	19,492	25,485	25,000	23,116	25,000	25,000
TOTAL COMMISSION	19,492	25,485	25,000	23,116	25,000	25,000
STORM WATER UTILITY =====						
740-STORM WATER UTILITY						
740-5-9-865-6499 PRIVATE STORMWATER IMP	246	0	0	0	0	0
740-5-9-865-6783 UTILITIES SYSTEM-STORM	19,420	74,292	90,000	64,317	153,000	153,000
TOTAL 740-STORM WATER UTILITY	19,666	74,292	90,000	64,317	153,000	153,000
TOTAL STORM WATER UTILITY	19,666	74,292	90,000	64,317	153,000	153,000
NON-DEPARTMENTAL =====						
001-GENERAL FUND						
001-5-0-950-9100 TRANSFERS OUT	6,798	45,000	45,000	81,320	50,000	50,000
TOTAL 001-GENERAL FUND	6,798	45,000	45,000	81,320	50,000	50,000
031-LIBRARY						
031-5-0-950-9100 TRANSFERS OUT	1,349	0	0	0	0	0
TOTAL 031-LIBRARY	1,349	0	0	0	0	0

	((----- 2016-2017 -----) (----- 2017-2018 -----))					
DEPARTMENTAL EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	APPROVED BUDGET
110-ROAD USE TAX						
110-5-0-950-9100 TRANSFERS OUT	0	0	0	0	123,210	123,210
TOTAL 110-ROAD USE TAX	0	0	0	0	123,210	123,210
112-TRUST AND AGENCY						
112-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	0
TOTAL 112-TRUST AND AGENCY	0	0	0	0	0	0
119-EMERGENCY TAX FUND						
119-5-0-950-9100 TRANSFERS OUT	35,402	34,623	34,753	0	35,049	35,049
TOTAL 119-EMERGENCY TAX FUND	35,402	34,623	34,753	0	35,049	35,049
121-OPTION TAX						
121-5-0-950-9100 TRANSFERS OUT	105,418	145,754	0	288,016	50,764	50,764
TOTAL 121-OPTION TAX	105,418	145,754	0	288,016	50,764	50,764
125-T I F						
125-5-0-950-9100 TRANSFERS OUT	95,691	194,645	187,387	84,438	133,435	133,435
TOTAL 125-T I F	95,691	194,645	187,387	84,438	133,435	133,435
307-MAIN ST INTERSECTION IMP						
307-5-0-950-9100 TRANSFERS OUT	0	0	0	54,246	0	0
TOTAL 307-MAIN ST INTERSECTION IMP	0	0	0	54,246	0	0
501-KROUTH PRINCIPAL FUND						
501-5-0-950-9100 TRANSFERS OUT	0	331	0	0	0	0
TOTAL 501-KROUTH PRINCIPAL FUND	0	331	0	0	0	0
502-KROUTH INTEREST FUND						
502-5-0-950-9100 TRANSFERS OUT	0	0	0	0	0	0
TOTAL 502-KROUTH INTEREST FUND	0	0	0	0	0	0
600-WATER FUND						
600-5-0-950-9100 TRANSFERS OUT	107,533	120,964	137,291	37,924	129,413	129,413
TOTAL 600-WATER FUND	107,533	120,964	137,291	37,924	129,413	129,413
610-SEWER FUND						
610-5-0-950-9100 TRANSFERS OUT	86,125	90,525	90,525	0	92,275	92,275
TOTAL 610-SEWER FUND	86,125	90,525	90,525	0	92,275	92,275
950-BC/BS FLEXIBLE BENEFIT						
950-5-0-950-9199 EMPLOYEE FLEX EXPENSE	3,019	(1,513)	0	2,481	0	0
TOTAL 950-BC/BS FLEXIBLE BENEFIT	3,019	(1,513)	0	2,481	0	0
TOTAL NON-DEPARTMENTAL	441,335	630,329	494,956	548,426	614,146	614,146
TOTAL EXPENDITURES	4,083,925 =====	4,693,843 =====	6,507,976 =====	4,037,546 =====	8,897,609 =====	8,897,609 =====

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
POLICE OPERATION =====					
001-GENERAL FUND					
001-4-1-110-1-4550MISC CHARGE FOR SERVICE	5,230.00	1,294.56	3,119.22	59.64	2,110.78
001-4-1-110-2-4400POLICE DEPARTMENT GRANT	0.00	0.00	612.40	0.00 (612.40)
001-4-1-110-2-4705POLICE DEPT CONTRIBUTIONS	0.00	0.00	10.00	0.00 (10.00)
001-4-1-110-4-4442STEP REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL 001-GENERAL FUND	5,230.00	1,294.56	3,741.62	71.54	1,488.38
TOTAL POLICE OPERATION	5,230.00	1,294.56	3,741.62	71.54	1,488.38
FIRE OPERATION =====					
001-GENERAL FUND					
001-4-1-150-2-4402FIRE DEPARTMENT GRANT	0.00	0.00	0.00	0.00	0.00
001-4-1-150-2-4475TWP. FIRE CONTRACTS	165,338.00	13,433.00	86,793.00	52.49	78,545.00
001-4-1-150-2-4705CONTRIBUTIONS	7,500.00	2,200.00	5,660.00	75.47	1,840.00
001-4-1-150-4-4017EMERGENCY MANAGEMENT	8,415.00	42.44	4,400.48	52.29	4,014.52
001-4-1-150-4-4060EXCISE TAX, EMA	85.00	0.00	44.96	52.89	40.04
001-4-1-150-4-4080MOBILE HOME TAXES	0.00	1.43	37.20	0.00 (37.20)
001-4-1-150-4-4464COMM/IND REPLACEMENT REIMB	0.00	0.00	235.90	0.00 (235.90)
001-4-1-150-4-4715REFUNDS	0.00	0.00	0.00	0.00	0.00
001-4-1-150-4-4799MISCELLANEOUS REVENUES	0.00	525.00	525.00	0.00 (525.00)
TOTAL 001-GENERAL FUND	181,338.00	16,201.87	97,696.54	53.88	83,641.46
014-FIRE DEPT DONATIONS					
014-4-1-150-2-4705PRIVATE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL 014-FIRE DEPT DONATIONS	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE OPERATION	181,338.00	16,201.87	97,696.54	53.88	83,641.46
ANIMAL CONTROL =====					
TOTAL ANIMAL CONTROL	0.00	0.00	0.00	0.00	0.00
ROADS AND STREETS =====					

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
001-GENERAL FUND					
001-4-2-210-1-4550MISC REV SIDEWALK REPAIR	0.00	0.00	0.00	0.00	0.00
001-4-2-210-2-4445IOWA DOT GRANTS/REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
001-4-2-210-4-4821BANK LOAN	0.00	0.00	0.00	0.00	0.00
TOTAL 001-GENERAL FUND	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX					
110-4-2-210-2-4430ROAD USE TAX PAYMENTS	280,000.00	25,911.57	179,680.40	64.17	100,319.60
110-4-2-210-2-4445IOWA DOT GRANTS/REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
110-4-2-210-2-4710REIMBURSEMENTS	0.00	0.00	774.30	0.00 (774.30)
110-4-2-210-2-4821BANK LOAN	0.00	0.00	0.00	0.00	0.00
TOTAL 110-ROAD USE TAX	280,000.00	25,911.57	180,454.70	64.45	99,545.30
TOTAL ROADS AND STREETS	280,000.00	25,911.57	180,454.70	64.45	99,545.30
STREET LIGHTING =====					
TOTAL STREET LIGHTING	0.00	0.00	0.00	0.00	0.00
LIBRARY =====					
031-LIBRARY					
031-4-4-410-1-4461STATE LIBRARY FUNDING	3,250.00	0.00	1,858.95	57.20	1,391.05
031-4-4-410-1-4765FINES	1,500.00	137.53	803.46	53.56	696.54
031-4-4-410-2-4470RURAL LIBRARY ASSISTANCE	17,745.00	0.00	8,872.50	50.00	8,872.50
031-4-4-410-2-4705PRIVATE CONTRIBUTIONS	2,000.00	89.26	993.45	49.67	1,006.55
031-4-4-410-4-4000GENERAL PROPERTY TAX	179,970.00	0.00	83,660.00	46.49	96,310.00
031-4-4-410-4-4300INTEREST INCOME	0.00	167.45	402.70	0.00 (402.70)
031-4-4-410-4-4799MISC. REVENUES	1,200.00	165.75	2,774.28	231.19 (1,574.28)
TOTAL 031-LIBRARY	205,665.00	559.99	99,365.34	48.31	106,299.66
502-KROUTH INTEREST FUND					
502-4-4-410-2-4715REFUNDS	0.00	0.00	0.00	0.00	0.00
502-4-4-410-4-4300INTEREST INCOME	400.00	21.61	50.45	12.61	349.55
502-4-4-410-4-4799MISC. REVENUES	0.00	0.00	0.00	0.00	0.00
TOTAL 502-KROUTH INTEREST FUND	400.00	21.61	50.45	12.61	349.55
TOTAL LIBRARY	206,065.00	581.60	99,415.79	48.24	106,649.21

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PARK & RECREATION =====					
001-GENERAL FUND					
001-4-4-430-1-4550FITNESS	0.00	0.00	0.00	0.00	0.00
001-4-4-430-1-4551ADULT SPORTS	1,600.00	0.00	115.00	7.19	1,485.00
001-4-4-430-1-4552SWIMMING	500.00	0.00	0.00	0.00	500.00
001-4-4-430-1-4554VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
001-4-4-430-1-4555RECREATION ACTIVITIES	1,140.00	0.00	3,717.00	326.05 (2,577.00)
001-4-4-430-1-4556SUMMER LEAGUE	5,120.00	0.00	0.00	0.00	5,120.00
001-4-4-430-1-4557CAMP	9,600.00	0.00	0.00	0.00	9,600.00
001-4-4-430-1-4558YOUTH SPORTS	6,250.00	55.00	5,275.10	84.40	974.90
001-4-4-430-4-4821BANK LOAN	0.00	0.00	0.00	0.00	0.00
TOTAL 001-GENERAL FUND	24,210.00	55.00	9,107.10	37.62	15,102.90
TOTAL PARK & RECREATION	24,210.00	55.00	9,107.10	37.62	15,102.90
CEMETERY =====					
001-GENERAL FUND					
001-4-4-450-1-4559GRAVE OPENINGS	8,000.00	1,325.00	5,275.00	65.94	2,725.00
001-4-4-450-1-4741SALE OF CEMETERY LOTS	1,000.00	0.00	80.00	8.00	920.00
TOTAL 001-GENERAL FUND	9,000.00	1,325.00	5,355.00	59.50	3,645.00
027-MEMORIAL GARDEN PROJECT					
027-4-4-450-2-4705PRIVATE CONTRIBUTIONS	0.00	0.00	104.00	0.00 (104.00)
TOTAL 027-MEMORIAL GARDEN PROJECT	0.00	0.00	104.00	0.00 (104.00)
500-CEMETERY PERPETUAL FUND					
500-4-4-450-1-4740SALE OF CEMETERY LOTS	2,000.00	0.00	120.00	6.00	1,880.00
500-4-4-450-2-4705PRIVATE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
500-4-4-450-4-4300INTEREST INCOME	0.00	754.32	1,097.10	0.00 (1,097.10)
TOTAL 500-CEMETERY PERPETUAL FUND	2,000.00	754.32	1,217.10	60.86	782.90
TOTAL CEMETERY	11,000.00	2,079.32	6,676.10	60.69	4,323.90
TOWN HALL =====					
022-CIVIC CENTER					
022-4-0-460-4-4060EXCISE TAX	49.00	0.00	79.35	161.94 (30.35)
022-4-0-460-4-4311COMMUNITY BUILDING RENTAL	2,000.00	170.00	860.00	43.00	1,140.00
022-4-0-460-4-4464COMM/IND REPLACEMENT REIMB	0.00	0.00	416.28	0.00 (416.28)
022-4-4-460-4-4008OPERATION OF CIVIC CENTER	4,875.00	74.90	7,769.32	159.37 (2,894.32)
022-4-4-460-4-4080MOBILE HOME TAXES	0.00	2.53	66.22	0.00 (66.22)
TOTAL 022-CIVIC CENTER	6,924.00	247.43	9,191.17	132.74 (2,267.17)

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL TOWN HALL	6,924.00	247.43	9,191.17	132.74 (2,267.17)
COMM & CULTURAL DEVEL =====					
001-GENERAL FUND					
001-4-4-470-2-4715REFUNDS	0.00	0.00	362.00	0.00 (362.00)
TOTAL 001-GENERAL FUND	0.00	0.00	362.00	0.00 (362.00)
TOTAL COMM & CULTURAL DEVEL	0.00	0.00	362.00	0.00 (362.00)
ECONOMIC DEVELOPMENT =====					
160-REVOLVING LOAN FUND					
160-4-2-520-2-4440STATE GRANTS	0.00	0.00	0.00	0.00	0.00
160-4-5-520-2-4300INTEREST INCOIME	0.00	0.00	0.00	0.00	0.00
160-4-5-520-2-4441REVOLVING LOAN	0.00	0.00	0.00	0.00	0.00
160-4-5-520-2-4705PRIVATE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
TOTAL 160-REVOLVING LOAN FUND	0.00	0.00	0.00	0.00	0.00
TOTAL ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
MAYOR AND COUNCIL =====					
TOTAL MAYOR AND COUNCIL	0.00	0.00	0.00	0.00	0.00
CLERK & TREASURER =====					
TOTAL CLERK & TREASURER	0.00	0.00	0.00	0.00	0.00
LEGAL SERVICES =====					
TOTAL LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TORT LIABILITY =====					
TOTAL TORT LIABILITY	0.00	0.00	0.00	0.00	0.00
BONDING =====					
226-GO DEBT SERVICE					
226-4-7-700-4-4300INTEREST - BOND PROCEEDS	0.00 (52.11)	2,010.67	0.00 (2,010.67)
226-4-7-700-4-4827BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 226-GO DEBT SERVICE	0.00 (52.11)	2,010.67	0.00 (2,010.67)
TOTAL BONDING	0.00 (52.11)	2,010.67	0.00 (2,010.67)
TIF DEBT SERVICE =====					
125-T I F					
125-4-7-710-4-4050TIF	250,000.00	0.00	76,424.56	30.57	173,575.44
125-4-7-710-4-4051TIF REBATE ACCIONA	0.00	0.00	0.00	0.00	0.00
125-4-7-710-4-4052TIF REBATE P & G	0.00	0.00	0.00	0.00	0.00
125-4-7-710-4-4300INTEREST - TIF FUND	0.00	117.53	608.28	0.00 (608.28)
125-4-7-710-4-4715REFUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL 125-T I F	250,000.00	117.53	77,032.84	30.81	172,967.16
226-GO DEBT SERVICE					
226-4-7-710-4-4000GENERAL PROPERTY TAX	250,094.00	995.34	110,045.55	44.00	140,048.45
226-4-7-710-4-4060EXCISE TAX	2,365.00	0.00	1,054.49	44.59	1,310.51
226-4-7-710-4-4080MOBILE HOME TAXES	0.00	33.63	885.22	0.00 (885.22)
226-4-7-710-4-4464COMM/IND REPLACEMENT REIMB	13,463.00	0.00	5,532.42	41.09	7,930.58
TOTAL 226-GO DEBT SERVICE	265,922.00	1,028.97	117,517.68	44.19	148,404.32
TOTAL TIF DEBT SERVICE	515,922.00	1,146.50	194,550.52	37.71	321,371.48
CAPITAL IMPROVEMENT =====					
TOTAL CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
CAPITAL PROJECT					
=====					
301-REAP GRANT PROJECT					
301-4-2-751-3-4450REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00
TOTAL 301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00
302-PARKSIDE DR IMP CAP PROJ					
302-4-8-751-3-4710REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL 302-PARKSIDE DR IMP CAP PROJ	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP					
304-4-8-751-3-4710REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL 304-W MAIN ST STORMWATER IMP	0.00	0.00	0.00	0.00	0.00
305-MAIN ST CROSSINGS PROJ					
305-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ					
306-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	253,681.17	0.00 (253,681.17)
TOTAL 306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	253,681.17	0.00 (253,681.17)
307-MAIN ST INTERSECTION IMP					
307-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE					
308-4-8-751-4-4820BOND PROCEEDS	2,600,000.00	0.00	235,380.00	9.05	2,364,620.00
TOTAL 308-PARK IMP - PEDERSEN VALLE	2,600,000.00	0.00	235,380.00	9.05	2,364,620.00
309-PHASE I PARK IMPROVEMENTS					
309-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	261,685.00	0.00 (261,685.00)
TOTAL 309-PHASE I PARK IMPROVEMENTS	0.00	0.00	261,685.00	0.00 (261,685.00)
310-COLLEGE STREET BRIDGE					
310-4-8-751-4-4820BOND PROCEEDS	851,318.00	0.00	218,383.83	25.65	632,934.17
TOTAL 310-COLLEGE STREET BRIDGE	851,318.00	0.00	218,383.83	25.65	632,934.17
311-BERANEK PARKING IMPROVEME					
311-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	25,000.00	0.00 (25,000.00)
TOTAL 311-BERANEK PARKING IMPROVEME	0.00	0.00	25,000.00	0.00 (25,000.00)
312-DOWNTOWN EAST REDEVELOPME					
312-4-8-751-4-4820BOND PROCEEDS	0.00	0.00	397,620.00	0.00 (397,620.00)
TOTAL 312-DOWNTOWN EAST REDEVELOPME	0.00	0.00	397,620.00	0.00 (397,620.00)

