1. Agenda

   Documents:

   AGENDA.PDF

2. Supporting Meeting Documents

   Documents:

   PACKET.PDF
   POLICE AND FIRE BUILDING COMMITTEE SITE RECOMMENDATION.PDF
   TYLER - STATEMENT OF WORK.PDF
   BILL LIST.PDF
   INVESTMENT POLICY WITH REVISIONS.PDF
   JANUARY FINANCIALS.PDF
   MINUTES.PDF

COUNCIL AGENDA

CITY HALL COUNCIL CHAMBERS, 10 W STATE STREET

MARCH 14, 2016, at 5:30 PM

NOTICE TO PUBLIC: The Mayor and City Council welcome comment from the public during discussion. You are required to step to the microphone, state your name and address for the record and to limit the time used to present your remarks in order that others may be given the opportunity to speak.

CALL TO ORDER: Mayor James L. Lowrance

PLEDGE OF ALLEGIANCE:

ROLL CALL: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS:

APPROVAL OF AGENDA:

CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

1. Approve Council meeting Minutes of February 22, 2016, and Special Meeting minutes of March 7 2016.
2. Approve Bill List in the amount of $1,968,376.38
3. Purchases between $10,000 and $35,000 and Vertical Public Improvements below $36,000 Approved by City Administrator: Airport Farm Lease, $20,738.80
4. Receipt of Civil Service New Hire List, Street Mechanic.
5. Receipt of Building Report for February 2016.
6. Renewal Liquor licenses: Wandering Creek Golf Course, Grocery Store Y Tortilleria La Vecindad, Golden Land, Elmwood Country Club, The Spot.

   (end of consent agenda items)

REPORT:

7. Alliance Update, Kenn Vinson
8. Jenny Etter, Executive Director, Marshalltown Central Business District, Quarterly Report.
9. MHS Roundhouse Public Art Project

MOTIONS:

10. Approve HyVee Party Room transfers to Elmwood Country Club for wine club, Thursday nights: - March 17, 2016, July 21, 2016 August 11, September 15th, October 20th, November 17th, January 19, 2017, February 16th, March 16th, April 20th, May 18th, June 15th
11. Accept Recommendations of Citizens Police and Fire Advisory Committee.
12. Approve January Financials

RESOLUTIONS:

13. Resolution 2016-034 Approving Contract with Tyler Technologies, Inc., for accounting software and implementation.
14. Resolution 2016-035 Approving Umpire Agreement for 2016 Adult Softball Program Season
15. Resolution 2016-036 Approving Loan Application through the Firefighting Equipment Revolving Loan Fund

16. Resolution 2016-037 Ordering Construction of the 2016 Mill and Overlay Project 76016004A.

17. Resolution 2016-038 Ordering Construction of the 2015 MicroSurfacing Project 76015003A.

18. Resolution 2016-039 Approving Agreement with the Iowa Department of Transportation for a City Highway Bridge Program, North Center Street Bridge Replacement Project 76016001A.

PUBLIC HEARING

19. Resolution 2016-040 Approving Plans, Specifications, Form of Contract and Cost for the 2016 Sanitary Sewer Televising Project 59015011A.

ORDINANCES:

19. Ordinance 14947 Amending Chapter 27 “Vegetation” relating to planting and maintenance of terrace trees and prohibited tree species on or adjacent to any street, terrace, avenue of highway in the city, third reading.

20. Ordinance 14948 Amending the Marshalltown Zoning Ordinance Amending the Wandering Creek Planned Unit Development Generally Located on the South Side of 233rd Street West of Campbell Drive, hereafter known as Eagle View at Wandering Creek Planned Unit Development, second reading.

21. Revised Ordinance 14945 Amending Sanitary Sewer Rates, first reading, to correct typographical error. The surcharge rate for contributors greater than domestic strength waste water (2016 TKN charge) is listed as $.035 and should be $0.35.

DISCUSSION:

22. Request for storm water detention pond funding, city parking lot / alley / Kibbey building, 50% reimbursement of estimated total costs of $110,000, not to exceed $55,000.

23. Investment policy revisions.

24. Accept bids for 2015 Oil Mix Streets project (Hilltop, S 8th Street, Maytag Road, Highland Acres Road areas)

PUBLIC COMMENTS:

ADJOURNMENT:

R ow

the City of Marshalltown

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MARCH 14, 2016, at 5:30 PM

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PLEDGE OF ALLEGIANCE:

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MAYOR, COUNCIL AND ADMINISTRATOR COMMENTS:

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15. Resolution 2016-036 Approving Loan Application through the Firefighting Equipment Revolving Loan Fund

Visit **www.ci.marshalltown.ia.us**

Please refer to the previous Council packet for attachments not included with this agenda packet. Complete agenda packets are available for inspection for the public at the City Clerk's Office, the Marshalltown Public Library and the city's website.

Marshalltown All-America City 2012

16. Resolution 2016-037 Ordering Construction of the 2016 Mill and Overlay Project 76016004A.

17. Resolution 2016-038 Ordering Construction of the 2015 MicroSurfacing Project 76015003A.

18. Resolution 2016-039 Approving Agreement with the Iowa Department of Transportation for a City Highway Bridge Program, North Center Street Bridge Replacement Project 76016001A.

PUBLIC HEARING

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ORDINANCES:

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21. Revised Ordinance 14945 Amending Sanitary Sewer Rates, first reading, to correct typographical error. The surcharge rate for contributors greater than domestic strength waste water (2016 TKN charge) is listed as $.035 and should be $0.35.

DISCUSSION:

22. Request for storm water detention pond funding, city parking lot / alley / Kibbey building, 50% reimbursement of estimated total costs of $110,000, not to exceed $55,000.

23. Investment policy revisions.

24. Accept bids for 2015 Oil Mix Streets project (Hilltop, S 8th Street, Maytag Road, Highland Acres Road areas)

PUBLIC COMMENTS:

ADJOURNMENT:

COUNCIL PROCEEDINGS
February 22, 2016

The Marshalltown City Council met in regular session on February 22, 2016, at 5:30 PM, in the Council Chambers at City Hall. Mayor Lowrance called the meeting to order and led the Pledge of Allegiance. Present: Gowdy, Hoop, Lamer, Martin, Schubert, Wirin. Participating fully by speakerphone due to being out of state: Greer. Mayor Lowrance recognized Captain Jones and Sargeant Thein for graduating from a Northwestern University leadership program, and the following employees for years of service: 20 years-Stacy Roads, 15 years – Michelle Spohnheimer, 10 Years – Scott Shively and Nathan White. Councilor Lamer requested the Anson Park area be evaluated and included in the site review for the Police and Fire building study. Schubert moved to approve the agenda, second by Gowdy. Motion approved 7-0.

CONSENT AGENDA:
Gowdy moved to approve the Consent Agenda: Approve Council meeting Minutes of February 8, 2016, and Special Meeting minutes of February 15, 2016; Approve Bill List in the amount of $ 1,244,152.67; Receipt of January 2016 Building Report; Appoint Jake Reynolds to the Marshalltown Softball Association; Renewal Liquor licenses: Vaughn's Pub, Food & Gas Mart (613 N 3rd Ave), Kwik Star #706 (810 S 3rd Ave); second by Greer. Consent agenda adopted 7-0.

REPORT:
Fire Chief Rierson presented the 2015 Annual Fire Department Report.

MOTIONS:
Schubert moved to approve 8 month liquor license, Marshalltown Speedway, Class B Beer (BB) includes Wine Coolers, effective date March 26, 2016. Application made by Toby Kruse, same operator as previous year, second by Lamer. Motion carried 7-0.

RESOLUTIONS:
Lamer moved to adopt Resolution 2016-018 Approving Permit Fee and Service Charges Schedule of the Fire Department, second by Martin. Fees were updated to include fees for hazardous material handling, re-inspection of failed inspections and plan review. Resolution adopted 7-0.

Schubert moved to adopt Resolution 2016-019 Approving Interlocal Contract for Cooperative Purchasing, re: purchase of fire vehicle, second by Gowdy. The city attorney evaluated the purchasing agreement and found it documented and complied with the competitive bidding process required by state law. Resolution adopted 7-0.

Martin moved to adopt Resolution 2016-020 Ordering Construction of the 2016 Televising Project 590015011A, Fox Engineering, second by Wirin. The project is part the of the DNR Consent Order and assesses the sewers for the next lining project. Resolution adopted 7-0.

Wirin moved to adopt Resolution 2016-021 Approving Engineering Services Agreement with Clapsaddle-Garber Associates, Inc., for 18th Ave Portland Cement Concrete Patching Project 76015009, in the amount of $98,380.00, second by Schubert. Resolution adopted 7-0.

Hoop moved to adopt Resolution 2016-022 Approving Engineering Services Agreement with Clapsaddle-Garber Associates, Inc., for Ingledue Storm Sewer Rehab Project 29108009, in the amount of $86,000.00, second by Gowdy. Resolution adopted 7-0.

Greer moved to adopt Resolution 2016-023 Approving Engineering Services Agreement with Clapsaddle-Garber Associates, Inc., for T-Hangar Floor Improvements Project – Phase II, $14,700.00, second by Wirin. Six hangars were paved in 2014. This project will pave the remaining four. The project is paid by 85% state funds, with 15% paid from the general fund. Resolution adopted 7-0.

Greer left the meeting at 6:07 PM, due to the call being disconnected. Lamer moved to adopt Resolution 2016-024 Approving Engineering Services Agreement with Clapsaddle-Garber Associates, Inc., for the Pavement Rehabilitation Project – Runway 18 and Connecting Taxiway to Runway 36, in the amount of $34,744.00, second by Wirin. The FAA requires runways to meet minimum paving standard, this project is federally funded at 90% with the remainder to be paid from the general fund. Resolution adopted 6-0, Greer absent.

PUBLIC HEARING
Mayor Lowrance declared the public hearing open regarding the ten year lease with Central Iowa River Gun Club of Marshalltown. There were no written or public comments. Greer joined the meeting at 6:10 PM.
Schubert moved to adopt Resolution 2016-025 Adopting Tentative Resolution Approving Lease Agreement with Central Iowa River Gun Club of Marshalltown, Iowa, relating to lease of facility under the Center Street viaduct, for a period of ten years, in the amount of one hundred dollars, second by Wirin. Resolution adopted 7-0.

PUBLIC HEARING
Mayor Lowrance declared the public hearing open regarding the Plans and Specifications, Form of Contract and Cost for the WPCP Bio Gas Generator Replacement Project 52015014A. There were no written or public comments.
Lamer moved to adopt Resolution 2016-026 Approving Plans and Specifications, Form of Contract and Cost for the WPCP Bio Gas Generator Replacement Project 52015014A, second by Hoop. Resolution adopted 7-0.

PUBLIC HEARING

Mayor Lowrance declared the public hearing open regarding the Plans and Specifications, Form of Contract and Cost for the 2015 Oil Mix Street Project 76015005. Mr. Carkhuf, 2504 Hilltop Drive, asked for clarification that the street will be graded and manholes adjusted. Public Works Director Nickel responded the work includes 12 inches of subsurface grading prior to adding street surface material and the manholes will be adjusted. There were no written comments.

Hoop moved to delete the section of Maytag Road east of 6th Street from the plans, second by Schubert. The council discussed concern that the city would be deeding the street to the Central Iowa Farm Store. The Central Iowa Farm Store is not the sole abutting owner to Maytag Road, although a portion of Maytag Road runs through their implement yard. Motion failed 3-4, with Lamer, Martin, Wirin and Gowdy dissenting. Greer left the meeting at 6:19 PM.

Lamer moved to adopt Resolution 2016-027 Approving Plans and Specifications, Form of Contract and Cost for the 2015 Oil Mix Street Project 76015005 (Hilltop, 8th St, Maytag Rd, Highland Acres Rd frontage south of Lincoln Way), second by Martin. Resolution adopted 6-0, Greer absent. Greer returned at 6:21.

ORDINANCES

Martin moved to adopt the second reading of Ordinance 14947 Amending Chapter 27 "Vegetation" relating to planting and maintenance of terrace trees and prohibited tree species on or adjacent to any street, terrace, avenue of highway in the city, second by Hoop. Section 27-20 will be corrected to replace the word "compiled" with "complied". Second reading adopted 6-1, with Schubert dissenting.

Wirin moved to adopt the first reading of Ordinance 14948 Amending the Marshalltown Zoning Ordinance Amending the Wandering Creek Planned Unit Development Generally Located on the South Side of 233rd Street West of Campbell Drive, hereafter known as Eagle View at Wandering Creek Planned Unit Development, second by Gowdy. Spohnheimer informed the council the Plan Zoning Commission recommends approval. A public hearing is required before the ordinance may be adopted. The area was rezoned in 2007 and amended in 2011 to add single units. New owners have provided new plans to add 52 units. First reading adopted 7-0.