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
313-MAIN ST SIDEWALK-PHASE 4					
313-4-8-751-4-4820BOND PROCEEDS	163,750.00	0.00	0.00	0.00	163,750.00
TOTAL 313-MAIN ST SIDEWALK-PHASE 4	163,750.00	0.00	0.00	0.00	163,750.00
314-N FIRST ST IMPROVEMENTS					
314-4-8-751-4-4820BOND PROCEEDS	252,500.00	0.00	0.00	0.00	252,500.00
314-4-8-751-4-4872BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 314-N FIRST ST	252,500.00	0.00	0.00	0.00	252,500.00
317-ORANGE ST 4TH TO 5TH IMP					
317-4-8-751-4-4820BOND PROCEEDS	150,000.00	0.00	0.00	0.00	150,000.00
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	150,000.00	0.00	0.00	0.00	150,000.00
TOTAL CAPITAL PROJECT	4,017,568.00	0.00	1,391,750.00	34.64	2,625,818.00
DEPT 762 =====					
TOTAL DEPT 762	0.00	0.00	0.00	0.00	0.00
WATER =====					
600-WATER FUND					
600-4-9-810-1-4500METERED SALES	500,000.00	35,514.76	276,962.72	55.39	223,037.28
600-4-9-810-1-4530LATE PAYMENT PENALTIES	5,000.00	614.31	3,596.90	71.94	1,403.10
600-4-9-810-1-4540DEPOSIT & HOOKUP FEES	2,500.00	300.00	1,600.00	64.00	900.00
600-4-9-810-1-4560SALES TAX	27,500.00	2,884.52	22,515.09	81.87	4,984.91
600-4-9-810-1-4710REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
600-4-9-810-1-4751METERS, FEES FOR PERMIT-WATER	5,000.00	0.00	4,287.70	85.75	712.30
600-4-9-810-4-4300INTEREST	0.00	225.26	634.59	0.00	634.59
600-4-9-810-4-4301DEP INTEREST	0.00	0.00	0.00	0.00	0.00
600-4-9-810-4-4710REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
600-4-9-810-4-4790LOCAL OPTION TAX	0.00	0.00	0.00	0.00	0.00
TOTAL 600-WATER FUND	540,000.00	39,538.85	309,597.00	57.33	230,403.00
TOTAL WATER	540,000.00	39,538.85	309,597.00	57.33	230,403.00
SEWER OPERATING =====					

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
610-SEWER FUND					
610-4-0-815-4-4715REFUNDS	0.00	0.00	0.00	0.00	0.00
610-4-9-815-1-4541CONNECTION CHARGE FEES	0.00	0.00	402.00	0.00 (402.00)
610-4-9-815-1-4556SERVICE CHARGES	375,000.00	28,803.54	214,130.51	57.10	160,869.49
610-4-9-815-1-4599OTHER INCOME	0.00	500.00	2,394.64	0.00 (2,394.64)
610-4-9-815-1-4710REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
610-4-9-815-4-4300INTEREST INCOME	0.00	396.29	1,275.27	0.00 (1,275.27)
610-4-9-815-4-4827BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 610-SEWER FUND	375,000.00	29,699.83	218,202.42	58.19	156,797.58
614-WASTEWATER LIFT STATION					
614-4-8-815-4-4827BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL 614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00
TOTAL SEWER OPERATING	375,000.00	29,699.83	218,202.42	58.19	156,797.58
SOLID WASTE =====					
001-GENERAL FUND					
001-4-2-840-1-4510RECYCLING COLLECTIONS	44,316.00	3,775.62	26,079.90	58.85	18,236.10
TOTAL 001-GENERAL FUND	44,316.00	3,775.62	26,079.90	58.85	18,236.10
TOTAL SOLID WASTE	44,316.00	3,775.62	26,079.90	58.85	18,236.10
LOCAL CABLE ACCESS =====					
TOTAL LOCAL CABLE ACCESS	0.00	0.00	0.00	0.00	0.00
COMMISSION =====					
TOTAL COMMISSION	0.00	0.00	0.00	0.00	0.00
STORM WATER UTILITY =====					
740-STORM WATER UTILITY					
740-4-9-865-1-4500STORM WATER FEE	50,000.00	4,221.23	28,846.68	57.69	21,153.32
TOTAL 740-STORM WATER UTILITY	50,000.00	4,221.23	28,846.68	57.69	21,153.32
TOTAL STORM WATER UTILITY	50,000.00	4,221.23	28,846.68	57.69	21,153.32

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL					
=====					
001-GENERAL FUND					
001-4-0-950-1-4100BEER AND LIQUOR PERMITS	4,625.00	692.50	2,823.13	61.04	1,801.87
001-4-0-950-1-4105CIGARETTE PERMITS	300.00	0.00	0.00	0.00	300.00
001-4-0-950-1-4122BUILDING PERMITS	11,175.00	371.25	8,809.00	78.83	2,366.00
001-4-0-950-1-4170PEDDLER PERMITS	0.00	0.00	0.00	0.00	0.00
001-4-0-950-1-4171SPECIAL EVENT VENDOR FEES	0.00	10.00	10.00	0.00 (10.00)
001-4-0-950-1-4180ANIMAL LICENSES	1,000.00	425.00	960.00	96.00	40.00
001-4-0-950-1-4190DOG PARK LICENSES	0.00	170.00	620.00	0.00 (620.00)
001-4-0-950-1-4500MISC CHARGE FOR SERVICE	0.00	0.00	489.50	0.00 (489.50)
001-4-0-950-1-4553SUBDIVISION CHARGES	40,548.00	820.65	17,053.95	42.06	23,494.05
001-4-0-950-1-4765FINES	750.00	89.57	474.29	63.24	275.71
001-4-0-950-1-4766VEHICLE UNLOCKS	0.00	0.00	0.00	0.00	0.00
001-4-0-950-2-4401NATIONAL PARK SERVICE	0.00	0.00	0.00	0.00	0.00
001-4-0-950-2-4705PRIVATE CONTRIBUTIONS	18,000.00	0.00	9,275.00	51.53	8,725.00
001-4-0-950-2-4710REIMBURSEMENTS	0.00	0.00	5,270.00	0.00 (5,270.00)
001-4-0-950-3-4720INSURANCE SETTLEMENTS	0.00	0.00	525.00	0.00 (525.00)
001-4-0-950-4-4000GENERAL PROPERTY TAX	861,008.00	5,205.43	453,612.00	52.68	407,396.00
001-4-0-950-4-4003AG LAND	1,639.00	0.00	972.12	59.31	666.88
001-4-0-950-4-4060EXCISE TAX	10,489.00	0.00	5,514.79	52.58	4,974.21
001-4-0-950-4-4080MOBILE HOME TAXES	0.00	175.86	4,152.71	0.00 (4,152.71)
001-4-0-950-4-4300INTEREST INCOME	1,750.00	556.47	1,793.64	102.49 (43.64)
001-4-0-950-4-4310RENTALS	0.00	0.00	0.00	0.00	0.00
001-4-0-950-4-4432NPS PLOWING CONTRACT	6,000.00	0.00	6,000.00	100.00	0.00
001-4-0-950-4-4440STATE GRANTS	0.00	0.00	0.00	0.00	0.00
001-4-0-950-4-4464COMM/IND REPLACEMENT REIMB	63,998.00	0.00	28,933.58	45.21	35,064.42
001-4-0-950-4-4706PRIVATE GRANTS	0.00	0.00	0.00	0.00	0.00
001-4-0-950-4-4715REFUNDS	1,750.00	0.00	0.00	0.00	1,750.00
001-4-0-950-4-4760SOLID WASTE STICKERS	1,500.00	173.75	1,057.50	70.50	442.50
001-4-0-950-4-4799MISC. REVENUES	3,710.00	30.00	868.35	23.41	2,841.65
001-4-0-950-4-4800SALE OF ASSETS	0.00	0.00	7,576.00	0.00 (7,576.00)
001-4-0-950-4-4830TRANSFERS IN	122,352.00	0.00	192,454.31	157.30 (70,102.31)
001-4-0-950-4-9999EMPLOYEE FLEX DEPOSIT	0.00	296.14	2,369.12	0.00 (2,369.12)
001-4-4-950-4-4160CABLE FRANCHISE FEE	24,797.00	2,905.57	15,287.03	61.65	9,509.97
TOTAL 001-GENERAL FUND	1,175,391.00	11,922.19	766,901.02	65.25	408,489.98
022-CIVIC CENTER					
022-4-0-950-4-4300INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
TOTAL 022-CIVIC CENTER	0.00	0.00	0.00	0.00	0.00
031-LIBRARY					
031-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 031-LIBRARY	0.00	0.00	0.00	0.00	0.00

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
036-TORT LIABILITY					
036-4-0-950-4-4013TORT LIABILITY	61,382.00	639.05	66,153.94	107.77 (4,771.94)
036-4-0-950-4-4060EXCISE TAX	0.00	0.00	677.05	0.00 (677.05)
036-4-0-950-4-4080MOBILE HOME TAXES	0.00	21.59	545.47	0.00 (545.47)
036-4-0-950-4-4441COMM/IND REPLACEMENT REIMB	618.00	0.00	3,552.15	574.78 (2,934.15)
036-4-0-950-4-4715REFUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL 036-TORT LIABILITY	62,000.00	660.64	70,928.61	114.40 (8,928.61)
110-ROAD USE TAX					
110-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 110-ROAD USE TAX	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY					
112-4-0-950-4-4015GROUP HEALTH	120,783.00	0.00	0.00	0.00	120,783.00
112-4-0-950-4-4016FICA-IPERS	112,688.00	962.69	99,806.64	88.57	12,881.36
112-4-0-950-4-4060EXCISE TAX	2,352.00	0.00	1,019.90	43.36	1,332.10
112-4-0-950-4-4080MOBILE HOME TAXES	0.00	32.52	843.64	0.00 (843.64)
112-4-0-950-4-4441COMM/IND REPLACEMENT REIMB	15,383.00	0.00	5,350.93	34.78	10,032.07
112-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 112-TRUST AND AGENCY	251,206.00	995.21	107,021.11	42.60	144,184.89
119-EMERGENCY TAX FUND					
119-4-0-950-4-4014EMERGENCY TAX	34,699.00	173.51	17,988.43	51.84	16,710.57
119-4-0-950-4-4060EXCISE TAX	350.00	0.00	183.83	52.52	166.17
119-4-0-950-4-4080MOBILE HOME TAXES	0.00	5.86	152.26	0.00 (152.26)
119-4-0-950-4-4441COMM/IND REPLACEMENT REIMB	0.00	0.00	964.46	0.00 (964.46)
TOTAL 119-EMERGENCY TAX FUND	35,049.00	179.37	19,288.98	55.03	15,760.02
121-OPTION TAX					
121-4-0-950-4-4090LOCAL OPTION TAX	180,000.00	16,576.80	128,233.87	71.24	51,766.13
121-4-0-950-4-4300INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
TOTAL 121-OPTION TAX	180,000.00	16,576.80	128,233.87	71.24	51,766.13
160-REVOLVING LOAN FUND					
160-4-0-950-4-4830TRANSFERS IN	0.00	0.00	36,320.40	0.00 (36,320.40)
TOTAL 160-REVOLVING LOAN FUND	0.00	0.00	36,320.40	0.00 (36,320.40)
226-GO DEBT SERVICE					
226-4-0-950-4-4830TRANSFERS IN	261,449.00	0.00	0.00	0.00	261,449.00
TOTAL 226-GO DEBT SERVICE	261,449.00	0.00	0.00	0.00	261,449.00
302-PARKSIDE DR IMP CAP PROJ					
302-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 302-PARKSIDE DR IMP CAP PROJ	0.00	0.00	0.00	0.00	0.00

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
304-W MAIN ST STORMWATER IMP					
304-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 304-W MAIN ST STORMWATER IMP	0.00	0.00	0.00	0.00	0.00
305-MAIN ST CROSSINGS PROJ					
305-4-0-950-4-4830TRANSFERS IN	0.00	13,115.08	13,115.08	0.00 (13,115.08)
TOTAL 305-MAIN ST CROSSINGS PROJ	0.00	13,115.08	13,115.08	0.00 (13,115.08)
306-4TH ST IMPROVEMENTS PROJ					
306-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP					
307-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE					
308-4-0-950-4-4830TRANSFER IN	0.00	180,000.00	180,000.00	0.00 (180,000.00)
TOTAL 308-PARK IMP - PEDERSEN VALLE	0.00	180,000.00	180,000.00	0.00 (180,000.00)
309-PHASE I PARK IMPROVEMENTS					
309-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE					
310-4-0-950-4-4830TRANSFERS IN	0.00	41,130.66	41,130.66	0.00 (41,130.66)
TOTAL 310-COLLEGE STREET BRIDGE	0.00	41,130.66	41,130.66	0.00 (41,130.66)
311-BERANEK PARKING IMPROVEME					
311-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS					
314-4-0-950-4-4830TRANSFERS IN	123,210.00	0.00	0.00	0.00	123,210.00
TOTAL 314-N FIRST ST	123,210.00	0.00	0.00	0.00	123,210.00
317-ORANGE ST 4TH TO 5TH IMP					
317-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00
501-KROUTH PRINCIPAL FUND					
501-4-0-950-4-4300INTEREST INCOME	0.00	109.95	255.94	0.00 (255.94)
501-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 501-KROUTH PRINCIPAL FUND	0.00	109.95	255.94	0.00 (255.94)

	58.33% OF FISCAL YEAR				
DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
502-KROUTH INTEREST FUND					
502-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 502-KROUTH INTEREST FUND	0.00	0.00	0.00	0.00	0.00
600-WATER FUND					
600-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
600-4-0-950-4-9999EMPLOYEE FLEX DEPOSIT	0.00	0.00	0.00	0.00	0.00
TOTAL 600-WATER FUND	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND					
603-4-0-950-4-4830TRANSFERS IN	57,135.00	5,417.75	37,924.25	66.38	19,210.75
TOTAL 603-WATER SINKING FUND	57,135.00	5,417.75	37,924.25	66.38	19,210.75
610-SEWER FUND					
610-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
610-4-0-950-4-9999EMPLOYEE FLEX DEPOSIT	0.00	0.00	0.00	0.00	0.00
TOTAL 610-SEWER FUND	0.00	0.00	0.00	0.00	0.00
614-WASTEWATER LIFT STATION					
614-4-0-950-4-4830TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL 614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY					
740-4-0-950-4-4830TRANSFERS IN	50,000.00	0.00	45,000.00	90.00	5,000.00
TOTAL 740-STORM WATER UTILITY	50,000.00	0.00	45,000.00	90.00	5,000.00
950-BC/BS FLEXIBLE BENEFIT					
950-4-0-950-4-9999EMPLOYEE FLEX DEPOSIT	0.00	0.00	0.00	0.00	0.00
TOTAL 950-BC/BS FLEXIBLE BENEFIT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	2,195,440.00	270,107.65	1,446,119.92	65.87	749,320.08
TOTAL REVENUES	8,453,013.00	394,808.92	4,023,802.13	47.60	4,429,210.87
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Fiscal Year 2017-18 General Fund Revenue Estimate

Rev. 02/20/17

Property Tax	\$	1,051,467	
Commercial/Industrial Backfill	\$	63,998	
Ag Land	\$	1,639	
City-Owned Civic Center Levy	\$	4,924	
Local Emg Mgmy Com Levy	\$	8,500	
TIF Transfer In - Acciona Legal Fees	\$	87,303	
Emergency Levy Transfer In	\$	35,049	
Cable Franchise Fee	\$	24,797	
Licenses and Permits	\$	17,100	Includes beer & liquor, cigarette, building and animal licenses
Interest	\$	1,750	
Rent and Royalties	\$	2,000	Town Hall rent
SRO 28E	\$	5,230	WB Comm. Schools
Subdivision Charges	\$	40,548	Engineering Pass-Through, Sidewalk Payments from bus. \$13,048
NPS Snow Plowing	\$	6,000	Annual Contract
Library Reimbursement	\$	17,745	Rural Library Assistance
Other Library	\$	7,950	Fines, Misc. revenue, Private contributions, Open access,
Fire Trustees	\$	165,338	
Landfill	\$	44,316	Recycling contract
Cemetery Lots	\$	1,000	Sale of lots
Grave Openings	\$	8,000	
Parks and Rec Fees	\$	24,210	All Recreation Department activity fees
Fuel Tax Refund	\$	1,750	
Fines	\$	750	
Misc. Revenue	\$	30,710	Donations, HHTD, Garbage tags, other misc.
Total Revenue Estimate	\$	1,652,074	
Minus Fire Trustees, Parks & Rec , Library, LOST, Subdivision Charges, and TIF			
Interfund Loan Repayment	\$	343,094	
Subtotal 1	\$	1,308,980	
Minus FY18 GF Salary Estimate	\$	664,531	
Non-salary GF expenditures	\$	644,449	

Fiscal Year 2017-18 All Funds Revenue Estimate

General Fund	\$	1,652,074
Tort Liability (General Fund)	\$	62,000
Road Use Tax	\$	280,000
Local Option Sales Tax	\$	180,000
TIF	\$	250,000
Perpetual Fund - Cemetery	\$	2,000
Krouth Interest Fund	\$	400
Water	\$	540,000
Water Sinking	\$	57,135
Sewer	\$	375,000
Trust and Agency	\$	235,823
Emergency Levy	\$	35,049
Special Revenue Backfill	\$	15,383
Storm Water Utility	\$	50,000
Storm Water - Transfer In	\$	50,000
College St Bridge Grant Reimbursements	\$	500,000
Capital Projects - Proceeds of Debt	\$	3,517,568
Capital Projects - Transfer In	\$	123,210
Debt Service - Actual Revenue	\$	252,459
Debt Service Backfill	\$	13,463
Debt Service - Transfers In	\$	261,449
Total Revenue Estimate	\$	8,453,013