DISCUSSION

The clerk asked the council to consider the resolution approving the Tax Schedule, regarding unpaid fees for nuisance abatement, illegal fire response fees, rental registration and no show rental inspection charges at the May 7th special meeting previously set for the public budget hearing. These unpaid charges will be assessed to be paid as a property tax.

PUBLIC COMMENT

City Administrator Wetmore advised the public the Parks and Recreation office will be understaffed and closed part of the day between February 24 and March 2. There will be signage to indicate when the office will be closed. Chief Tupper encouraged participation in the 2016 Police Academy.

CLOSED SESSION

6:35 PM. Lamer moved to enter into Closed session pursuant to Section 21.5, subsection 1, paragraph c, of the Code of Iowa, to discuss strategy with counsel in matters where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the city in that litigation. The City of Marshalltown has an attorney-client relationship with Attorney Roger Schoell, appointed as City Attorney on May 5, 2014, by Council Resolution #2014-047, second by Wirin. Motion carried 7-0.

Gowdy moved, second by Greer to enter open session. All approved 7-0. Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

6:53 PM. In open session. Roll call: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin. All present.

Motion in open session: Greer moved to reject the settlement offer made by the landlord's and proceed with litigation, second by Schubert. Motion passed 7-0. Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

Martin moved to adjourn, second by Gowdy. Motion passed 7-0. Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin.

ADJOURNMENT

The meeting adjourned at 6:54 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

ATTEST:

James L. Lowrance, Mayor

Shari L. Coughenour, CMC, City Clerk

Council Proceedings
Special Council Meeting
March 7, 2016

A Special meeting of the Marshalltown City Council was convened on March 7, 2016, at 12:00 PM, in the Council Chambers at City Hall, according to posted notices. Mayor Lowrance called the meeting to order. ROLL CALL: Present – Gowdy, Greer, Hoop, Martin, Wirin. Absent: Lamer and Schubert. Paul Gregoire announced Emerson is hosting the Governor's Future Ready program on March 28 and invited individuals to attend.

Mayor Lowrance declared the Public Hearing open for the Budget and Tax Levy for FYE 6/30/2017. Finance Director Steiner recommended approval of the budget and tax levy of $15.28158 per $1000 valuation on regular property. There were no public or written comments. Mayor Lowrance declared the public hearing closed.

Greer moved to adopt Resolution 2016-028 Approving Budget and Tax Levy for FYE 6/30/2017, second by Martin. Resolution adopted 5-0.

Mayor Lowrance declared the Public Hearing open for the capital improvement plan and levy. Finance Director Steiner recommended approval of the five year capital improvement plan for 2016-2020. Councilor Hoop is not in favor of funding the Iowa River Trail with capital improvement levy funds. Bill Egleston said he was in favor of funding the Iowa River trail, but not in favor of funding it with capital improvement funds. There were no written comments. Mayor Lowrance declared the public hearing closed.

Hoop moved to remove the $30,000 funding for the Iowa River Trail project within the capital improvement plan, which was added due to savings on equipment costs. Motion died for lack of a second.

Wiring moved to adopt Resolution 2016-029 Approving Capital Improvement Plan and Levy for 2016-2020, second by Greer. Resolution adopter 4-1, Hoop dissenting.

Wiring moved to approve December 2015 Financials, second by Greer. Motion carried 5-0.

Gowdy moved to adopt Resolution 2016-030 Certifying Unpaid Fees as Property Tax, second by Martin. Resolution adopted 5-0.

Hoop moved to adopt Resolution 2016-031 Approving Contract and Bond for Construction of the Surface Transportation Project (STP) Iowa Avenue East Mill and Overlay Project 76015010, $421,764.05, OMG Midwest, second by Gowdy. Resolution adopted 5-0.

Greer moved to adopt Resolution 2016-032 Approving Contract and Bond for Construction of the STP East Main Street Mill and Overlay Project 76015008, $512,125.85, Manatt's, Inc., second by Wirin. Resolution adopted 5-0.

Wirin moved to adopt Resolution 2016-033 Approving Contract and Bond for Construction of the STP 18th Avenue Concrete Repair Project 76015009, $751,898.00, Midwest Contractors, second by Martin. Resolution adopted 5-0.

Water Pollution Control Superintendent Ranson provided an update on the city's National Pollutant Discharge Elimination System Permit.

With no additional action the meeting adjourned at 12:30 PM

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, City Clerk

Purchases between $10,000 & $35,000
and Vertical Public Improvements (*) Below $36,000
Approved by City Administror
For Informational Purposes Only

* Vertical Public Improvements means buildings, all appurtenant structures, utiliities, incidental street improvements including
Vertical infrastructure does not include any work constructed in conjunction with or ancillary to highway, street, bridge or culvert
As defined in Iowa Administrative Code Chapter 180 section 761-180.3(314) definitions

Date	Vendor	Type or Description	Fund / Funds	Dollar Amount	Reported to Council Date
3/8/16	Lee Garrett and Travis Storjohann	Airport Farm Lease	NA	$ 20,738.80	3/14/2016

To the City of Marshalltown, March 8th, 2016

The following is a bid for the Marshalltown Airport farm ground, Farm # 6681, for Program year 2016. We would like to bid $210/acre with the 92.92 tillable acres. Additionally we would add $1, 220.60 for the 14.36 acres of Hay ground.

Sincerely,

Lee Garrett & Travis Storjohann

1710 A Prairie Avenue

Marshalltown, Iowa 50158

641-753-5035 hm 641-750-0682 cell 641-750-0498 cell

$210/Ac x 92.92 Ac
= $ 19,513.20
$ 1220.60
$20,738.80

Rusw

the City of Marshalltown

Jill Petermeier
Human Resource Director
24 North Center Street
Marshalltown, IA 50158
Tel (641) 754-5704 Fax (641) 754-5704
jpetermeier@ci.marshalltown.ia.us

To: Civil Service Commission

From: Jeff Roads, Street Superintendent
Jill Petermeier, Human Resource Director

Re: Street Mechanic New Hire List

After reviewing all applicants and their qualifications, the following persons were tested and considered to best meet the qualifications for the above listed position:

*1 - Richard DeLay (387)
2 – Joe Witte (310)
3 – Rich Watts (310)
4 – Craig Weitzell (307)

*Veterans Preference

This list shall be valid for a period not to exceed March 8, 2017

Certified by Civil Service Commission on March 8, 2016

Mary Stevens
Mary Stevens, Civil Service Commission Chair

Attest:

Shari L Coughenour
Shari Coughenour, Clerk of the Commission

BUILDING REPORT FOR THE MONTH OF FEBRUARY 2016

the City of Marshalltown

PERMIT NUMBER	OWNER OF IMPROVEMENT	LOCATION OF IMPROVEMENT	TYPE OF IMPROVEMENT	NEW DWELLING	ALTER DWELLING	MINOR BUILDING	MISC. IMPROVEMENT	FEE
24161	Orton Homes	402 Carson Drive	New Dwelling/Garage	$179,000				$1,468
24162	Orton Homes	2921 Jackie Terrace	New Dwelling/Garage	$185,000				$1,504
24163	Brenda Reese	1014 South 6th Street	Alter Dwelling		$70,000			$784
24164	Alliant Energy-Sutherland Station	3001 East Main Street	New Building				$600,000	$3,734
			TOTALS:	$364,000	$70,000	$0	$600,000	$7,490

TOTAL IMPROVEMENT AMOUNT: $1,034,000

	Units	Permits	Permits	Permits	Permits	Demo Permits
# OF PERMITS:	2	2	1	0	1	0

Scott A. Riemenschneider, Chief Building Official

the City of Marshalltown

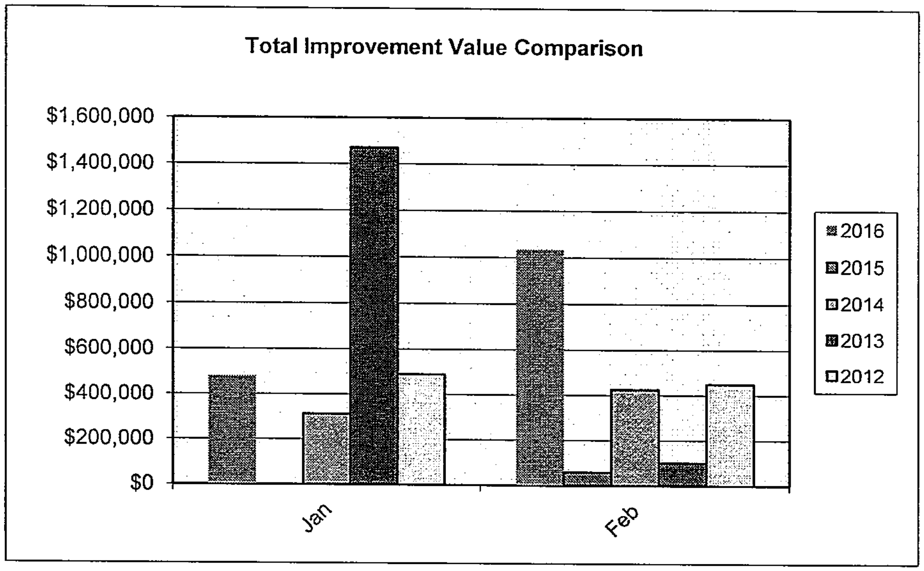
Building Division Improvement Value & Fee Summary - Feb. 2016

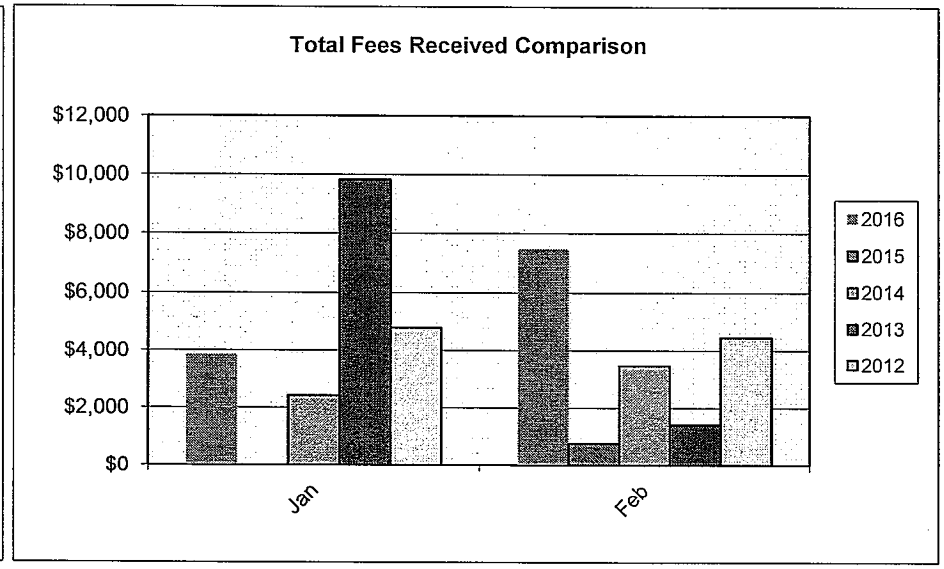
Total Improvement Value Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016	$479,000	$1,034,000											$1,513,000
2015	$0	$57,000											$57,000
2014	$311,000	$425,000											$736,000
2013	$1,470,000	$101,000											$1,571,000
2012	$489,000	$449,000											$938,000

Total Fees Received Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016	$3,860	$7,490											$11,350
2015	$0	$762											$762
2014	$2,414	$3,484											$5,898
2013	$9,824	$1,416											$11,240
2012	$4,789	$4,470											$9,259





Marshalltown Central Business District
CITY COUNCIL REPORT

MCBD, "A Main Street Community"
March 14th, 2016

Update Report Prepared by: Jenny Etter, Executive Director

2016 PROJECTS

Promotion Committee, Events Planning: Dorie Tammen, Chair
- Linn Creek Art Festival- Downtown Door Art Project- July 16th (new event)
- Treasures Tour- October 1st
- 24th Annual Holiday Stroll/Tiny Tim Tree Festival- Nov21
- Adopt A Vet Party- Feb.15, Dec 18th

Design Committee: Jerrod Leffler, Chair
- Flower Berms- Pat Williams, Dan Engesser
- Banners- Vic Hellberg, new banner discussion for 2016
- Floral Basket Program- Jerrod Leffler
- Pedestrian Walkway- Nate McCormick, planning for phase II in the works

Business Improvement Committee: vacant, Chair
- Building Inventory- quarterly update, complete 2nd story inventory
- Business Visitation- Recruit/maintain members
- Business Expansion- recruitment, fill empty stores, attract wider variety of businesses, collaborate with MEDIC, Regional Partnership
- Downtown Rehab Projects:
  Kibbey Building/ Green Space 135 E. Main St.
  Dan Kester, 119 E. Main St.
  Scott Carnahan, Woodbury Bldg 32-36 E. Main St.
  Zamora's, 4 E. Main St.
  B & G HVAC 14 N. 1st St.