Total Employee Compensation - FY 2017/18

Updated Feb. 13, 2017

Employee	HD	Base Salary	Raise	Salary Adj.	OT	FY 16 Salary	IPERS	FICA	INS	Total
new CA	6/10	\$ 80,000.00	\$ -		\$ -	\$ 80,000.00	\$ 7,144.00	\$ 6,120.00	\$ 14,312.60	\$ 107,576.60
G. Edgar	11/15	\$ 51,101.88	\$ 1,889.47		\$ 5,299.14	\$ 58,290.49	\$ 5,205.34	\$ 4,459.22	\$ 377.00	\$ 68,332.05
L. Brick	11/14	\$ 42,701.84	\$ 2,320.03		\$ 4,502.19	\$ 49,524.06	\$ 4,422.50	\$ 3,788.59	\$ 38.00	\$ 57,773.15
<u>Part Time</u>		<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Admin Sub.		\$ 173,803.72	\$ 4,209.50		\$ 9,801.32	\$ 187,814.55	\$ 16,771.84	\$ 14,367.81	\$ 14,727.60	\$ 233,681.80
Horihan	8/11	\$ 69,742.40	\$ 1,394.85		\$ 7,113.72	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67
J. Hanna	9/7	\$ 56,867.20	\$ 1,137.34	\$ 2,000.00	\$ 6,000.45	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87
Holmes	11/15	\$ 46,280.00	\$ 1,851.20	\$ 2,000.00	\$ 5,013.12	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10
Homeister	12/15	\$ 42,161.60	\$ 2,529.70	\$ 2,000.00	\$ 4,669.13	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40
<u>Part Time</u>		<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000.00</u>	<u>\$ 3,444.00</u>	<u>\$ 2,677.50</u>	<u>\$ -</u>	<u>\$ 41,121.50</u>
PD Sub.		\$ 250,051.20	\$ 6,913.09	\$ 6,000.00	\$ 22,796.43	\$ 285,760.72	\$ 28,118.85	\$ 21,860.69	\$ 44,839.28	\$ 380,579.55
Holland	1/17	\$ 36,400.00	\$ 2,184.00		\$ 3,858.40	\$ 42,442.40	\$ 3,790.11	\$ 3,246.84	\$ 8,107.04	\$ 57,586.39
P. O'Neil	8/1	\$ 44,574.40	\$ 2,674.46		\$ 4,724.89	\$ 51,973.75	\$ 4,641.26	\$ 3,975.99	\$ 8,107.04	\$ 68,698.04
T. Moss	7/3	\$ 46,820.80	\$ 1,872.83		\$ 6,086.70	\$ 54,780.34	\$ 4,891.88	\$ 4,190.70	\$ 14,312.60	\$ 78,175.52
Goodale	10/10	\$ 57,304.00	\$ 1,146.08		\$ 8,767.51	\$ 67,217.59	\$ 6,002.53	\$ 5,142.15	\$ 14,312.60	\$ 92,674.87
<u>Part Time</u>		<u>\$ 42,200.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 42,200.00</u>	<u>\$ 3,768.46</u>	<u>\$ 3,228.30</u>	<u>\$ -</u>	<u>\$ 49,196.76</u>
PW Sub.		\$ 227,299.20	\$ 7,877.38		\$ 23,437.50	\$ 258,614.08	\$ 23,094.24	\$ 19,783.98	\$ 44,839.28	\$ 346,331.57
Shimmin	1/7	\$ 50,770.72	\$ 2,030.83		\$ -	\$ 52,801.55	\$ 4,715.18	\$ 4,039.32	\$ 8,107.04	\$ 69,663.09
Knoche	10/7	\$ 43,607.44	\$ 2,266.37		\$ -	\$ 45,873.81	\$ 4,096.53	\$ 3,509.35	\$ 38.00	\$ 53,517.69
Schafer	7/14	\$ 33,092.80	\$ 1,985.57		\$ -	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40
<u>Part Time</u>		<u>\$ 17,413.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 17,413.00</u>	<u>\$ 1,554.98</u>	<u>\$ 1,332.09</u>	<u>\$ -</u>	<u>\$ 20,300.08</u>
Library Sub.		\$ 144,883.96	\$ 6,282.76		\$ -	\$ 151,166.72	\$ 13,499.19	\$ 11,564.25	\$ 16,252.08	\$ 192,482.25
Russell	10/4	\$ 40,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72
<u>Part Time</u>		<u>\$ 10,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000.00</u>	<u>\$ 893.00</u>	<u>\$ 765.00</u>	<u>\$ -</u>	<u>\$ 11,658.00</u>
P & R Sub.		\$ 50,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 58,886.64	\$ 5,258.58	\$ 4,504.83	\$ 8,514.68	\$ 77,164.72
<u>Mayor</u>		<u>\$ 15,000.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 15,000.00</u>	<u>\$ 1,339.50</u>	<u>\$ 1,147.50</u>	<u>\$ -</u>	<u>\$ 17,487.00</u>
M & C Sub.		\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
Totals		\$ 861,078.08	\$ 27,685.13		\$ 60,479.49	\$ 957,242.71	\$ 88,082.20	\$ 73,229.07	\$ 129,172.92	\$ 1,247,726.89

Total Employee Compensation - FY 2017/18

Updated Feb. 15, 2017

Employee/Dept	Base Salary	Raise	Salary Adj.	OT	FY 18 Salary	% GF Dept.	Dept. IPERS	Dept. FICA	Dept. INS	GF Dept. Total	% R&S	R&S IPERS	R&S FICA	R&S INS	R&S Total	% Cable	Cable IPERS	Cable FICA	Cable INS	Cable Total
new CA	\$ 80,000.00	\$ -		\$ -	\$ 80,000.00	\$ 24,000.00	\$2,143.20	\$ 1,836.00	\$ 4,293.78	\$ 32,272.98	\$ 8,000.00	\$ 714.40	\$ 612.00	\$ 1,431.26	\$ 10,757.66	\$ -	\$ -	\$ -	\$ -	\$ -
Gordon Edgar	\$ 51,101.88	\$ 1,889.47		\$ 5,299.14	\$ 58,290.49	\$ 23,316.19	\$2,082.14	\$ 1,783.69	\$ 377.00	\$ 27,559.02	\$ 11,658.10	\$ 1,041.07	\$ 891.84	\$ -	\$ 13,591.01	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Leslie Brick</u>	\$ 42,701.84	\$ 2,320.03		\$ 4,502.19	\$ 49,524.06	\$ 9,904.81	\$884.50	\$ 757.72	\$ 38.00	\$ 11,585.03	\$ 2,476.20	\$ 221.12	\$ 189.43	\$ -	\$ 2,886.76	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Subtotal	\$ 173,803.72	\$ 4,209.50		\$ 9,801.32	\$ 187,814.55	\$ 57,221.01	\$ 5,109.84	\$ 4,377.41	\$ 4,708.78	\$ 71,417.03	\$ 22,134.30	\$ 1,493.27	\$ 1,693.27	\$ 1,431.26	\$ 27,235.43	\$ -	\$ -	\$ -	\$ -	\$ -
Mike Horihan	\$ 69,742.40	\$ 1,394.85		\$ 7,113.72	\$ 78,250.97	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
John Hanna	\$ 56,867.20	\$ 1,137.34	\$ 2,000.00	\$ 6,000.45	\$ 66,005.00	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Derek Holmes	\$ 46,280.00	\$ 1,851.20	\$ 2,000.00	\$ 5,013.12	\$ 55,144.32	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wes Homeister	\$ 42,161.60	\$ 2,529.70	\$ 2,000.00	\$ 4,669.13	\$ 51,360.43	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Part Time</u>	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	\$ 3,444.00	\$ 2,677.50	\$ -	\$ 41,121.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PD Subtotal	\$ 250,051.20	\$ 6,913.09	\$ 6,000.00	\$ 22,796.43	\$ 285,760.72	\$ 285,760.72	\$ 28,118.85	\$ 21,860.69	\$ 44,839.28	\$ 380,579.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Holland	\$ 36,400.00	\$ 2,184.00		\$ 3,858.40	\$ 42,442.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,732.72	\$ 1,137.03	\$ 974.05	\$ 3,242.82	\$ 18,086.62	\$ -	\$ -	\$ -	\$ -	\$ -
Paul O'Neil	\$ 44,574.40	\$ 2,674.46		\$ 4,724.89	\$ 51,973.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,197.38	\$ 464.13	\$ 397.60	\$ 810.70	\$ 6,869.80	\$ -	\$ -	\$ -	\$ -	\$ -
Tim Moss	\$ 46,820.80	\$ 1,872.83		\$ 6,086.70	\$ 54,780.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,478.03	\$ 489.19	\$ 419.07	\$ 1,431.26	\$ 7,817.55	\$ -	\$ -	\$ -	\$ -	\$ -
Matt Goodale	\$ 57,304.00	\$ 1,146.08		\$ 8,767.51	\$ 67,217.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 5,725.04	\$ 29,233.72	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Part Time</u>	\$ 42,200.00	\$ -		\$ -	\$ 42,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,220.00	\$ 376.85	\$ 322.83	\$ -	\$ 4,919.68	\$ -	\$ -	\$ -	\$ -	\$ -
PW Subtotal	\$ 227,299.20	\$ 7,877.38		\$ 23,437.50	\$ 258,614.08		\$ -	\$ -	\$ -	\$ -	\$ 47,793.41	\$ 4,267.95	\$ 3,656.20	\$ 11,209.82	\$ 66,927.37		\$ -	\$ -	\$ -	\$ -
Nick Shimmin	\$ 50,770.72	\$ 2,030.83		\$ -	\$ 52,801.55	\$ 36,961.08	\$ 3,300.62	\$ 2,827.52	\$ 4,864.22	\$ 47,953.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,840.46	\$ 1,414.55	\$ 1,211.80	\$ 3,242.82	\$ 21,709.63
Becky Knoche	\$ 43,607.44	\$ 2,266.37		\$ -	\$ 45,873.81	\$ 44,073.81	\$ 3,935.79	\$ 3,371.65	\$ 38.00	\$ 51,419.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 160.74	\$ 137.70	\$ -	\$ 2,098.44
Jessica S.	\$ 33,092.80	\$ 1,985.57		\$ -	\$ 35,078.37	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Part Time</u>	\$ 17,413.00	\$ -		\$ -	\$ 17,413.00	\$ 17,413.00	\$ 1,554.98	\$ 1,332.09	\$ -	\$ 20,300.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Subtotal	\$ 144,883.96	\$ 6,282.76		\$ -	\$ 151,166.72	\$ 133,526.26	\$ 11,923.90	\$ 10,214.76	\$ 13,009.26	\$ 168,674.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,640.46	\$ 1,575.29	\$ 1,349.50	\$ 3,242.82	\$ 23,808.07
Melissa Russell	\$ 40,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 48,886.64	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Part Time</u>	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 893.00	\$ 765.00	\$ -	\$ 11,658.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P & R Subtotal	\$ 50,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 58,886.64	\$ 58,886.64	\$ 5,258.58	\$ 4,504.83	\$ 8,514.68	\$ 77,164.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Mayor & Council</u>	\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
M & C Subtotal	\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 861,078.08	\$ 27,685.13		\$ 60,479.49	\$ 957,242.71	\$ 550,394.62	\$ 51,750.66	\$ 42,105.19	\$ 71,072.00	\$ 715,322.48	\$ 69,927.71	\$ 5,761.22	\$ 5,349.47	\$ 12,641.08	\$ 94,162.80	\$ 17,640.46	\$ 1,575.29	\$ 1,349.50	\$ 3,242.82	\$ 23,808.07

% Cemetery	Cemetery IPERS	Cemetery FICA	Cemetery INS	Cemetery Total	% Water	Water IPERS	Water FICA	Water INS	Water Total	% Sewer	Sewer IPERS	Sewer FICA	Sewer INS	Sewer Total	Total Salary	Total IPERS	Total FICA	Total INS	Total Compensation
\$ 8,000.00	\$ 714.40	\$ 612.00	\$ 1,431.26	\$ 10,757.66	\$ 20,000.00	\$ 1,786.00	\$ 1,530.00	\$ 3,578.15	\$ 26,894.15	\$ 20,000.00	\$ 1,786.00	\$ 1,530.00	\$ 3,578.15	\$ 26,894.15	\$ 80,000.00	\$ 7,144.00	\$ 6,120.00	\$ 14,312.60	\$ 107,576.60
\$ 5,829.05	\$ 520.53	\$ 445.92		\$ 6,795.50	\$ 8,743.57	\$ 780.80	\$ 668.88		\$ 10,193.26	\$ 8,743.57	\$ 780.80	\$ 668.88		\$ 10,193.26	\$ 58,290.49	\$ 5,205.34	\$ 4,459.22	\$ 377.00	\$ 68,332.05
\$ 7,428.61	\$ 663.37	\$ 568.29	\$ -	\$ 8,660.27	\$ 14,857.22	\$ 1,326.75	\$ 1,136.58	\$ -	\$ 17,320.54	\$ 14,857.22	\$ 1,326.75	\$ 1,136.58	\$ -	\$ 17,320.54	\$ 49,524.06	\$ 4,422.50	\$ 3,788.59	\$ 38.00	\$ 57,773.15
\$ 21,257.66	\$ 1,898.31	\$ 1,626.21	\$ 1,431.26	\$ 26,213.44	\$ 43,600.79	\$ 3,893.55	\$ 3,335.46	\$ 3,578.15	\$ 54,407.95	\$ 43,600.79	\$ 3,893.55	\$ 3,335.46	\$ 3,578.15	\$ 54,407.95	\$ 187,814.55	\$ 16,771.84	\$ 14,367.81	\$ 14,727.60	\$ 233,681.80
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 3,444.00	\$ 2,677.50	\$ -	\$ 41,121.50
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,760.72	\$ 28,118.85	\$ 21,860.69	\$ 44,839.28	\$ 380,579.55
\$ 8,488.48	\$ 758.02	\$ 649.37	\$ 1,621.41	\$ 11,517.28	\$ 10,610.60	\$ 947.53	\$ 811.71	\$ 1,621.41	\$ 13,991.25	\$ 10,610.60	\$ 947.53	\$ 811.71	\$ 1,621.41	\$ 13,991.25	\$ 42,442.40	\$ 3,790.11	\$ 3,246.84	\$ 8,107.04	\$ 57,586.39
\$ 20,789.50	\$ 1,856.50	\$ 1,590.40	\$ 4,053.52	\$ 28,289.92	\$ 12,993.44	\$ 1,160.31	\$ 994.00	\$ 1,621.41	\$ 16,769.16	\$ 12,993.44	\$ 1,160.31	\$ 994.00	\$ 1,621.41	\$ 16,769.16	\$ 51,973.75	\$ 4,641.26	\$ 3,975.99	\$ 8,107.04	\$ 68,698.04
\$ 5,478.03	\$ 489.19	\$ 419.07	\$ 2,146.89	\$ 8,533.18	\$ 27,390.17	\$ 2,445.94	\$ 2,095.35	\$ 7,156.30	\$ 39,087.76	\$ 16,434.10	\$ 1,467.57	\$ 1,257.21	\$ 3,578.15	\$ 22,737.02	\$ 54,780.34	\$ 4,891.88	\$ 4,190.70	\$ 14,312.60	\$ 78,175.52
\$ 6,721.76	\$ 600.25	\$ 514.21	\$ 1,431.26	\$ 9,267.49	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 3,578.15	\$ 27,086.83	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 3,578.15	\$ 27,086.83	\$ 67,217.59	\$ 6,002.53	\$ 5,142.15	\$ 14,312.60	\$ 92,674.87
\$ 33,760.00	\$ 3,014.77	\$ 2,582.64	\$ -	\$ 39,357.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,220.00	\$ 376.85	\$ 322.83	\$ -	\$ 4,919.68	\$ 42,200.00	\$ 3,768.46	\$ 3,228.30	\$ -	\$ 49,196.76
\$ 75,237.77	\$ 6,718.73	\$ 5,755.69	\$ 9,253.08	\$ 96,965.27	\$ 71,159.48	\$ 6,354.54	\$ 5,443.70	\$ 13,977.27	\$ 96,934.99	\$ 64,423.42	\$ 5,753.01	\$ 4,928.39	\$ 10,399.12	\$ 85,503.93	\$ 258,614.08	\$ 23,094.24	\$ 19,783.98	\$ 44,839.28	\$ 346,331.57
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,801.55	\$ 4,715.18	\$ 4,039.32	\$ 8,107.04	\$ 69,663.09
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,873.81	\$ 4,096.53	\$ 3,509.35	\$ 38.00	\$ 53,517.69
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,413.00	\$ 1,554.98	\$ 1,332.09	\$ -	\$ 20,300.08
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,166.72	\$ 13,499.19	\$ 11,564.25	\$ 16,252.08	\$ 192,482.25
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 893.00	\$ 765.00	\$ -	\$ 11,658.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,886.64	\$ 5,258.58	\$ 4,504.83	\$ 8,514.68	\$ 77,164.72
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
\$ 96,495.43	\$ 8,617.04	\$ 7,381.90	\$ 10,684.34	\$ 123,178.71	\$ 114,760.27	\$ 10,248.09	\$ 8,779.16	\$ 17,555.42	\$ 151,342.94	\$ 108,024.21	\$ 9,646.56	\$ 8,263.85	\$ 13,977.27	\$ 139,911.89	\$ 957,242.71	\$ 88,082.20	\$ 73,229.07	\$ 129,172.92	\$ 1,247,726.89

Employee Compensation by Fund - FY 2017/18

Updated Jan. 8, 2017

Employee	HD	GF Dept.	R&S	Cable	Cemetery	Water	Sewer	Total
Muckler	6/10	30%	10%	0%	10%	25%	25%	100%
G. Edgar	11/15	40%	20%	0%	10%	15%	15%	100%
L. Brick	11/14	20%	5%	0%	15%	30%	30%	100%
Horihan	8/11	100%	0%	0%	0%	0%	0%	100%
J. Hanna	9/7	100%	0%	0%	0%	0%	0%	100%
Holmes	11/15	100%	0%	0%	0%	0%	0%	100%
Homeister	12/15	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
new PW	1/17	0%	30%	0%	20%	25%	25%	100%
P. O'Neil	8/1	0%	10%	0%	40%	25%	25%	100%
T. Moss	7/3	0%	10%	0%	10%	50%	30%	100%
Goodale	10/10	0%	30%	0%	10%	30%	30%	100%
Part Time		0%	10%	0%	80%	0%	10%	100%
Shimmin	1/7	70%	0%	30%	0%	0%	0%	100%
Knoche*	10/7	96%	0%	4%	0%	0%	0%	100%
Schafer	7/14	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
Russell	10/4	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
Mayor		100%	0%	0%	0%	0%	0%	100%

*Becky receives all of her pay in GF (Library) except for \$1,800 cable money

FY 2017-18 General Fund Non-Salary Expenditure Worksheet

Rev. 02/15/17

	FY12 Actual	FY13 Actual	FY14 Budgeted	FY15 Budgeted	FY16 Budgeted	FY17 Budgeted	FY18 Budgeted
Police Operation	\$34,033.00	\$85,107.00	\$76,622.00	\$80,450.00	\$80,450.00	\$70,250.00	\$75,950.00
Fire Operation	\$71,263.00	\$60,888.00	\$65,285.00	\$67,229.00	\$68,140.00	\$68,535.00	\$69,212.00
Animal Control	\$1,351.00	\$2,131.00	\$3,000.00	\$4,500.00	\$4,500.00	\$2,500.00	\$2,500.00
Roads and Streets *	\$15,426.00	\$287,251.00	\$124,443.00	\$138,464.00	\$115,326.00	\$81,321.00	\$87,604.00
Street Lighting	\$28,962.00	\$28,978.00	\$32,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$46,000.00
Library	\$44,259.00	\$84,118.00	\$67,505.00	\$38,308.00	\$41,781.00	\$42,555.00	\$46,443.00
Parks and Rec	\$117,910.00	\$32,556.00	\$482,035.00	\$54,617.00	\$22,952.00	\$16,503.00	\$12,556.00
Cemetery	\$14,046.00	\$18,823.00	\$24,000.00	\$23,500.00	\$16,800.00	\$16,800.00	\$15,175.00
Town Hall	\$28,732.00	\$15,832.00	\$16,219.00	\$17,586.00	\$17,312.00	\$17,000.00	\$4,924.00
Community Dev	\$3,240.00	\$24,879.00	\$31,000.00	\$57,100.00	\$70,000.00	\$95,500.00	\$81,000.00
Economic Dev	\$14,000.00	\$21,250.00	\$24,750.00	\$38,480.00	\$34,973.00	\$31,973.00	\$32,770.00
Mayor and Council	\$0.00	\$0.00	\$200.00	\$3,750.00	\$3,750.00	\$3,750.00	\$2,000.00
Clerk and Treasurer	\$109,314.00	\$67,296.00	\$64,937.00	\$69,006.00	\$82,362.00	\$76,465.00	\$63,159.00
Legal Services	\$39,241.00	\$51,157.00	\$44,442.00	\$45,791.00	\$81,484.00	\$81,484.00	\$28,000.00
Lawsuit	\$18,410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Solid Waste	\$52,946.00	\$55,174.00	\$55,555.00	\$64,500.00	\$68,000.00	\$65,000.00	\$70,000.00
Local Cable Access	\$5,418.00	\$9,356.00	\$11,137.00	\$9,843.00	\$9,412.00	\$7,156.00	\$7,156.00
Commission	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Total	\$598,551.00	\$844,796.00	\$1,123,130.00	\$753,624.00	\$757,242.00	\$716,792.00	\$644,449.00

*Includes matching funds for stormwater utility of \$50,000, Main St Sidewalk payments of \$32,104.

Explanation of Transfers in FY 2017-2018 Annual Budget

Revised February 18, 2017

Revenue Transfers In (Revenue Budget Lines 37-38)

General Fund	\$ 122,352	\$35,049 from 119 to 001 (Reg Operating Transfers In), \$87,303 from 125 to 001 (Internal TIF Loan).
Debt Service	\$ 261,449	\$92,275 from 610 to 226, \$72,278 from 600 to 226 (Reg Operating), \$37,387 from 125 to 226 (Internal TIF). \$8,745 from 125 to 226 for Downtown East Redvelopment interest, \$50,764 from 121 to 226 for all of the Park portion of 2016A
Capital Projects	\$ 123,210	\$1232,210 from 110 to 314
Proprietary	<u>\$ 107,135</u>	\$50,000 from 001 to 740, \$57,135 from 600 to 603 (Regular Operating Transfers In).
Total	\$ 614,146	

Expenditures Transfers Out (EXP P2 Budget Lines 75-76)

General Fund	\$ 50,000	\$50,000 from 001 to 740 for stormwater matching funds
Special Revenue	\$ 209,023	\$35,049 from 119 to 001; \$123,210 from 110 to 314; (Regular Transfers Out) \$50,764 from 121 to 226 for all of the Park portion of 2016A
TIF Special Revenue	\$ 133,435	\$87,303 from 125 to 001 for Acciona Legal fees, \$37,387 from 125 to 226; \$8,745 from 125 to 226 for Downtown East Redvelopment interest (Internal TIF Loan/Repayment Transfer Out).
Proprietary	<u>\$ 221,688</u>	\$92,275 from 610 to 226, \$72,278 from 600 to 226, \$57,135 from 600 to 603 (Regular Transfers Out).
Total	\$ 614,146	

FY18 GO Corporate Purpose and Refunding Bonds, Series 2013 Payment Schedule

Revised February 16, 2017

TIF	125-5-5-710-6801	Principal	\$ 25,810.00
TIF	125-5-5-710-6851	Interest	\$ 11,577.00
Debt	226-5-7-700-6000164	Principal	\$ -
Water	600-5-9-810-6801	Principal	\$ 69,190.00
Water	600-5-9-810-6851	Interest	\$ 3,088.00
Sewer	610-5-9-815-6801	Principal	\$ 70,000.00
Sewer	610-5-9-815-6851	Interest	<u>\$ 22,275.00</u>
Total FY18 Payment			\$ 201,940.00

Total principal - \$165,000

Total interest - \$36,940

Proposed Fiscal Year 2014-2015 Stormwater Utility Budget

<u>FY 2014-2015 Projects</u>	<u>FY 2014-2015 Expenditures</u>
ISWEP Training Class	\$50.00
W. Orange Culvert Project– North end	\$3,078.00
Parkside Drive Intake Repairs	\$13,148.00
N. Downey Catch Basic Repairs	\$2,400.00
BMP Reimbursement Program	<u>\$1,500.00</u>
Total FY 2014-2015 Expenditures	\$20,176.00

Actual Balance as of June 30, 2015 - \$15,761.11;
Actual Revenue for FY 2014-2015 - \$80,427.04

Proposed Fiscal Year 2015-2016 Stormwater Utility Budget

<u>FY 2015-2016 Projects</u>	<u>FY 2015-2016 Expenditures</u>
ISWEP Dues	\$510.00
USGS Stream and Rain Gages	\$13,740.00
N. Downey Stormwater Infrastructure Project	\$48,000.00
Cleaning Greenview Ditches	\$10,000.00
Main Street Bridge BMP's	\$8,000.00
Intake Repairs	\$8,000.00
BMP Reimbursement Program	<u>\$2,500.00</u>
Total FY 2015-2016 Expenditures	\$90,750.00

Actual Balance as of June 30, 2016 - \$32,074.22
Actual Revenue for FY 2015-2016 - \$90,605.38

Please note that this budget plan assumes that any USGS modeling would not take place prior to Fiscal Year 2016-2017 and that the stormwater infrastructure project from Pedersen Street to the Creek on Main Street would not take place prior to FY 2017-2018. The Fiscal Year 2016-2017 Annual Budget would also endeavor to provide a 25% cash balance as of June 30, 2017.

Proposed Fiscal Year 2016-2017 Stormwater Utility Budget

<u>FY 2016-2017 Projects</u>	<u>FY 2016-2017 Expenditures</u>
ISWEP Dues & Training Class	\$1,000.00
USGS Stream and Rain Gages	\$13,740.00
Intake Repairs	\$10,000.00
Lions Field Creek Engineering	\$27,115.00
Ohrt to Pedersen	\$35,000.00
Misc. Consulting	\$1,645.00
BMP Reimbursement Program	<u>\$1,500.00</u>
Total FY 2016-2017 Expenditures	\$90,000.00

Projected Balance as of June 30, 2017 - \$58,000; Projected Revenue for FY 2016-2017 - \$95,000

Proposed Fiscal Year 2017-2018 Stormwater Utility Budget

<u>FY 2016-2017 Projects</u>	<u>FY 2017-2018 Expenditures</u>
ISWEP Dues & Training Class	\$1,000
USGS Stream and Rain Gages	\$13,740
USGS Modeling Study	\$24,000
Intake Repairs	\$10,000
Lions Field Creek Buffer Native Planting	\$3,500
Meadows Subdivision –Phase 2 Matching Funds	\$12,835
Creek Clean-Up (NPS to I-80)	\$27,260
Misc. Consulting (NPS Project)	\$5,000
Orange Street Bioswales Project	\$54,165
BMP Reimbursement Program	<u>\$1,500</u>
Total FY 2017-2018 Expenditures	\$153,000

Projected Balance as of June 30, 2018 - \$5,000; Projected Revenue for FY 2017-2018 - \$100,000

***Pedersen Park and Gilbert Drive
Drawdown Schedule
2/16/2017***

FY 18 Drawdown

Park Project		Gilbert Drive Extension*	Total Combined
Q1	\$ 506,000	\$ 250,000	\$ 756,000
Q2	\$ 1,315,000	\$ 129,000	\$ 1,444,000
Q3	\$ -	\$ 21,000	\$ 21,000
Q4	\$ 565,000	\$ -	\$ 565,000
Subtotal	\$ 2,386,000	\$ 400,000	\$ 2,786,000

* Includes Engineering services during construction

Assumed Gilbert Drive Schedule

Task Description	Quarter
Design complete by May 1	
Bid by May 30	
Contracts by mid June	
Start by July 1	Q1
Culverts in by Aug 31	
Grading work July to August	
Site prep for paving by mid Sept.	
Paving September to October	Q2
Done paving / seed by Oct 31	
Pay to 95% by Nov 28	
Retainage by Dec 28	
	Q3

Matt Muckler

From: David R. Schechinger <dschechinger@v-k.net>
Sent: Tuesday, January 24, 2017 3:51 PM
To: Matt Muckler
Subject: FW: College Street Bridge in West Branch
Attachments: RE: Financing College Street Bridge Project (30.7 KB)

Matt,

See email below from Larry. This should give you a rough idea of the cost to expect between letting in October 2017 and June 2018.

Dave

From: Larry J. Spellerberg
Sent: Tuesday, January 24, 2017 3:07 PM
To: David R. Schechinger
Subject: RE: College Street Bridge in West Branch

Dave,

The attached email contains the last estimated schedule that I emailed to Matt. This schedule indicates an October 2017 letting. We would start the final design around March 1st and have check plans done by June 20, 2017. We have a lump sum of \$92,860 for final design. My estimate for the invoices for our final design fee is as follows:

January Invoice \$3,500.
February Invoice \$5,000
March – June invoices \$75,000
July-October Invoices \$9,360

Once we have started final design and confirmed the ROW requirements, I'll put together a supplemental agreement for the Phase III Right-of-Way Acquisition Coordination.

Our estimate for this cost was \$44,458.

The right-of-way must be purchased by July 18, 2017 for the October letting. Assume the \$44,458 will be spread over the May-July invoices.

Our cost for Phase IV Construction Engineering is estimated at \$148,664. This was for the bridge portion of the project. About 5% of this fee would be spread over our November 2017 to March 2018 invoices. The remainder would be spread over our April 2018 to December 2018 invoices.

Our estimated construction cost for the bridge was \$950,000. I would add 5% for inflation.

The contractor can receive 10% of the mobilization cost as soon as he receives a signed contract, assume this will be \$10,000 in December of 2017.

The contractor can invoice for 100% of the cost of materials stored on site or 90% for materials stored off site. I would assume \$50,000 invoiced in April of 2018 for stored materials.

Assume the remainder will be invoiced from June 2018 to October 2018.

RESOLUTION NO. 1577

A RESOLUTION ADOPTING RESIDENTIAL INDIVIDUAL LOT SITE PLAN
REQUIREMENTS

WHEREAS, the City Council of the City of West Branch, Iowa wishes to avoid future issues with drainage, disputes over land use, and costly additional work if construction is completed incorrectly; and

WHEREAS, the Planning and Zoning Commission has unanimously recommended adoption of Residential Individual Lot Site Plan Requirements; and

WHEREAS, the site plan that would be generated as a result of these requirements will also be reviewed post construction to confirm the project was built as it was designed so the homeowner, neighbors, and the City can ensure all interests are protected; and

WHEREAS, the Residential Individual Lot Site Plan Requirements, which will provide the aforementioned benefits, has also been reviewed by the city engineer and city staff and now requires the approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Residential Individual Lot Site Plan Requirements attached as Exhibit A.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Residential Individual Lot Site Plan Requirements



110 N. Poplar Street | West Branch, Iowa 52358
319.643.5888 | www.westbranchiowa.org

Subdivision Name / Lot # _____		Owner _____
1 st Review _____	2 nd Review _____	Date Approved _____
Project Name _____		Project Location / Address _____
Reviewer _____	Designer _____	
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

What is a site plan?

- ☐ A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for the city to review proposed work and evaluate possible impacts to other residents or city property. Site plans should be in a minimum 1"-20' scale.

Do I need to submit a site plan?

- ☐ Review the checklist on the opposite side of this page with city staff and check the fields that apply to your project. If you fall into tier 0, no site plan is required. Tier 1 will require a site plan that you may be able to prepare yourself. Tier 2 will likely require the assistance of an engineer to develop a site plan.

Where can I get help developing a site plan?

- ☐ If you fall into tier 1, talk with city staff if you do not understand what you need to provide on your site plan.
- ☐ If you fall into tier 2, consult with the project designer or builder to see if they have a civil engineer they work with regularly. You can also search for local consultants with experience in residential site plans. City staff may be able to provide a listing of consultants that have previously worked on similar projects.

How does a site plan help me?

- ☐ A detailed site plan will show the city and your neighbors what you intend to build within your lot. Site plan reviews can help avoid future issues with drainage, disputes over land use, and avoid costly re-work if the construction is completed incorrectly. A site plan will be reviewed post construction to confirm the project was built as it was designed so the homeowner, neighbors, and the city can ensure all interests are protected.

Residential Site Plan Tier Description and Requirements

Tier 0 – No site plan required: criteria (no requirements – no plan)

- ☐ Landscaping work that does not change the direction, speed or location of water flow within a property. (ex. gardens, plantings, playground equipment)

Tier 1 – Site plan required, homeowner can prepare: criteria

- ☐ Landscaping work that changes the direction, speed or location of water flow within a property with no offsite impact. (ex. retaining walls within property, storm water BMP's, patio, driveway or sidewalk paving)
- ☐ Building or deck construction that does not change the direction, speed or location of the water leaving a site. (ex. interior renovations, any addition with gutters that drain to existing downspouts and no change on grading, deck addition or renovation in existing location with no grading changes)
- ☐ A new structure that is not installed in a drainage way, utility easement, or lot setback and will not affect drainage (direction, speed or location) within a property. (ex. shed, pool, fence)
- ☐ A new structure that impacts a drainage direction, speed or location within a site, utility easement, or lot setback with no offsite impact. (ex. building addition accross current drainage way within site, shed with re-grading, building addition that adds downspouts but does not change the general drainage direction)

Tier 1 Requirements:

- ☐ Site Diagram or sketch showing proposed work.
- ☐ Address, lot number, subdivision name
- ☐ North arrow, street names, locations of ROW
- ☐ General drainage direction and slope post construction
- ☐ Locations of effected utilities, easements and setbacks
- ☐ Proposed new work within the site with critical elevations called out.

Tier 2 – Site plan required, engineer should prepare: criteria

- ☐ Landscaping work that changes direction, speed or location of water flow leaving a property (ex. Retaining wall near property line, storm water BMP near property line, paving with slope changes near property lines, grading within setbacks)
- ☐ A new structure that impacts drainage direction speed or location leaving a property (ex. New construction, addition requiring re-grading in setbacks, deck or patio construction that changes direction, speed or location of drainage on an adjacent property)

Tier 2 Requirements:

- ☐ All Tier 1 criteria.
- ☐ Scaled drawing with lot dimensions and impermeable/ permeable areas
- ☐ Show all utility easements, existing utilities and connections including storm water exit points from the site
- ☐ Show flow arrows, slopes, FFE, bench marks, flood plains, and MLO's that apply
- ☐ Retaining wall details and designs that apply
- ☐ Tree locations & impacts that apply, new plantings

RESOLUTION NO. 1578

A RESOLUTION ADOPTING WEST BRANCH HIGH SCHOOL ACE BUILDING
SITE PLAN

WHEREAS, the West Branch Community School District has heretofore submitted a proposed Site Plan to construct a multi-purpose practice facility at 900 W. Main Street in the City of West Branch, Iowa (the “Project”); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the Site Plan has been found to conform to West Branch Code of Ordinances; and

WHEREAS, the City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council; and

WHEREAS, it is now necessary for the City Council to approve said Site Plan.

NOW, THEREFORE, BE IT RESOLVED, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned Site Plan for the Project be and the same are hereby accepted and approved.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



BEGINNING AT THE NORTHWEST CORNER OF SECTION 7, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE SOUTH 1,291.88 FEET ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 7 TO A POINT (THIS IS A ASSUMED BEARING FOR PURPOSES OF THIS DESCRIPTION ONLY); THENCE NORTH 88°58'40" EAST 1,393.50 FEET TO A POINT; THENCE NORTH 00°00'20" WEST 1,398.15 FEET TO A POINT OF INTERSECTION WITH THE RECORDED COUNTY ROAD CENTER LINE; THENCE SOUTH 88°16'20" WEST 1,393.78 FEET ALONG SAID RECORDED COUNTY ROAD CENTER LINE TO A POINT; THENCE SOUTH 89.10 FEET TO THE POINT OF BEGINNING AND CONTAINING 44.4 ACRES MORE OR LESS. RECORDED IN BK 97, PG 209 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE.