Organization Committee: Cass Gerstandt, Chair
- Membership drive 2016
- Communications – Newsletters
- Website, now mcbd logo
- MSI regional roundtable- Marshalltown hosted MSI directors

Iowa Great Places
MHS Roundhouse Public Art Project

Press release: March 7, 2016

The MHS Roundhouse Public Art Selection Committee and Marshalltown Public Art Committee (M-PAC) are pleased to announce the four finalists for the MHS Roundhouse Public Art project.

- Folwell Studios: Gail Folwell, Contemporary sculptor from Boulder, CO. Concept Title: Drills
- James Simon Sculpture Studios: James Simon, Colorful mosaic to large scale sculptural installations from Pittsburg, PA. Concept Title: Basketball Youth with Bobcat with Landscape.
- Bland Design LLC: Bland Hoke & David Dahlin, Artist and Architectural Designer experienced in place making and public art, site specific and integrated artwork from Jackson, WY. Concept Title: Reflectour
- Gordon Huether Studio: Gordon Huether, Site specific large scale art from Napa, CA. Concept Title: Untitled

In 2014, Marshalltown was selected as an Iowa Great Places community by the State of Iowa Department of Cultural Affairs. The Marshall County Arts & Culture Alliance administers the grant which includes $250,000 specifically awarded to complete a public art project and exterior enhancements at the MHS Roundhouse.

In November 2015, a Request for Qualifications was released seeking interested artists for the project. Sixty-one artists from across the U.S. responded with interest in the project. The selection committee made up of 15 community representatives including, students, district staff, M-PAC members and the IGP grantee team, selected four artists to submit site specific proposals. The committee is now seeking community comments on the proposals.

Display boards will be at the March 14th City Council meeting and the March 21st MCSD School Board meeting. They will also be taken to other community events over the next two weeks. Full proposals are available for viewing at the Marshalltown Public Library reference desk until March 21st.

The selection committee will announce the selected artist and concept on April 1st.

For additional information, contact Marshall County Arts & Culture Executive Director Val Ruff at 641-752-ARTS (2787).

TRW

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

Administration

March 14, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Randy Wetmore RW
City Administrator

Re: Recommendation from the Citizen Police and Fire Advisory Committee

Policy Issue: To continue with the development of a bond issue proposal regarding the construction of new police and fire department facilities

Recommendation: The Advisory Committee made two recommendations for Council consideration at their meeting of March 8. Those recommendations are:

Type of Building: They recommend that a Joint Police and Fire facility be investigated rather than separate sites for each station.

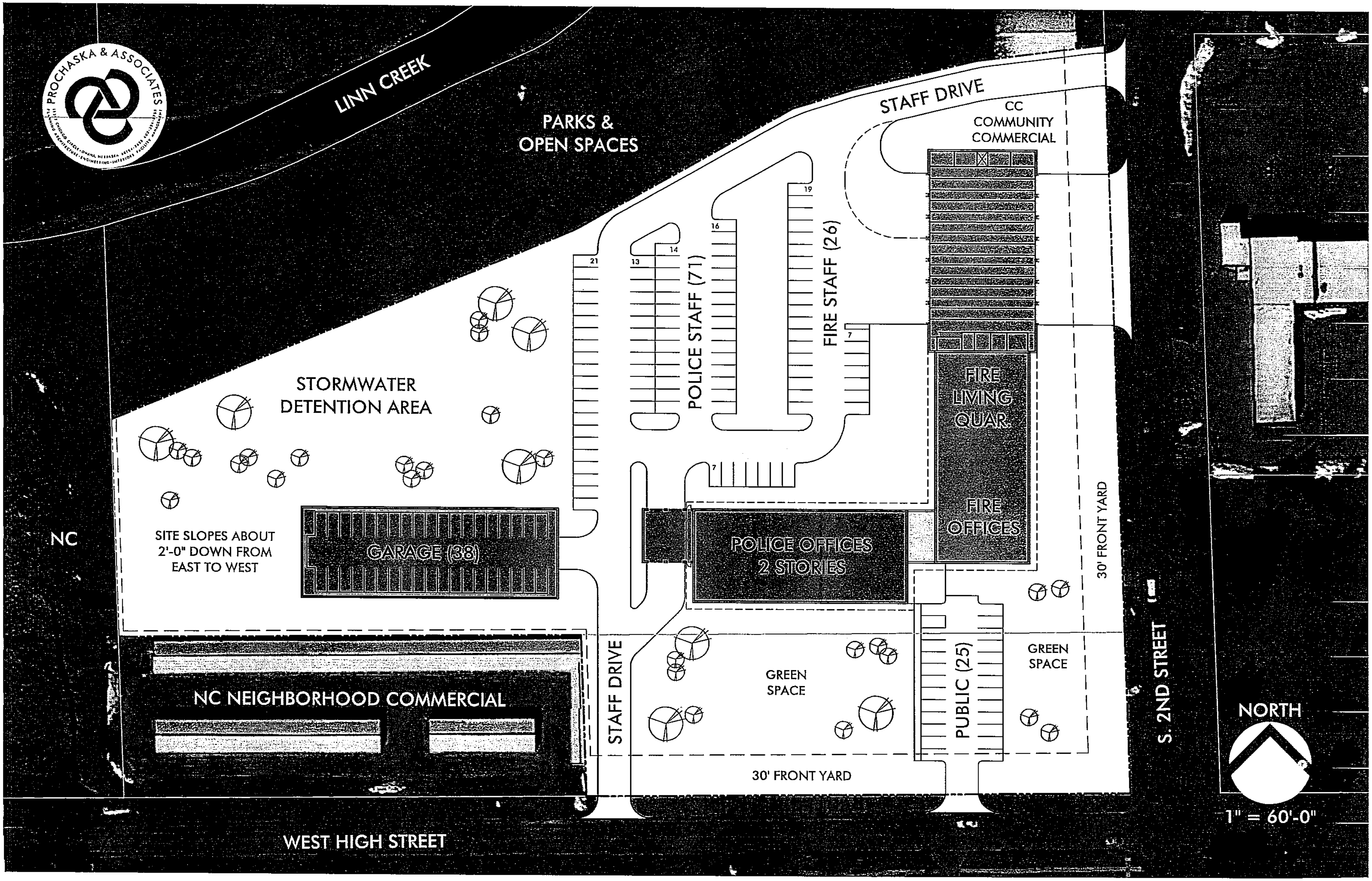
Sites: The Committee recommended the Old Econo Food site and the Handy site be considered as the sites for the facility.