ALL CONTRACTORS' SUBCONTRACTORS SHALL CONDUCT THEIR OPERATIONS IN A MANNER THAT MINIMIZES EROSION AND PREVENTS SEDIMENTS FROM LEAVING THE PROJECT LIMITS FOR WEST BRANCH HIGH SCHOOL PHASE 3 IMPROVEMENTS FIRE SAFETY AND GRADING IMPROVEMENTS. THE PRIME CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE AND IMPLEMENTATION OF THE POLLUTION PREVENTION PLAN (PPP) FOR THEIR ENTIRE CONTRACT. THIS RESPONSIBILITY SHALL BE FURTHER SHARED WITH SUBCONTRACTORS WHOSE WORK IS A SOURCE OF POTENTIAL POLLUTION AS DEFINED IN THIS PPP.

THIS POLLUTION PREVENTION PLAN (PPP) IS FOR THE CONSTRUCTION OF WEST BRANCH HIGH SCHOOL ACE BUILDING IMPROVEMENTS IN WEST BRANCH, IA. THIS PROJECT INCLUDES A NEW MULTI-USE PRACTICE FACILITY BUILDING, UTILITY SERVICES, PAVING, AND GRADING.

THIS PPP COVERS APPROXIMATELY 1.5 ACRES WITH AN ESTIMATED 1.5 ACRES BEING DISTURBED. THE PORTION OF THE PPP COVERED BY THIS CONTRACT HAS MORE THAN ONE ACRE DISTURBED; THUS, AN IDNR GENERAL PERMIT NO. 2 HAS BEEN OBTAINED AND SHALL BE FOLLOWED.

REFER TO THE PROJECT PLANS FOR LOCATIONS OF TYPICAL SLOPES, DITCH GRADES, AND MAJOR STRUCTURAL AND NON-STRUCTURAL CONTROLS. A COPY OF THESE PLANS WILL BE ON FILE AT THE CLERKS OFFICE OF CITY OF WEST BRANCH. RUNOFF FROM THIS PROJECT WILL FLOW INTO AN EXISTING DETENTION POND AND DITCH WHICH THEN LEADS TO THE HOOVER RIVER.

POTENTIAL SOURCES OF POLLUTION:
SITE SOURCES OF POLLUTION GENERATED AS A RESULT OF THIS WORK RELATE TO SILTS AND SEDIMENT THAT MAY BE TRANSPORTED AS A RESULT OF A STORM EVENT. HOWEVER, THIS PPP PROVIDES CONVEYANCE FOR OTHER (NON-PROJECT RELATED) OPERATIONS. THESE OTHER OPERATIONS HAVE STORM WATER RUNOFF, THE REGULATION OF WHICH IS BEYOND THE CONTROL OF THIS PPP. POTENTIALLY THIS RUNOFF CAN CONTAIN VARIOUS POLLUTANTS RELATED TO SITE-SPECIFIC LAND USES. EXAMPLES ARE:

COMMERCIAL AND INDUSTRIAL ACTIVITIES:

RUNOFF FROM COMMERCIAL, INDUSTRIAL, AND COMMERCE LAND USE MAY CONTAIN CONSTITUENTS ASSOCIATED WITH THE SPECIFIC OPERATION. SUCH OPERATIONS ARE SUBJECT TO POTENTIAL LEAKS AND SPILLS THAT COULD BE COMINGLED WITH RUNOFF FROM THE FACILITY. POLLUTANTS ASSOCIATED WITH COMMERCIAL AND INDUSTRIAL ACTIVITIES ARE NOT READILY AVAILABLE SINCE THEY ARE TYPICALLY PROPRIETARY.

AT LOCATIONS WHERE RUNOFF CAN MOVE OFFSITE, SILT FENCE SHALL BE PLACED ALONG THE PERIMETER OF THE AREAS TO BE DISTURBED PRIOR TO BEGINNING GRADING, EXCAVATION OR CLEARING AND GRUBBING OPERATIONS. VEGETATION IN AREAS NOT NEEDED FOR CONSTRUCTION SHALL BE PRESERVED. USE SILT FENCE AS DITCH CHECKS AND TO PROTECT INTAKES. TEMPORARY STABILIZING SEEDING SHALL BE COMPLETED AS THE DISTURBED AREAS ARE CONSTRUCTED. IF CONSTRUCTION ACTIVITY IS NOT PLANNED TO OCCUR IN A DISTURBED AREA FOR AT LEAST 21 DAYS, THE AREA SHALL BE STABILIZED BY TEMPORARY SEEDING OR MULCHING WITHIN 14 DAYS. OTHER STABILIZING METHODS SHALL BE USED OUTSIDE THE SEEDING PERIOD.

THIS WORK SHALL BE DONE IN ACCORDANCE WITH SECTION 2602 OF THE STANDARD SPECIFICATION. IF THE WORK INVOLVED IS NOT APPLICABLE TO ANY CONTRACT ITEMS, THE WORK SHALL BE PAID FOR ACCORDING TO ARTICLE 1109.03 PARAGRAPH B.

AS THE WORK PROGRESSES, ADDITIONAL EROSION CONTROL ITEMS MAY BE REQUIRED AS DETERMINED BY THE ENGINEER AFTER FIELD INVESTIGATION. THESE MAY BE ITEMS SUCH AS SILT FENCE DITCH CHECKS, MULCH AND OTHER APPROPRIATE MEASURES, WHICH SHALL BE INSTALLED BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER. THE CONTRACTOR WILL COMPLETE THE CONSTRUCTION WITH THE ESTABLISHMENT OF PERMANENT PERENNIAL VEGETATION ON ALL DISTURBED AREAS.

CONTRACTOR DISPOSAL OF UNUSED CONSTRUCTION MATERIALS AND CONSTRUCTION MATERIAL WASTES SHALL COMPLY WITH APPLICABLE STATE AND LOCAL WASTE DISPOSAL, SANITARY SEWER, OR SEPTIC SYSTEM REGULATIONS. IN THE EVENT OF A CONFLICT WITH OTHER GOVERNMENTAL LAWS, RULES, AND REGULATIONS, THE MORE RESTRICTIVE LAWS, RULES OR REGULATIONS SHALL APPLY.

APPROVED STATE OR LOCAL PLANS:
DURING THE COURSE OF THIS CONSTRUCTION, IT IS POSSIBLE THAT SITUATIONS WILL ARISE WHERE UNKNOWN MATERIALS WILL BE ENCOUNTERED. WHEN SUCH SITUATIONS ARE ENCOUNTERED, THEY WILL BE HANDLED ACCORDING TO ALL FEDERAL, STATE, AND LOCAL REGULATIONS IN EFFECT AT THE TIME.

THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL TEMPORARY EROSION CONTROL MEASURES IN PROPER WORKING ORDER, INCLUDING CLEANING, REPAIRING OR REPLACING THEM THROUGHOUT THE CONTRACT PERIOD. CLEANING OF SILT CONTROL DEVICES SHALL BEGIN WHEN THE FEATURES HAVE LOST 50% OF THEIR CAPACITY.

THE CONTRACTOR IS REQUIRED TO CLEAN ADJACENT PARKING LOTS AND/OR STREETS OF SOIL DEPOSITED BY CONSTRUCTION TRAFFIC AS REQUIRED TO PREVENT SOIL RUNOFF AND FUGITIVE DUST.

INSPECTIONS SHALL BE MADE JOINTLY BY THE CONTRACTOR AND THE CONTRACTING AUTHORITY EVERY SEVEN CALENDAR DAYS. THE CONTRACTOR SHALL IMMEDIATELY BEGIN CORRECTIVE ACTION ON ALL DEFICIENCIES FOUND. THE FINDINGS OF THIS INSPECTION SHALL BE RECORDED IN THE PROJECT DIARY. THIS PPP MAY BE REVISED BASED ON THE FINDINGS OF THE INSPECTION. THE CONTRACTOR SHALL IMPLEMENT ALL REVISIONS. ALL CORRECTIVE ACTIONS SHALL BE COMPLETED WITHIN 3 CALENDAR DAYS OF THE INSPECTION.

NON-STORM DISCHARGE INCLUDES SUBSURFACE DRAINS (I.E. LONGITUDINAL AND STANDARD SUB-DRAINS), SLOPE DRAINS AND BRIDGE END DRAINS. THE VELOCITY OF THE DISCHARGE FROM THESE FEATURES MAY BE CONTROLLED BY THE USE OF PATIO BLOCKS, CLASS A STONE OR EROSION STONE.



1. ZONING IS P-1. ADJACENT PARCEL IS ZONED AG.
2. BUILDING IS 70' x 130' PRE-ENGINEERED WOOD FRAMED WITH METAL SIDING. IT IS TO BE A MIXED USE PRACTICE FACILITY.
3. THERE ARE NO ADDITIONAL EMPLOYEES REQUIRED FOR THIS BUILDING.
4. SETBACKS FOR THE SITE ARE 40' FOR FRONT, 20' FOR REAR, AND 8' FOR SIDE.
5. NO ADDITIONAL PARKING REQUIRED OR INCLUDED IN PLAN.



16-0849

01-31-17

[illegible]

BOELK

SHEET:



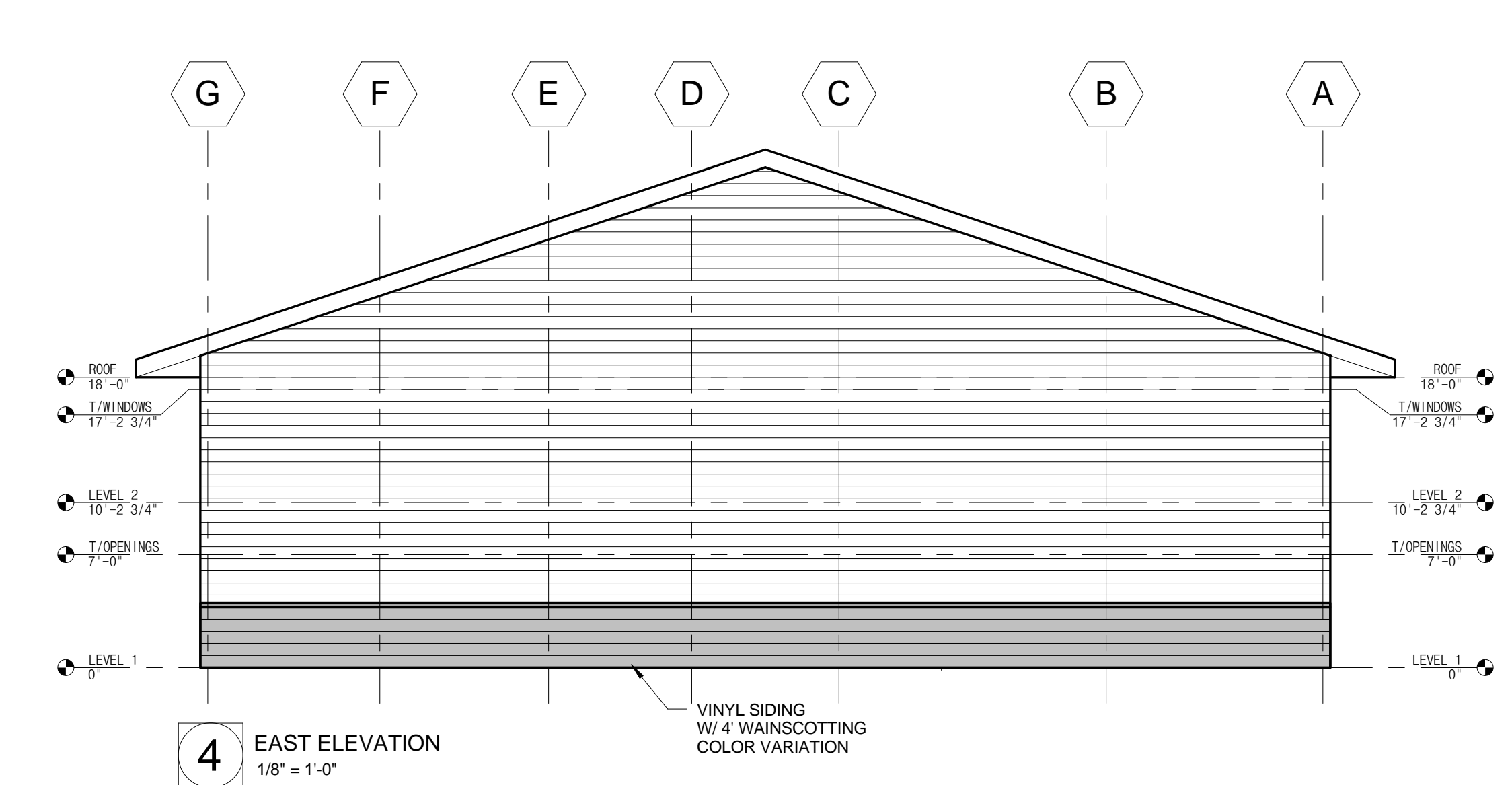
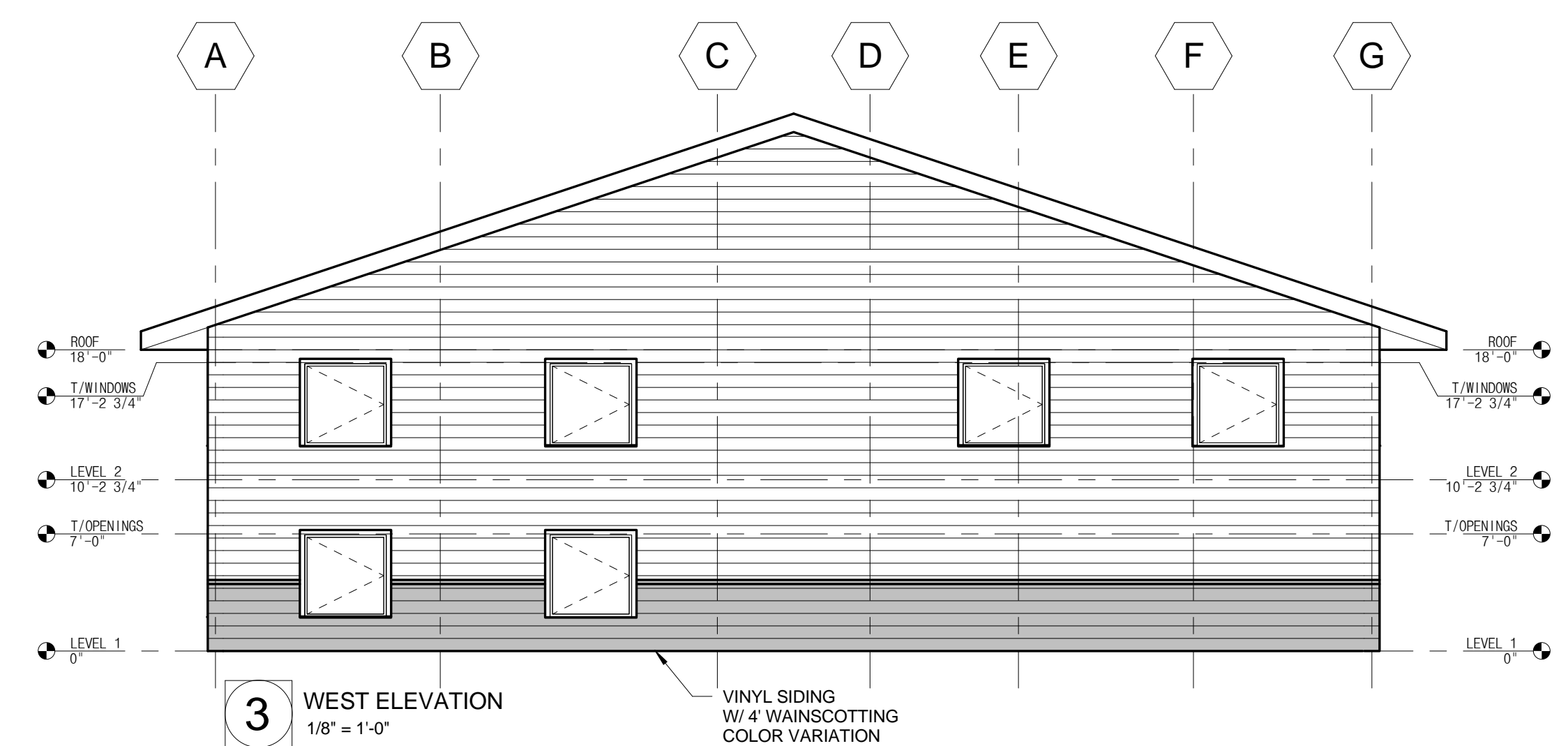
PROJECT MANAGER:

SHEET: A1-2

[illegible]

PROJECT MANAGER:

SHEET: A1-2



A2-1

RESOLUTION NO. 1579

A RESOLUTION APPROVING A VARIANCE FOR STREET WIDTH IN THE MEADOWS
SUBDIVISION - PART 3

WHEREAS, KLM Investments, Inc. (“KLM”), is the owner of that certain parcel of real estate generally referred to as the Meadows Subdivision; and

WHEREAS, KLM has submitted a preliminary plat for the Meadows Subdivision – Part 3, West Branch, Iowa; and

WHEREAS, in accordance with the City’s subdivision regulations, street right-of-way widths for collector streets are 66 feet wide with 34-feet of pavement and 5-foot sidewalks; and

WHEREAS, KLM Investments, Inc. is requesting a variance to allow them to install Dawson Drive as a 31-foot wide street; and

WHEREAS, the City’s subdivision regulations also state that in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this chapter would result in extraordinary hardship to the subdivider, because of unusual topography or other conditions, the Council may vary, modify or waive the requirements so that substantial justice may be done and the public interest secured. Provided, however, such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this chapter. In no case shall any variance or modification be more than minimum easing of the requirements, and in no instance shall it be in conflict with any zoning ordinance and such variances and waivers may be granted only by the affirmative vote of three-fourths (3/4) of the members of the Council, and must conform to Zoning Ordinance and State Code regarding granting of variances by the Board of Adjustment; and

WHEREAS, it is now necessary for the City Council to formally approve said variance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned variance be and the same is hereby approved.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1580

A RESOLUTION APPROVING A SUBDIVIDER'S AGREEMENT WITH KLM INVESTMENTS, INC., IN CONNECTION WITH THE MEADOWS SUBDIVISION – PART 3, WEST BRANCH, IOWA.