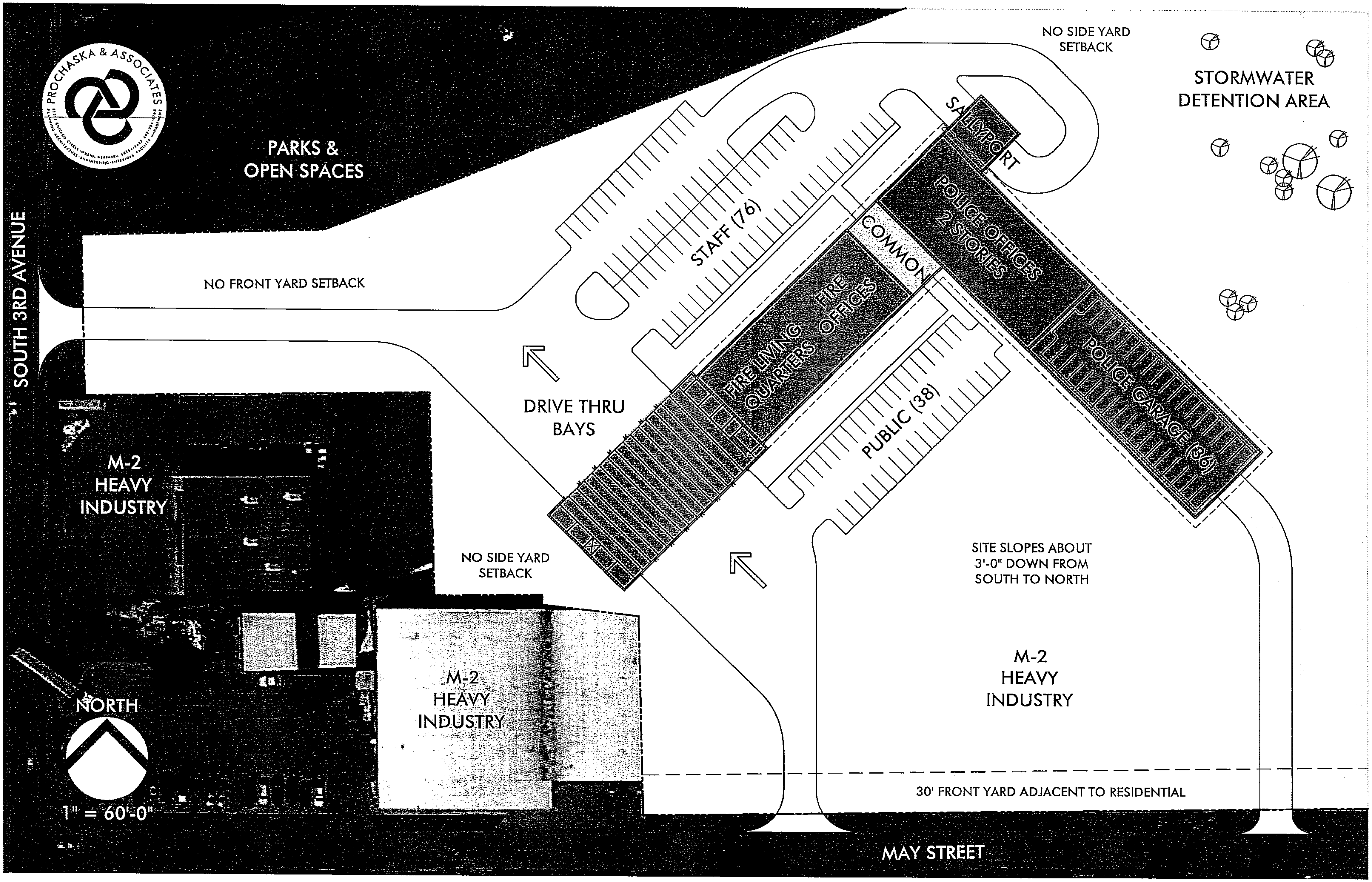
Background: The Advisory Committee has had a number of meetings the past few months considering a single site or possible sites for Police and Fire stations. Also, they discussed the concept of a joint facility or single stations on separate sites. They have been meeting with Prochaska & Associates the architects hired for this project who supplied information for the Committee.

There were public open house events for the public to view maps of the potential sites, talk with Advisory Committee members, staff and the consultants about each of the sites if they wanted. They could also provide written comments about the sites and what they liked or disliked about the different sites. It is estimated that 200 people attended the open houses.

Budget Impact: At this time the budget impact is not known as costs are just being developed for the sites.

Attachments: Site recommendations


PROCHASKA & ASSOCIATES
LINN CREEK
PARKS &
OPEN SPACES
STAFF DRIVE
CC
COMMUNITY
COMMERCIAL
POLICE STAFF (71)
FIRE STAFF (26)
STORMWATER
DETENTION AREA
FIRE
LIVING
QUAR.
FIRE
OFFICES
NC
SITE SLOPES ABOUT
2'-0" DOWN FROM
EAST TO WEST
GARAGE (38)
POLICE OFFICES
2 STORIES
30' FRONT YARD
GREEN
SPACE
STAFF DRIVE
NC NEIGHBORHOOD COMMERCIAL
GREEN
SPACE
PUBLIC (25)
S. 2ND STREET
NORTH
30' FRONT YARD
1" = 60'-0"
WEST HIGH STREET


PROCHASKA & ASSOCIATES
PARKS & OPEN SPACES
SOUTH 3RD AVENUE
NO FRONT YARD SETBACK
STAFF (76)
NO SIDE YARD SETBACK
STORMWATER DETENTION AREA
SALLYPORT
POLICE OFFICES 2 STORIES
COMMON
FIRE OFFICES
FIRE LIVING QUARTERS
DRIVE THRU BAYS
PUBLIC (38)
POLICE GARAGE (36)
M-2 HEAVY INDUSTRY
NO SIDE YARD SETBACK
SITE SLOPES ABOUT 3'-0" DOWN FROM SOUTH TO NORTH
M-2 HEAVY INDUSTRY
M-2 HEAVY INDUSTRY
NORTH
1" = 60'-0"
30' FRONT YARD ADJACENT TO RESIDENTIAL
MAY STREET

Passed

RESOLUTION APPROVING CONTRACT BETWEEN THE CITY OF MARSHALLTOWN, IOWA AND TYLER TECHNOLOGIES, INC., FOR ACCOUNTING SOFTWARE AND IMPLEMENTATION

WHEREAS the City of Marshalltown solicited proposals for an accounting software program; and

WHEREAS the City has negotiated a contract with Tyler Technologies, Inc.; and

WHEREAS the City Council has determined this contract is in the best interests of the City.

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA AS FOLLOWS:

1. The Contract for accounting software is hereby approved.
2. The Mayor and City Clerk are hereby authorized and directed to execute said Contract on behalf of the City of Marshalltown.

Passed on this 14th day of March 2016, and signed on this _____day of March 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
Fax - (641) 754-5781

FINANCE DEPARTMENT

March 10, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Diana Steiner, Finance Director

Re: Contract for accounting software

Policy Issue: This contract exceeds $100,000, so Council must approve.

Recommendation: Staff recommends approving the contract with Tyler Technologies, Inc. for accounting software. The City Attorney has reviewed the contract.

Background: During an August 2015 Council meeting, the Council was informed by City staff that they were requesting proposals for accounting software. The City received 4 proposals for software. After review by the Technology Committee, department heads and department staff, Tyler Technologies was selected.

One of Council's goals is to "investigate ways to implement more technology into daily operations that will improve city services". Through the implementation of new software, this can be accomplished. Here are some examples:

1. Paperless process for: Purchase Orders, Timesheets, Inspections, Auditor Requests. Accounts payable invoices can be scanned into software.
2. Can prepare different scenarios for budgeting (fiscal year and project period)
3. Department staff can create and run reports that meet their specific needs and can drill down to see the detail.
4. Employee portal and vendor portal.
5. Citizen portal to apply for licenses, make payments, etc.
6. Software will calculate overtime based on the different union contracts.
7. Can download checks and deposits from bank for bank reconciliation process.

8. Can link chart of accounts to audit report

Budget Impact: This contract is part of the $280,000 budgeted in the Capital Improvement Plan (CIP) for $75,000 in FY16 and $205,000 in FY17, which the Council adopted on March 7, 2016. The initial start-up cost for the Tyler software licenses for the products we will use is $111,475. The services for project management, data conversion, customization, and implementation is estimated to be $98,250. Estimated travel expenses are $23,802. This totals $233,527. The software maintenance and support costs with Tyler after that will be $34,818 for the first year, which is paid out of the General Fund. Since the service costs and travel are estimated, any anticipated amounts to exceed the budget will be brought back to you.

Other estimated project costs with other vendors include hardware and server licensing costs ($22,540) and the conversion of data out of our current JDE software in a format that Tyler can accept into its software ($4,000).

At this time, we are estimating to be under budget by $19,933 for the one-time costs.

Attachment: Tyler contract and Summary of anticipated project costs.

cc: Randy Wetmore, City Administrator

Contract and summary printed and scanned separately.

Accounting Software

One-time costs:	
Software license	119,866.00
Discounts (7% of software licensing)	(8,391.00)
Custom services (import into Accounts Receivable)	5,000.00
Implementation	72,750.00
Project Management & Final Implementation	10,000.00
Data Conversion	10,500.00
	209,725.00
Estimated travel	23,802.00
Tyler Contract (one-time costs)	233,527.00
Third Party Vendor: Data conversion from JDE (estimate)	4,000.00
Hardware & Server licensing (estimate)	22,540.00
Total estimated one-time costs ($280,000 budgeted)	260,067.00

On-going costs	
Software maintenance and support costs year 1	34,818.00
Note: Future years are no more than a 3% increase	
Server licensing (Veeam Backup & Recovery)	233.00
	35,051.00

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

Administration

March 14, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Randy Wetmore
City Administrator

Re: Agreement with the Marshalltown Umpire Association to provide Umpiring Services for the Adult Softball Program for 2016 Season

Policy Issue: The adult softball program wants to have umpires for their games during the 2016 season.

Recommendation: Staff recommends that Council approve the attached agreement.

Background: The agreement that is attached is the same as last year agreement that covered umpiring services. Parks and Recreation contributes $2,500 for administration costs. Umpires will be paid $25 per game for all 1 umpire games. Each umpire in a 2 umpire game will be paid $22 each.

Budget Impact: Funds are available in the budget for this expense.

Attachment: Proposed 2016 Agreement

RAW

2016-

RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN PARKS & RECREATION DEPARTMENT AND THE MARSHALLTOWN UMPIRES ASSOCIATION TO PROVIDE UMPIRIING SERVICES FOR THE ADULT SOFTBALL PROGRAM FOR THE 2016 SEASON

WHEREAS the Parks & Recreation Department has negotiated an Agreement for the Marshalltown Umpires Association to provide umpires for all league and tournament games scheduled in the 2016 season which should be approved by the Council of the City of Marshalltown.

WHEREAS the Council has fully examined the same and has found same to be in the best interests of the CITY OF MARSHALLTOWN, IOWA and that same should now be approved and accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

1. This Council hereby approves and ratifies the attached Agreement between the Marshalltown Umpires Association and the Parks and Recreation Department.
2. The Director of Parks and Recreation is hereby authorized to execute any and all documents required concerning this matter.
3. This Resolution shall be in full force and effect from and after its passage and signature as by law required.

Passed this ____ day of _________, 2016, and signed this ____ day of _________, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

2016 Marshalltown Umpires Association Agreement

This agreement is between the City of Marshalltown, Parks & Recreation Department (P&R) and the Marshalltown Umpires Association for the period beginning May 1, 2016, and ending December 31, 2016. The Marshalltown Umpires Association (MUA) shall perform the following service:

1. Each umpire shall be dressed in the proper uniform and have proper equipment as defined below with the following penalties for violation of the requirements:

PROPER DRESS/UNIFORM

1. Powder blue or navy blue A.S.A. umpire shirt
2. Navy blue or gray pants with a black belt
3. Dark socks (navy or black)
4. Navy blue cap with A.S.A. logo including American Flag
   a. Not required for league play but is required for tournaments
5. Navy blue jacket or sweater (if worn)
6. Navy shorts may be worn with white ankle high socks.

Penalties for Violation:

a. First offense, oral reprimand
b. Second offense, written reprimand
c. Third offense, violator will no longer be used for P&R league or tournament play.

EQUIPMENT REQUIRED

1. Indicator
2. Plate Brush
3. Ball Bag (for tournaments and Coed play)

Penalties for Violation:

a. First offense, Oral reprimand
b. Second offense, Violator will be assessed a penalty equal to one half earnings per game in which the violation occurred if required equipment is not in the umpire's possession.