WHEREAS, KLM Investments, Inc. ("KLM"), is the owner of that certain parcel of real estate generally referred to as the Meadows Subdivision; and

WHEREAS, KLM has submitted a preliminary plat for the Meadows Subdivision – Part 3, West Branch, Iowa; and

WHEREAS, in accordance with the City's subdivision regulations, KLM, as part of plat approval, will need to construct certain municipal improvements, namely sanitary sewers, water mains, storm sewers, sump-pump line, and street lighting; and

WHEREAS, the City Attorney has drafted a Subdivider's Agreement which outlines the responsibilities of KLM with respect to said Meadows Subdivision – Part 3; and

WHEREAS, it is now necessary for the City Council to formally approve said Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned Subdivider's Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are authorized to execute said Subdivider's Agreement on behalf of the City. Further, the City Clerk shall record said Subdivider's Agreement, along with the required documents outlined in Chapter 354 of the Code of Iowa when the final plat of the Meadows Subdivision – Part 3 has been formally approved.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH, IOWA/SUBDIVIDER'S AGREEMENT
THE MEADOWS SUBDIVISION, PARTS THREE A AND THREE B

This Agreement is made by and between MEADOWS DEVELOPMENT INC., an Iowa corporation, hereinafter referred to as the "Subdivider", and the City of West Branch, Iowa, a Municipal corporation, hereinafter referred to as the "City".

WITNESSETH

SECTION 1. MUNICIPAL IMPROVEMENTS• CONSTRUCTION AND INSTALLATION OF
MUNICIPAL INTROVEMENTS.

In consideration of the city approving the plat and subdivision of real estate known and designated as The Meadows Subdivision, Parts Three A and Three B, West Branch, Iowa, prior to Subdivider's installation and construction of the required municipal improvements, Subdivider shall make escrow provisions as provided herein. Municipal improvements shall include a 31-foot PCC street known as Meadows Place, a 31-foot PCC street known as Dawson Drive, sanitary sewers, water mains, storm sewers, sump-pump line, and street lighting. Said municipal improvements shall be constructed and installed in accordance with construction plans and specifications approved by the City Engineer of the City who shall have the right to make or authorize occasional inspections of the work in progress. Said inspections shall not relieve or release the Subdivider from the responsibility to construct the municipal improvements in accordance with the approved plans and specifications.

SECTION 2. SIDEWALKS.

The Subdivider agrees that no later than three (3) years from the date of the City's Resolution approving the Final Plat of The Meadows Subdivision, Parts Three A and Three B, West Branch, Iowa, or upon seventy-five percent (75%) of the development of the lots therein, whichever occurs

first, to install sidewalks abutting each lot which shall be at least five (5) feet wide and constructed according to the plans and specifications as approved by the City Engineer. In the event that all of the sidewalks are not installed within said three (3) year period, the City may order the construction of sidewalks to be made on one side of each street to ensure pedestrian access for property owners. However, all sidewalks must be constructed within five (5) years of the approval of the Final Plat for this subdivision. The escrow provision need not include the sidewalk installation, however, the same shall remain a lien against each lot until accepted and released by the City.

SECTION 3. ESCROW MONIES

The Subdivider shall deposit with the City Clerk in escrow an amount equal to the estimated cost of constructing the municipal improvements plus 10% thereof as determined by the City Engineer and said deposit shall be referred to as "Municipal Improvements Escrow". The escrow deposit shall be in the form of cash, bank check that will be cashed, bond or irrevocable letter of credit, all as approved by the City Attorney.

SECTION 4. USE OF ESCROW MONIES

If, after one year from the date of the City's resolution approving the preliminary plat of the subdivision, the municipal improvements have not been constructed and installed for the subdivision, then City may use and/or make demand upon the municipal improvements escrow to construct and install said municipal improvements. The City shall release any bond or letter of credit or refund to the Subdivider any portions of or any excess escrow monies not used by the City after construction, installation and acceptance of all of the municipal improvements. Any cash or check held in escrow shall be released as needed for payment of the costs of the improvements.

In addition, the City may make use of any of the proceeds of the security provided by Subdivider in order to enforce the erosion control requirements pursuant to Section 170.15(15) of the West Branch Code of Ordinances.

SECTION 5. WAIVER

In the event the Subdivider shall sell or convey or make application for a building permit on any lot or lots in the subdivision without having first constructed and installed all the municipal improvements for the subdivision, then the City shall have the right to proceed therewith as provided in Section 3 above.

SECTION 6. LIEN

The costs of the construction and installation of the municipal improvements shall be a lien and charged against all lots in said subdivision and need not meet the requirements of notice, benefit or value as provided for by the Code of Iowa for assessing said municipal improvements which may exceed the municipal improvements escrow.

SECTION 7. RELEASE

The City agrees that when all municipal improvements have been constructed and installed for the subdivision, to the satisfaction of the City and upon acceptance by resolution, to furnish the Subdivider a good and sufficient Release for filing in the office of the County Recorder so that this Agreement will not constitute a cloud upon the title.

SECTION 8. PUBLIC SERVICES.

Subdivider agrees that public services including, street maintenance, snow plowing, water and sanitary sewer service, will not be provided in said subdivision until the municipal improvements have been constructed, installed and accepted by the City.

SECTION 9. OUTLOT A.

The Subdivider offers and the City agrees to accept a warranty deed to Outlot A on the attached plat after the following events have occurred:

- a) Outlot A is seeded and planted with native and prairie grasses pursuant to a planting plan approved by the City;
- b) The planting outlined in subparagraph (a) above shall be established for at least six (6) months;
- c) All eroded areas of Outlot A have been repaired; and
- d) Outlot A meets the topsoil requirements outlined in Section 12 below in the sole judgment of the City.

This lot is 5.57 acres and thus meets the comprehensive plan requirements of the 5% land use to the City to meet green space or open land.

SECTION 10. PAYMENT OF SANITARY SEWER CONNECTION FEE.

Prior to the approval of the final plat of the Meadows Subdivision Parts Three A and Three B, the Subdivider shall pay to the City the sum of \$1,750 as payment of the Sanitary Sewer Connection Fee.

SECTION 11. ZONING CLASSIFICATIONS.

The parties expressly agree that the lots in this subdivision are zoned as follows:

Lots 1-4 PART 3 A
Lots 31-33 PART 3 B

RB-1
RB-1

SECTION 12. STORM WATER EROSION CONTROL AND TOPSOIL REQUIREMENTS.

Subdivider or its assigns or successors in interest shall be responsible for the maintenance of appropriate erosion control measures during construction of the infrastructure and during building of any structures in the Subdivision. In addition, the Subdivider shall be responsible for the placement of 4-inches of topsoil or allowed substitute upon each lot after the structures have been constructed prior to the issuance of any occupancy permit for said structure. These topsoil requirements shall also apply to Outlot A prior to conveying said Outlot to the City.

SECTION 13. PARKS/TRAILS.

Pursuant to the completion of the requirements in Section 9 and 12 of this Agreement, the Subdivider agrees to dedicate the 5.57 acre Outlot A to the City of West Branch and the City agrees to accept this as its 5% land use/green space requirement. (The requirement for this development was 4.0 acres) In addition, the Subdivider agrees to grade for the trail as shown in Outlot A.

SECTION 14. MAIN STREET ACCESS PROHIBITED.

None of the lots shown on the plats shall have any access directly onto Main Street.

SECTION 15. ASSIGNS AND SUCCESSORS

This agreement, including specifically the requirement referred to in Section 13, shall be binding upon the parties, their assigns or successors in interest and it is understood that the City, at its option, may contract for the construction and installation of the municipal improvements as provided above.

Dated this ____ day of _____, 2017.

CITY:

DEVELOPER:

Roger Laughlin, Mayor

Brad Larson, President

ATTEST:

Matt Muckler, City Administrator/Clerk

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on this _____ day of _____, 2017, by Roger Laughlin and Matt Muckler, as Mayor and City Clerk respectively of the City of West Branch, Iowa.

Notary Public

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on this _____ day of _____, 2017, by Brad Larson, as President of Meadows Development, Inc.

Notary Public

RESOLUTION NO. 1581

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF MEADOWS
SUBDIVISION – PART 3, A SUBDIVISION TO WEST BRANCH, IA

WHEREAS the owner, KLM Investments, Inc, has filed with the City Clerk of the City of West Branch, Iowa, a preliminary plat of the following described real estate situated within the corporate limits of the City of West Branch, Cedar County, Iowa, to-wit:

BEGINNING AT THE SOUTHWEST CORNER OF AUDITOR PARCEL "G", IN ACCORDANCE WITH THE PLOT THEREOF RECORDED IN PLOT BOOK I, AT PAGE 103 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE N01'19'13"W, ALONG THE WEST LINE OF SAID AUDITOR PARCEL "G", 755.33 FEET; THENCE N88'40'47"E, 157.95 FEET; THENCE S81'06'34"E, 108.86 FEET; THENCE S74'08'16"E, 365.98 FEET; THENCE S57'30'03"E, 273.91 FEET; THENCE S02'51'42"E, 452.25 FEET, TO A POINT ON THE SOUTH LINE OF SAID AUDITOR PARCEL G; THENCE S87'06'47"W, ALONG SAID SOUTH LINE, 854.78 FEET, TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 12.77 ACRES (556,235 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.; and,

COMMENCING AT THE SOUTHEAST CORNER OF AUDITOR PARCEL "G", IN ACCORDANCE WITH THE PLOT THEREOF RECORDED IN PLAT BOOK I, AT PAGE 103 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE N00'40'57"E, ALONG THE EAST LINE OF SAID AUDITOR PARCEL "G", 46. 71 FEET; THENCE S87'07'22"W, ALONG SAID EAST LINE, 350.51 FEET, TO THE POINT OF BEGINNING; THENCE CONTINUING S87'07'22"W, 113.67 FEET; THENCE NORTHWESTERLY, 40.82 FEET ALONG A 25.00 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, WHOSE 36.44 FOOT CHORD BEARS N46'05'56"W; THENCE N00'40'47"E, 233.75 FEET; THENCE S89'1 9'13"E, 140.00 FEET, TO A POINT ON THE EAST LINE OF SAID AUDITOR PARCEL "G"; THENCE S00'40'47"W, ALONG SAID EAST LINE, 251 .65 FEET, TO THE POINT OF BEGINNING. SAID REZONING TRACT #3 CONTAINS 0.82 ACRE (35,685 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.; and

WHEREAS, said property is owned by the above-named owner; and

WHEREAS, the Plat has been examined by the Planning and Zoning Commission of the City of West Branch, Iowa, which recommended that such plat be accepted and approved; and

WHEREAS, the City Council of the City of West Branch, Iowa, finds that said plat complies with the statutes of the State of Iowa and the Ordinances for the City of West Branch, Iowa, relative to plats, additions and subdivisions within the corporate limits of the City of West Branch, Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa, that said preliminary plat and subdivision located on the above-described property be and the same is hereby approved.

* * * * *

Passed and approved this 6th day of March, 2017.

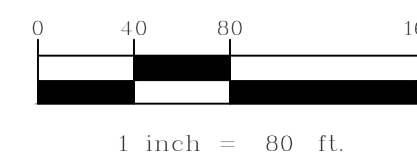
Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

DESCRIPTION - PHASE 3B.
COMMENCING AT THE SOUTHEAST CORNER OF AUDITOR PARCEL "G", IN ACCORDANCE WITH THE PLOT THEREOF RECORDED IN PLAT BOOK I, AT PAGE 103 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE N00°40'57"E, ALONG THE EAST LINE OF SAID AUDITOR PARCEL "G", 46. 71 FEET; THENCE S87°07'22"W, ALONG SAID EAST LINE, 350.51 FEET, TO THE POINT OF BEGINNING; THENCE CONTINUING S87°07'22"W, 113.67 FEET; THENCE NORTHWESTERLY, 40.82 FEET ALONG A 25.00 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, WHOSE 36.44 FOOT CHORD BEARS N46°05'56"W; THENCE N00°40'47"E, 23.75 FEET; THENCE S89°1'13"E, 140.00 FEET, TO A POINT ON THE EAST LINE OF SAID AUDITOR PARCEL "G"; THENCE S00°40'47"W, ALONG SAID EAST LINE, 251. 65 FEET, TO THE POINT OF BEGINNING. SAID REZONING TRACT #3 CONTAINS 0.82 ACRE (35,685 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

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Boundary or Property Line	_____
Congressional Section Line	_____
Lot Line, Internal	_____
Lot Line, Platted or by Deed	_____
Existing Centerline	_____
Proposed Centerline	_____
Existing Easement	_____
Proposed Easement	_____
Existing Contour	_____ 650 _____
Proposed Contour	_____ 650 _____
Existing Water Main	— W — W — W —
Proposed Water Main	— W — W — W —
Existing Sanitary Sewer	— S — S — S —
Proposed Sanitary Sewer	— S — S — S —
Existing Storm Sewer	— ST — ST —
Proposed Storm Sewer	— ST — ST —
Existing Telephone	— T — T — T —
Existing Fiber Optic	— FO — FO —
Existing Underground Electric	— E — E — E —
Existing Overhead Electric	— (X) — (X) —
Existing Gas Main	— G — G — G —
Existing Fence Line	— X — X — X — X —
Recorded Dimensions	(R)
Measured Dimensions	(M)

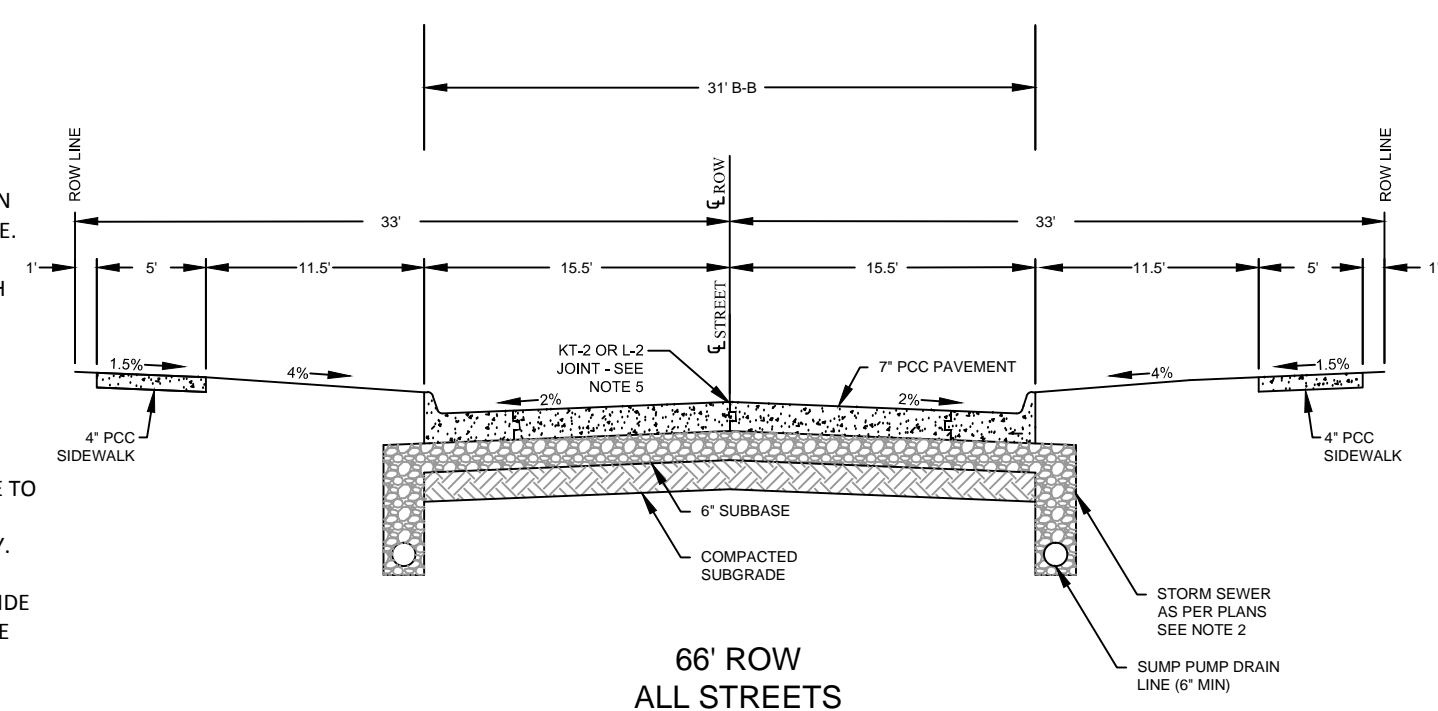
CURRENT ZONING IS A-1 AGRICULTURAL DISTRICT
ALL ADJACENT PROPERTIES ARE R-1 ZONING
PROPOSED ZONING IS LISTED IN THE FOLLOWING TABLE:

RB-1 BUSINESS REQUIREMENTS	
MINIMUM LOT AREA	NONE
MINIMUM SETBACK FRONTAGE	NONE
FRONT YARD SETBACK	25 FEET
SIDE YARD SETBACK	10 FEET
REAR YARD SETBACK	25 FEET

RB-1 RESIDENTIAL REQUIREMENTS	
MINIMUM LOT AREA	SINGLE FAMILY: 7,700 SF 3 TO 4 FAMILY: 10,000 SF 5 TO 8 FAMILY: 2,000 SF PER UNIT 9 TO 12 FAMILY: 1,800 SF PER UNIT
MINIMUM SETBACK FRONTAGE	SINGLE FAMILY: 70 FEET MULTIPLE FAMILY: 80 FEET
FRONT YARD SETBACK	25 FEET
SIDE YARD SETBACK	8 FEET
REAR YARD SETBACK	25 FEET

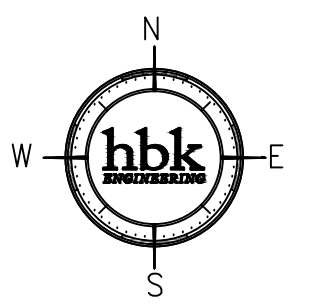
OUTLOT "A"
TO BE DEDICATED TO THE CITY OF WEST BRANCH FOR
STORMWATER MANAGEMENT AND OPEN PARK SPACE.

5. GRADE OF LOT 31 TO BE FILLED AND RAISED TO PLACE OUTSIDE OF THE EXISTING FLOODPLAIN. MINIMUM LOW OPENING TO BE DEFINED PRIOR TO FINAL PLAT AND BUILDING ON LOT. MODELING TO BE COORDINATED WITH IDNR TO ESTABLISH BASE FLOOD ELEVATION AND NEED FOR LOMA.



Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	13.53	15.50	50.03	S66° 18' 19"E	13.11
C2	52.39	60.00	50.03	S66° 18' 19"E	50.74
C3	170.50	60.00	162.82	N7° 16' 15"E	118.65
C4	70.38	60.00	67.21	S72° 15' 21"W	66.42
C5	13.53	15.50	50.03	S63° 39' 53"W	13.11

**Notes on this plat are not intended to create any vested private interest in any stated use restriction or covenant or create any third party beneficiaries to any noted use restriction or covenant.



PROJECT NAME:

WEST BRANCH

THE MEADOWS PHASE 3

TITLE:

PRELIMINARY PLAT

hbk

ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
OWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

**IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328**

WWW.HBKENGINEERING.COM

OWNER:

KLM INVESTMENTS, INC
920 EASTVIEW PLACE NE
IOWA CITY, IA 52240

DEVELOPER:

MEADOWS DEVELOPMENT INC
920 EASTVIEW PLACE NE
IOWA CITY, IA 52240

ATTORNEY:

MICHAEL N. KENNEDY
920 S. DUBUQUE STREET
IOWA CITY, IA 52240

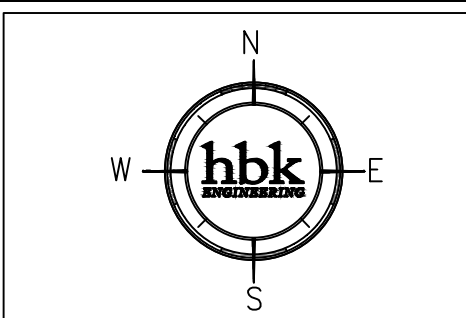
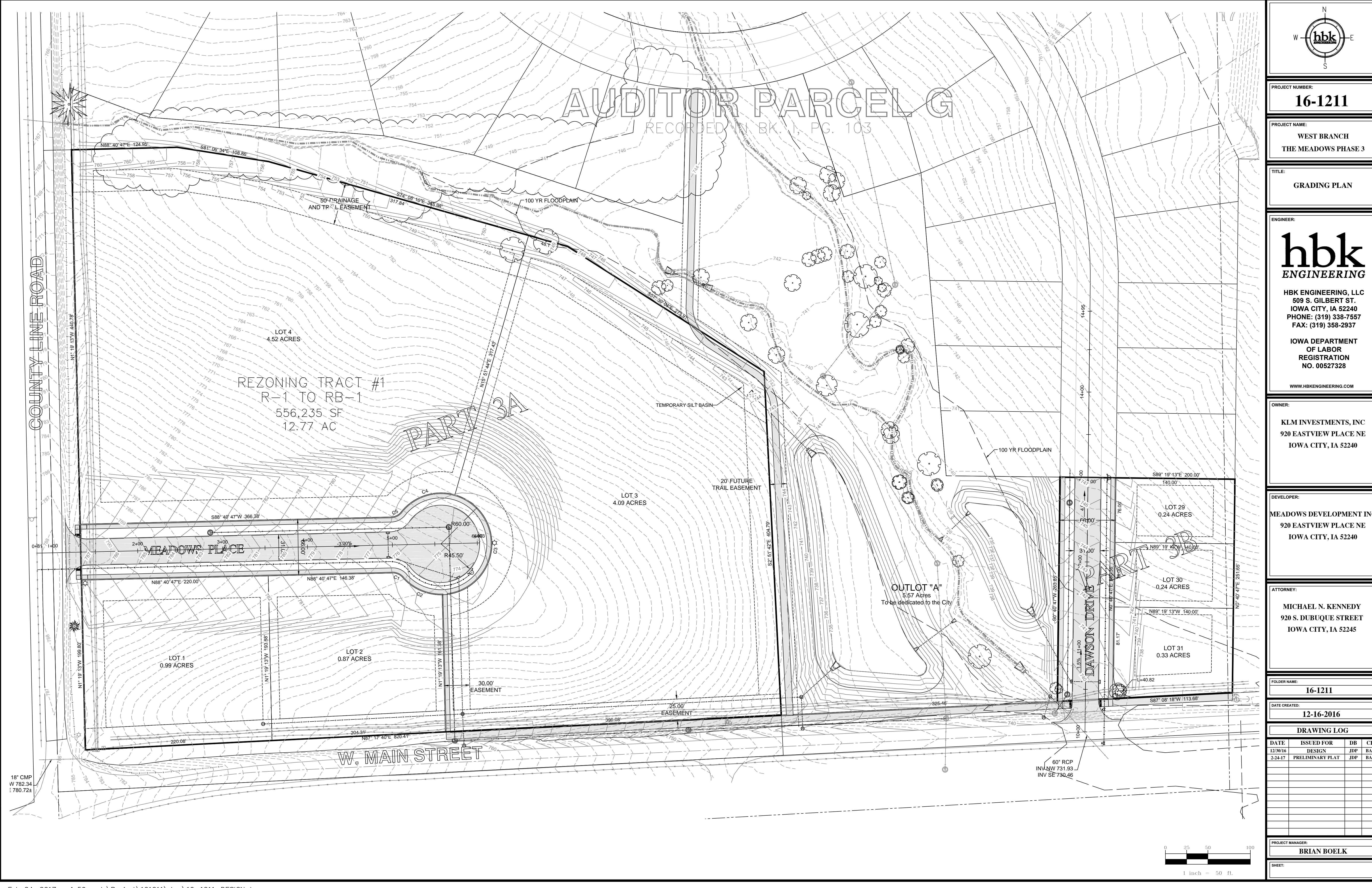
FOLDER NAME: 161211

DATE CREATED: 12-01-2016

[illegible]

PROJECT MANAGER:
BRIAN BOELK

SHEET: **1 OF 2**



PROJECT NUMBER:
16-1211

PROJECT NAME:
**WEST BRANCH
THE MEADOWS PHASE 3**

TITLE:
GRADING PLAN

ENGINEER:
**hbk
ENGINEERING**

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER:
**KLM INVESTMENTS, INC
920 EASTVIEW PLACE NE
IOWA CITY, IA 52240**

DEVELOPER:
**MEADOWS DEVELOPMENT INC
920 EASTVIEW PLACE NE
IOWA CITY, IA 52240**

ATTORNEY:
**MICHAEL N. KENNEDY
920 S. DUBUQUE STREET
IOWA CITY, IA 52245**

FOLDER NAME:
16-1211

DATE CREATED:
12-16-2016

DRAWING LOG			
DATE	ISSUED FOR	DB	CB
12/30/16	DESIGN	JDP	BAB
2-24-17	PRELIMINARY PLAT	JDP	BAB

PROJECT MANAGER:
BRIAN BOELK

SHEET:

RESOLUTION NO. 1582

RESOLUTION ACCEPTING BIDS AND AWARDING THE CONSTRUCTION CONTRACT
FOR THE NORTH FIRST STREET IMPROVEMENTS PROJECT.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to construct street, sidewalk, water and sewer improvements along North 1st Street, said project having been referred to as the “North First Street Improvements Project” for the City of West Branch, Iowa (the “Project”); and

WHEREAS, the bids for the aforementioned project were received, opened and tabulated as per published notice therefor on March 2, 2017; and

WHEREAS, the bid of _____, was the lowest responsive, responsible bid received; and

WHEREAS, said bid was in the amount of \$_____; and

WHEREAS, the Project Engineer has heretofore reviewed the bids and recommended that the City Council approve and accept the aforementioned bid for said project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the bid of _____ in the amount of \$_____ be and the same is hereby accepted and approved and the construction contract is awarded to _____.

BE IT FURTHER RESOLVED that the Mayor is hereby directed to execute the construction contract on behalf of the City.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1583

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 HOOVER'S HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$1,450.

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, the fiscal year 2016-2017 budget for Hoover's Hometown Days include funding for entertainment and services for the event; and

WHEREAS, three organizations have submitted proposed service agreements in the amount of \$1,450 for musical and youth entertainment; and

WHEREAS, it is now necessary to approve said agreements.

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

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

City of West Branch PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of February, 16, 2017, between The City of West Branch ("City") and Jeff Koziatsek (the "Performer") for the hiring of the Performer as independent contractors to perform (the "Show") for the City at Hoover's Hometown Days (the "Venue"), located at the address 110 North Poplar St West Branch, IA 52358.

It is agreed as follows:

1. **Place, date, and time of Show.** The parties agree that the time and place of Show will be Venue, located at the address 110 North Poplar St West Branch, IA 52358, on the 5 day of August, 2017, from 12:30pm to 1:30pm.

2. **Description of Show.** An interactive comedy show with high energy, improvisation, danger, suspense, ridiculousness, audience participation & more!

Show will last of a minimum of 45 minutes.

CHECKS SHOULD BE WRITTEN TO: DAY 3 PRODUCTIONS.
3. **Payment.** Compensation for the Show will be \$1,000.00 dollars, payable by check being the "Fee." The whole of the Fee is due immediately following the Performer's Show, but may be made earlier. IN ADDITION, A 50% DEPOSIT WILL BE MAILED TO THE PERFORMER WITHIN 8 WEEKS OF THIS CONTRACT.

4. **Cancellation.** Cancellation may be made by City before two days prior to the time of Show. The City is unable and therefore will not pay funds if the Show is not performed for any reason.

5. **Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Performer, the 50% deposit of Fee is non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.

6. **Food and Drink.** The Performer is responsible for providing all food and drink required to complete the performance.

7. **Parking.** the City will secure sufficient parking for the Performer's personnel and equipment transportation within a reasonably convenient distance to Venue for a minimum period of 2 hours prior to the show and lasting until 1 hour after the show.

8. **Sound Systems Check.** A sound check conducted by the Performer of Venue's sound system is required, at a time to be mutually arranged between the Performer and the City.

9. **Insurance, Security, Health, and Safety.** The Performer is required to have Proof of Insurance provided to the City at the time that this contract is signed. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Show. The City warrants that the Venue will be of sufficient size to safely conduct Show, that the Venue is of stable construction and sufficiently

protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary.

10. **Indemnification.** The City indemnifies and holds the Performer harmless for any claims of property damage or bodily injury caused by Show attendees. The Performer indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Show.

11. **Severability.** If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

12. **Interpretation.** Agreement will be interpreted according to the laws of Iowa.

13. **Riders.** Nothing in Agreement shall prevent any rider from being added to Agreement that is favorable to the Performer or City, as judged by the City. All riders must be in writing and signed by the party against whom enforcement is sought.

The below-signed the Performer Representative warrants s/he has authority to sign this agreement for the Performer in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue (above).

Signature of the Performer Representative: Jeff Koziatek Digitally signed by Jeff Koziatek
Date: 2017.02.16 18:05:40 -06'00'

Performer's Representative printed name and title: Jeff Koziatek - Performer

Performer's printed name: Jeff Koziatek

Performer's Address: 321 A Barrington Square, Kirkwood, MO 63122

Performer's Phone #: 314-852-1134

City's Representative Signature: _____

City's Representative printed name and title: _____

Please note: The attached W-9 must be completed and returned before Performer can be paid.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Insurance Agency Performers of the U.S. P.O. Box 24 New Richmond, WI 54017		CONTACT NAME: Stephanie Weiss PHONE (A/C, No, Ext): 715-246-8908 E-MAIL ADDRESS: certs@specialtyinsuranceagency.com		FAX (A/C, No): 715-246-4257
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Evanston Insurance Company		35378
INSURED Jeffrey D. Koziatek dba Juggling Jeff 321 Barrington Square Est, Apt A Kirkwood, MO 63122		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			2CN0140-3142	04/25/2016	04/24/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
		X	X				PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N / A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	BUSINESS PERSONAL PROPERTY - INLAND MARINE						AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

PERFORMER IS A NAMED INSURED AS A MEMBER OF PERFORMERS OF THE U.S.:

Jeffrey D. Koziatek dba Juggling Jeff

CERTIFICATE HOLDER

Jeffrey D. Koziatek
dba Juggling Jeff
321 Barrington Square Est, Apt A
Kirkwood, MO 63122

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Stephanie Weiss

City of West Branch PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of February 16, 2017, between The City of West Branch ("City") and Sid V and the Human Resources (the "Performer") for the hiring of the Performer as independent contractors to perform (the "Show") for the City at Hoover Days Community Event (the "Venue"), located at the address West Branch, IA.

It is agreed as follows:

1. Place, date, and time of Show. The parties agree that the time and place of Show will be Venue, located at the address Outdoor covered stage, on the 5th day of August, 2017, from 11:00 A.M. to 12:00 A.M..

2. Description of Show. Classic Rock and Roll

Show will last of a minimum of 60 minutes.

3. Payment. Compensation for the Show will be \$450 dollars, payable by check being the "Fee." The whole of the Fee is due immediately following the Performer's Show, but may be made earlier.

4. Cancellation. Cancellation may be made by City before two days prior to the time of Show. The City is unable and therefore will not pay funds if the Show is not performed for any reason.

5. Force Majeure. In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Performer, the 50% deposit of Fee is non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.

6. Food and Drink. The Performer is responsible for providing all food and drink required to complete the performance.

7. Parking. the City will secure sufficient parking for the Performer's personnel and equipment transportation within a reasonably convenient distance to Venue for a minimum period of 2 hours prior to the show and lasting until 1 hour after the show.

8. Sound Systems Check. A sound check conducted by the Performer of Venue's sound system is required, at a time to be mutually arranged between the Performer and the City.

9. Insurance, Security, Health, and Safety. The Performer is required to have Proof of Insurance provided to the City at the time that this contract is signed. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Show. The City warrants that the Venue will be of sufficient size to safely conduct Show, that the Venue is of stable construction and sufficiently

protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary.

10. Indemnification. The City indemnifies and holds the Performer harmless for any claims of property damage or bodily injury caused by Show attendees. The Performer indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Show.

11. Severability. If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

12. Interpretation. Agreement will be interpreted according to the laws of Iowa.

13. Riders. Nothing in Agreement shall prevent any rider from being added to Agreement that is favorable to the Performer or City, as judged by the City. All riders must be in writing and signed by the party against whom enforcement is sought.

The below-signed the Performer Representative warrants s/he has authority to sign this agreement for the Performer in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue (above).

Signature of the Performer Representative: Sidney W. Scott

Performer's Representative printed name and title: Sidney W. Scott, Leader

Performer's printed name: Sid V and the Human Resources

Performer's Address: 11240 Hidden Springs Ct., Dubuque, IA 52003

Performer's Phone #: 563-599-7932

City's Representative Signature: _____

City's Representative printed name and title: _____

Please note: The attached W-9 must be completed and returned before Performer can be paid.

RESOLUTION 1585

A RESOLUTION APPROVING THE CITY OF WEST BRANCH SPECIAL EVENTS
POLICY & PROCEDURES AND SPECIAL EVENT PERMIT APPLICATION

WHEREAS, the City Council of the City of West Branch would like to encourage its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community; and

WHEREAS, the Council's intent is to provide a policy and related procedures to regulate special events so that such events can occur with the safety and health of participants in mind, the protection of public property considered, and the impact on non-participating minimized; and

WHEREAS, the City of West Branch Special Events Policy & Procedures and Special Event Permit Application were presented to the Council for their consideration at the January 17, 2017 City Council Meeting; and

WHEREAS, the Council now wishes to officially adopt this policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the attached City of West Branch Special Events Policy & Procedures and Special Event Permit Application are approved.

* * * * *

Passed and approved this 6th day of March, 2017.

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

City of West Branch Special Events Policy & Procedures

General Policy Statement

The City of West Branch sponsors, co-sponsors and encourages its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate the use of City-owned, leased or managed facilities, the City has established orders, policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information, and basic ground rules that allow special event sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate Special Events held in the City so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating residents minimized.

The City of West Branch recognizes that the City is not the only governmental authority in West Branch. Approval from other entities may be required to complete the City of West Branch Special Event approval process. Therefore, any event that will utilize roads or property under the authority of West Branch, Cedar County, Johnson County, West Branch Community Schools or the National Park Service must also adhere to Federal, County and or City's policies and obtain necessary approval. Events utilizing private streets or property must obtain approval from the owner of the street. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations received.

General Information

The City provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, rally, or any major event on City property, a Special Event Permit Application must be submitted. The City will then determine the review and approval process and the level of involvement or support service provision, if any, that the event requires. Usually, filling out a permit application is just the first step. Once the application is received, City staff will guide applicants through the process for City approval.

Special Event Permit Requirements

Special Event Permits are not required to reserve use of City of West Branch facilities. Special Events are: Pre-planned temporary major activities involving use of City property. Such activities are customarily held for purposes of entertainment, celebration, amusement, cultural recognition, fundraising, arts and crafts displays and/or sales and sports demonstrations or competitions aimed at drawing crowds that may impact surrounding neighborhoods and traffic flow.

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation may be required.

Commercial Events

Commercial Event means a large event, more than 300 people, held by for-profit organizations which are open to public participation (fee or free) and may include, but are not limited to: a fair, festival, exhibition, carnival centered around music, art, culture, food, car/truck/vehicle, etc. These events require an approved special event application.

Obtaining/Submitting Applications

The City of West Branch is responsible for distributing, receiving and processing all applications for Special Events and for coordinating review of applications by appropriate City departments and, if necessary, the West Branch City Council. The hours of operation are 8 a.m. to 4 p.m. Monday through Friday. For additional information, please contact Parks and Recreation Director Melissa Russell at 319-930-0393 or melissa@westbranchiowa.org. Special Event Permit Applications can be found on the City's website at www.westbranchiowa.org or at West Branch City Office at 110 N Poplar Street, West Branch, IA 52358

The City of West Branch is also responsible for distributing, receiving and processing all Facility Reservations for the use of City -owned or managed athletic fields, park pavilions, outdoor courts, and West Branch Town Hall. Reservations at these facilities for the purposes of conducting anything other than a Special Event do not require a Special Event Permit. Facility Reservations forms can be found at www.westbranchiowa.org or at West Branch City Office at 110 N. Poplar Street, West Branch, IA, 52358.

The Special Event Application approval process does not necessarily automatically reserve facilities. In some cases, park areas, city buildings and streets that can be reserved that are impacted by the event will require a Facility Reservation so not to further impact a park patron. A Facility Reservation does not provide exclusive use of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public.

Application Processing Time Frame

While all special events require the same application, the application review and approval period and required permits(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the City and if necessary, the West Branch City Council. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed. When a request involves an event or athletic race event therefore, any athletic race event that will utilize roads under the authority of West Branch, Cedar County, Johnson County, or the National Park Service, the Applicant must provide proof of approval.

Special Event Permit Applications must be received by the City

7 Days prior for:

Private events, weddings, ceremonies or parties involving any of the following:

- Tents larger than 10 feet by 10 feet;
- Amplified sound;
- Fundraising;
- The sale of any product, goods or service; and
- More than 50 but less than 150 anticipated guests.

30 Days prior for:

Private events, weddings, ceremonies or parties involving any of the following:

- Tents larger than 10 feet by 10 feet;
- Portable restroom facilities (i.e. porta potties);
- The sale of any product, goods or service;
- Amplified sound;
- Fundraising; and
- More than 150 anticipated guests.

90 days' prior for:

Athletic races, walks, new events (those events which did not occur in the City within the past year) which

involve a County, City, or Federal road or street.

- All new events requiring a road or lane closure or impacting traffic flow will require West Branch City Council approval.
- A renewal of a previously held Special Event must follow the same policy and procedures as approved for the prior year's event.
- All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance.
- Event walks on pathways do not require City approval but may require a Certificate of Insurance/Indemnification and other restrictions.
- Law Enforcement/ Security requirements and/or traffic control requirements for walks on pathways will be determined based upon an evaluation of the level of services needed.

Community Festival - Defined by one (1) or more of the following activities occurring:

- An admission fee is charged;
- Vendors selling good, products/wares or services;
- Food and beverage are provided (NOTE: State Health Permit may be required);
- Games, amusement rides, or bounce houses are offered (NOTE: Insurance certificate/Indemnification may be required);
- Purpose of event is a fund-raiser;
- Amplified sound, music and/or bands will be present;
- Event is advertised to the public;
- Event will impact parking and safe movement of pedestrians and/or vehicular traffic in the area; and
- Alcoholic beverages are consumed (NOTE: A – Insurance Certificate/Indemnification is required; B – Law Enforcement and/or Security requirements will be determined based upon an evaluation of the event; and C – licensing may be required).

The City of West Branch may waive the submission deadline extreme cases of unforeseen events.

Criteria for Approval/Disapproval

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, trolley system, etc.);
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies (i.e. County); and
9. All permit requirements have been met.

Required Approvals/Appeals Process

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, the West Branch Fire Department, West Branch Public Works, West Branch Public Library, West Branch Parks and Recreation, West Branch Administration and West Branch City Council.

If an application is denied by the City, the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

Fees

The City establishes Reservation fees for the use of various City facilities. A refundable security/ damage deposit is required to secure the facility for the Special Event, and Reservation Fees are due at least one (1) week prior to the event. The Reservation Fee includes the use of the facility and existing utilities.

Additional charges may be incurred by the Applicant if the facility used for the Special Event is damaged or not cleaned up including but not limited to trash, sign/barricade, and traffic control device removal. Permit holder is responsible for all costs associated with the Special Event such as tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

Traffic Control

If a proposed athletic race event utilizes public roads, the government entities have policies and requirements for traffic control. Such traffic control plans approval must be obtained prior to the final approval of the City and issuance of the Special Event Permit. It is the sole responsibility of the event organizer to obtain these approvals. The City may require a Traffic Control Plan and/or Parking Plan for Special Events that may impact egress/ingress of the facility and parking in the area.

Public Notification

Special events that utilize most a park, city buildings, city streets, city sidewalks, or are a walk/run/race/bike ride will require a public notification plan. Plan may include, but is not limited to: Posting at the park or facility no more than one (1) week in advance of the event, advertisements in a local newspaper, and notification to impacted neighbors. Notices posted in the park or included in an advertisement shall be reviewed and approved by City staff. All costs incurred as part of the notification plan shall be borne by the event organizer or sponsor.

Amplified Sound/Noise

The City of West Branch has noise ordinances which prohibit excessive noise. Additionally, City of West Branch prohibits any activity which may be an annoyance or a nuisance to surrounding Owners or Residents. It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event complies.

Alcoholic Beverages

City of West Branch Code of Ordinance 654 Resolution 45.02 prohibits the consumption of any alcoholic beverage at, in or within any neighborhood park, street, or public building except for the West Branch Public Library, West Branch Town Hall, and Beranek Park. If alcoholic beverages are to be consumed at the Special Event at an alcohol-allowed facility: 1) A minimum of \$1 million General Liability Insurance coverage must be provided naming The City of West Branch as additional insured and included a Waiver of Subrogation; and 2) Additional restrictions may apply such as Security.

Sale of Food

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits from the County. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit. Certain City facilities may be subject to a contractual exclusive right to sell food which requires consent of the Concessionaire for the Special Event Permit holder to sell food.

Insurance

Special events organizers may be required to carry and provide proof of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. The certificate must:

1. Contain a provision for ten (10) days prior written notice to the City if the policy expires or is canceled or changed;

2. Not have exclusions in the insurance coverage regarding publicly owned or leased property or City operations or personnel, employees, licensees or agents; and
3. Include a Waiver of Subrogation.

All costs associated with insurance are the responsibility of the event organizer. Sub-contractors, vendors and others associated with the production of the Special Event may also be required to meet this condition.

Site Plan/Race Course Route Maps

To understand the impact of the special event to the City of West Branch community, a detailed site set-up plan and/or route or race course map and parking plan may be required as part of the application process. For walks that only utilize the pathway system a staffing plan (or Pathway Management Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks the plan would ensure the movement of vehicles is not delayed by the event.

Event Impact Management

Alternate locations/routes may need to be developed to assist The City in managing the number of events and walks/run in the community so that certain areas are not routinely impacted by events. It has determined that no public road or lane shall be closed for more than four (4) hours, except for those events that are City events and/or have an agreement with The City. To determine if an alternate location or route is needed; City staff will review the following:

- Community impact issues with the respective walk/run in previous years
- Did a run/walk occur in this location/road/pathway in the two weeks?
- Will a run/walk occur in this location/road/pathway next two weeks?
- How many runs/walks are scheduled in this area in the calendar year?
- Is the size of the walk/run suitable for an alternate location?

If staff determines the impact of the event is significant, as defined by the bullets above, they are authorized to work with the organizer to:

- Change the date of the event to other times in the community to reduce the congestion of events in certain months
- Alter the route of the event to minimize the impact to various neighborhoods
- Modify the route to reduce the overall time of the road/lane closure (10 K to 5K, 26.2 miles to 13.1 miles)
- If the organizer does not agree to the alternate location or date, they can appeal the decision of staff to the West Branch City Council. The decision of the West Branch City Council is final.

City Services

All regularly scheduled City services will be provided during the normal work hours whenever possible. The City does not have Special Event equipment, signs or supplies for loan or for rent. City staff will provide Applicants consultation as may be reasonably necessary to resolve problems, answer questions and facilitate review by outside agencies at no charge to the applicant.

Use of Private Security

In reviewing applications, the City may require the applicant to provide internal security and a Security Plan. Private licensed security or off-duty law enforcement officers may be used to meet these requirements. All costs associated with Security are the responsibility of the permit holder.

Clean-Up

Permit holders are responsible for providing clean-up during and following the event including all trash and litter removal. If it becomes necessary for the City to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean-up.

Restrooms

Organizers of Special Events may be required to provide portable toilets or decide for restroom facilities, at

the event organizer's expense. Portable toilets must be removed immediately following the event. The public restrooms at any City facility typically must remain open to the public during the Special Event.

Signs and Banners

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. Signs must be removed immediately after the Special Event. If it becomes necessary for the City to remove any signs or banners after the approved displayed time, the permit holder will forfeit any deposit and will be billed for all costs of the removal.

Special Rules and Additional Procedures

Approval of the event by any other entity does not imply approval by City of West Branch.

The City of West Branch City Administrator (or his designee) has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not being met. In addition, the City Administrator and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.

The City approval of a special event and/or issuance of a park permit does not grant or authorize use of The City of West Branch trademark, brand or domain name.

Please note that City staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract.

**Please contact Parks and Recreation Director Melissa Russell at 319-930-0393 or
melissa@westbranchiowa.org for further questions or information.**



Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: _____

Event Organization: _____ Phone: _____

Organization Address: _____ Tax ID #: _____

City: _____ State: _____ Zip Code: _____

Event Website: _____ Event Email: _____

Event Coordinator Name and Title: _____

Event Coordinator Email: _____

Event Coordinator Cell Number: _____

Event Coordinator Address: _____

City: _____ State: _____ Zip Code: _____

Description of Event: _____

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)

Maximum Number of Participants: _____ Maximum Number of Vehicles: _____

Will there be an admission fee? _____ What is the admission fee? _____

Will food be sold? _____ Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? _____ Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? ____

Please list other agencies involved. _____

Traffic Control Plan (please attach diagram): _____



Public Notification Plan: _____

Amplified Sound/Noise Plan: _____

Site Plan/Race Course Map (please attach diagram): _____

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: _____

Restroom Plan: _____

Signs/Banner Plan: _____

Insurance policy: _____

Signature: _____ Date: _____

******By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.

RESOLUTION NO. 966

A RESOLUTION TO ADOPT A CODE OF ETHICS FOR MEMBERS OF THE WEST BRANCH
CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt a Code of Ethics for Members of the West Branch City Council; and

WHEREAS, The citizens and businesses of West Branch are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the Code of Ethics set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

CODE OF ETHICS FOR MEMBERS OF THE WEST BRANCH CITY COUNCIL

Preamble

The citizens and businesses of West Branch are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of West Branch's Commitment to Excellence, the effective functioning of democratic government therefore requires that:

Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the West Branch City Council has adopted a Code of Ethics for members of the City Council to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of West Branch and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the West Branch City Council.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Iowa and the City of West Branch in the performance of their public duties. These laws include, but are not limited to: the United States and Iowa constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, no member shall participate in the disposition of any matter in which he or she is interested. For purposes of this section “interested” includes any direct or indirect financial or personal interest held by a member or member of his/her family. Before any matter is heard, a member having an interest shall state it and withdraw from participation, or he/she may disclose the facts involved and request a determination by the Council of whether a conflict of interest exists. Any question of the existence or non-existence of a conflict of interest sufficient to disqualify a member from participating in the disposition of any matter shall be decided by a majority vote of the other members of the Council. In case of a tie, the member shall be disqualified.

7. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits, which might compromise their independence of judgment or action or give the appearance of being compromised.

8. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

9. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

10. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City.

11. Advocacy

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of West Branch, nor will they allow the inference that they do.

12. Policy Role of Members

Members shall respect and adhere to the mayor-council structure of West Branch city government as outlined by the Chapter 372.4 of Iowa Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff.

The City Administrator/Clerk shall be directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the council

shall be brought before the body by the Administrator/Clerk and all Council involvement in administration initiated by the Council must be coordinated through the Administrator/Clerk.

13. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

14. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

15. Implementation

As an expression of the standards of conduct for members expected by the City, the West Branch Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of West Branch code of ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council and the City Council shall update it as necessary.

16. Compliance and Enforcement

The West Branch Code of Ethics expresses standards of ethical conduct expected for members of the West Branch City Council. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

City Council members who intentionally and repeatedly do not follow proper ethical standards may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to discussing and counseling the individual on the violations or recommending censure to the full Council to consider in a public meeting.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council decision.

**Model of Excellence
West Branch City Council
MEMBER STATEMENT**

As a member of the West Branch City Council, I agree to uphold the Code of Ethics and the Code of Conduct for elected and appointed officials adopted by the City and conduct myself by the following model of excellence. I will:

Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct, which is divisive or harmful to the best interests of West Branch;

Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of West Branch Code of Ethics and the City of West Branch Code of Conduct.

Signature

Date

Printed Name

RESOLUTION NO. 967

A RESOLUTION TO ADOPT A CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH
CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt a Code of Conduct for Members of the West Branch City Council; and

WHEREAS, the citizens and businesses of West Branch are entitled to have Council members who treat one another, city staff, constituents and others with respect.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the Code of Conduct set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH CITY COUNCIL

Roles, Responsibilities and Respect

This Code of Conduct is designed to describe the manner in which Council members should treat one another, city staff, constituents, and others they come into contact with in representing the City of West Branch.

The constant and consistent theme through all of the conduct guidelines is "respect." Council members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Council members to do the right thing in even the most difficult situations.

All Council members:

All members of the City Council have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect. Council members must recognize that they act collectively as a governing body during properly noticed public meetings. Members must recognize that they do not have authority to make decisions or take individual actions on behalf of the City Council unless expressly directed to do so by the City Council.

All Council members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be respectful of other people’s time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in West Branch government.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct.

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council member should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

Endorsement of Candidates

Council members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public.

IN PUBLIC MEETINGS

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council members**

If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed far and wide. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional background information should be directed only to the City Administrator or Department Heads. The Office of the City Administrator should be copied on any request.

Requests for follow-up or directions to staff should be made only through the City Administrator. When in doubt about what staff contact is appropriate, Council members should ask the City Administrator for direction. Materials supplied to a Council member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt City staff from their jobs**

Council members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council members should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Check with City staff on correspondence before taking action**

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

- **Do not attend meetings with City staff unless requested by staff.**

Even if the Council member does not say anything, the Council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for staff support – even in high priority or emergency situations -- should be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. There shall be no sidebar conversations.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair or City Administrator – not individual Council members -- can interrupt a speaker during a presentation. However, a Council member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The City Administrator serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Chair, subject to the appeal of the full Council makes final rulings on parliamentary procedure.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.).

- **Make no personal comments about other Council members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council members, their opinions and actions.

- **Remember that you are a highly visible member of the City**

Council members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of West Branch. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

- **Be clear about representing the city or personal interests**

If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council member is representing the City, the Council member must support and advocate the official City position on an issue, not a personal viewpoint.

- **Correspondence also should be equally clear about representation**

City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Administrator to be filed at City Hall as part of the permanent public record.

City letterhead is not be used for correspondence of Council members representing a personal point of view or a dissenting point of view from an official Council position.

Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**

Council members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

Council Conduct with the Media

Council members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor and City Administrator are the official spokespersons for the representative on City position.**

The Mayor and City Administrator are the designated representatives of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council members should refer to the City Administrator any City staff who does not follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- **Council members Behavior and Conduct**

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to discussing and counseling the individual on the violations or recommending censure to the full Council to consider in a public meeting.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council decision.

RESOLUTION NO. 968

A RESOLUTION TO ADOPT PROCEDURAL RULES FOR THE WEST BRANCH CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt Procedural Rules for the West Branch City Council; and

WHEREAS, the adoption of these rules will provide for orderly, fair, open and efficient deliberation on issues before the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the Procedural Rules for the West Branch City Council set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications. The video conference or telephonic participation must be available to be heard by members of the public.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action, provided said Council member made the motion at the next Council Meeting that Council member attended.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

- 1) Call to order
- 2) Roll call
- 3) Welcome
- 4) Approve Agenda/Consent Agenda/Move to action
- 5) Communications/Open Forum
- 6) Public Hearings/Non-Consent Agenda
- 7) City Staff Reports
- 8) Comments from Mayor and Council Members
- 9) Adjournment

The following is the order of business of the City Council at its work sessions:

- 1) Call to order
- 2) Roll call
- 3) Work Session Agenda Items
- 4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside. The presiding officer is also known as the chair.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code for members of the Council. At all times during meetings of the Council, proper attire for men shall be a combination of collared shirt (such as a dress shirt or polo shirt), and dress slacks with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top. This rule applies only to members of Council.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 30. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment

before the Council during the meeting.

Part VI. Council Action

Rule 31. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 32. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 33. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 34. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words “and grade” after “purchase.” Discussion and a vote would then take place on the amendment, i.e. the addition of the words “and grade.” Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, “Shall the decision of the chair be sustained?”

Motion to suspend the rules: I move that the rules be suspended which interfere with ... [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 35. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, “I second the motion,” and may do so without obtaining the floor.

Rule 36. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding officer before being debated.

Rule 37. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of

order to insist upon their enforcement. (If the presiding officer notices a breach, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 38. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, "Shall the chair be sustained?" shall be immediately put and determined before the Council proceeds to other business.

Rule 39. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: "Shall the question under immediate consideration be now put?" It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 40. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 41. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 42. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 43. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 44. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 45. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 46. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 47. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 48. Action to Multiple Items. With the consent of a majority of the Council, Rule 46 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 49. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 50. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 51. Motions. At any appropriate place on the Agenda any member of the Council may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 52. Waiver of Ordinance Readings.

A Council member may move the final passage of an ordinance, with waiver of first or second consideration of the ordinance or waiver or both, by reciting the following motion.

"Moved by (insert the moving Council member's name) that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended; that the first and second consideration and vote be waived; that the ordinance be placed upon its final passage and that the ordinance do now pass."

or may move waiver by reference to the language of this section to be known as "the waiver rule".

Rule 53. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 54. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 55. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 56. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.