2. Nothing shall prohibit the umpire from communicating clearly. This includes, but is not limited, to prohibiting chewing tobacco, smoking and sunflower seeds within the confines of the playing field. Smoking is only allowed in the complex parking lot or bike path.

3. No alcohol consumption prior to or during work.

4. The umpire shall check the field dimensions and players equipment (including shoes) before the games.

5. The umpire shall follow all MUA rules and regulations, enforce all league and book rules, shall hustle and use proper position at all times.

6. All umpires working P&R games must pass the A.S.A. umpire test and must score at least 75% on an open book test and 75% on a local rules test (to be provided by Park & Rec). Documentation will be provided to Marshalltown Parks & Recreation proving each umpires certification. This can include, but is not limited to, test results and/or A.S.A. certificate. Local test will be administered through the P&R office.

7. The umpire shall maintain a positive attitude at all times.

8. P&R may request the MUA not schedule an umpire if his or her work proves to be substandard. Any umpire with questionable quality of work shall be re-evaluated and must have an average or above average rating in all categories of the umpire evaluation. If any below average scores are recorded, the umpire in question shall not work in any P&R league games. P&R will be provided copies of all umpires performance evaluations.

9. The MSA Protest Committee shall handle all league protests. The protest committee shall consist of a Co-President of the Umpire's Association, and 2 members of the MSA Board of Directors.

10. MUA is responsible to assign one (1) qualified umpire per scheduled 16-inch League (all divisions), 14-inch League (all divisions), Women's League (all divisions including tournament play), Coed League (all divisions including tournament play) and High School (including tournament play) games.

11. MUA is responsible to assign qualified umpire(s) for any and all rescheduled games.

12. MUA will provide an Umpire in Chief (UIC) for the Clincher Classic. The UIC will be paid $150.00, be present during all tournament games and not umpire any games during the tournament.

13. A list of MUA officers and qualified umpires with contact information shall be given to the P&R no later than one week prior to the start of the season. This list will include at minimum name, address, phone and email for each umpire.

14. MUA is responsible to assign two (2) qualified umpires for all Clincher Classic, 14 Inch District and 16 Inch District tournament games scheduled by P&R and Marshalltown Softball Association. P&R will not pay/reimburse MUA for any hotel costs or concession stand food & drink. This will be the responsibility of MUA.

15. No umpire shall work more than four (4) consecutive games.

14. MUA is responsible to ensure the scheduled umpire will be at the work site, on time and properly dressed. It is the Association's responsibility to see that a qualified substitute is provided in cases of a scheduled umpire not being available to perform assigned duties. An umpire schedule shall be kept at each score shed and in the concession stand for reference. MUA will also have someone "on-call" in case a scheduled umpire fails to show. This person shall be listed on the schedule. Failure to comply will result in a $30.00 per game service fee payable to P&R.

16. If there is an unexcused absence of an umpire, the umpire will be subject to the following penalties:

a. First offense: The umpire will receive half pay for every game missed following the unexcused absence (i.e. 2 games unexcused, next two games umpired will be at half pay).
b. Second offense: The umpire will receive no pay for every game missed following the unexcused absence (i.e. 2 games unexcused, next two games umpired will be at no pay).
c. Third offense: The umpire will no longer be used for P&R league or tournament play.

17. P&R agrees to pay the MUA in advance for umpire services for all regularly scheduled league games for the 2016 season. The estimated number of scheduled games for the season that begins in May plus one-half of the administration fee will be issued no later than May 10, 2016. A second check for Fall Coed league, and any needed adjusted amount for the first check that was issued in May, and one-half of the administration fee will be issued no later than August 9, 2016. Umpire services for tournaments will be paid by the second or fourth Tuesdays of the month in accordance to the City of Marshalltown's bill pay schedule.

18. The P&R agrees to pay the MUA $2,500.00 ($1,250.00 on May 10 & $1,250.00 on August 23) for administration costs. These costs will include, but not be limited to, scheduling, training (including organizing umpire packets), recruiting, documentation required to P&R and administering payroll for the following:

1. Men's 16" League	2. Men's 14" League
2. Women's 11" League	4. Coed League and Tournament
5. Boy's High School League	6. Men's 16" District Tournament
7. Men's 14" District Tournament	8. Boy's High School Tournament
9. Women's 11" City Tournament	10. Clincher Classic

19. P&R agrees to pay the MUA $25.00 per game per umpire for all one (1) umpire games. All two (2) umpire games will be paid $22.00 per game per umpire. The "IF" games in the District, Coed, Clincher and High School tournaments will be paid at the corresponding umpire rate if played or not. The Clincher Tournament umpires will be paid $25.00 per game per umpire with two (2) umpires assigned to each game to include the "IF" game. The 14" and 16" District, Clincher and umpire fees will be paid by the Marshalltown Softball Association.

This agreement is not an employment contract. The Marshalltown Umpires Association is an independent contractor being utilized by the Parks & Recreation Department to provide the services set forth above. The umpires hereunder are not employees of the City of Marshalltown.

Dated Marshalltown, Iowa this 2 day of March 2016.

Marshalltown Softball Association

By: ____________________

Bob Averill, Co-President
Marshalltown Umpires Association

By: ____________________

Corey Schoenfelder, Co-President
Marshalltown Umpires Association

City of Marshalltown

By: ____________________

, Director
Marshalltown Parks & Recreation

Thaw

#2016-

RESOLUTION APPROVING A LOANAPPLICATION THROUGH THE FIREFIGHTING EQUIPMENT REVOLVING LOAN FUND

WHEREAS the City of Marshalltown is purchasing a new light-rescue fire vehicle; and

WHEREAS the Iowa Department of Public Safety, through the Fire Service Training Bureau, provides interest free loans through the Firefighting Equipment Revolving Loan Fund; and

WHEREAS, the Council has examined the loan document and has found same to be in the best interests of the City of Marshalltown, Iowa, and that same should now be approved and accepted

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, AS FOLLOWS:

Section 1. The City of Marshalltown, Iowa authorizes application for an interest-free through the Iowa Department of Public Safety Firefighting Equipment Revolving Loan Fund.

Section 2. This Resolution is in full force and effect from and after its passage.

Passed this 14th day of March, 2016, and signed this ___ day of March, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

New

Marshalltown Fire Department
David Rierson, Fire Chief
107 South First Avenue
Marshalltown, IA 50158
Tel - (641) 754-5751
Fax - (641) 754-5722

To: Mayor and City Council
From: David Rierson
Date: 03-10-16
RE: Loan Application

Background: The recently approved CIP Plan includes the purchase of a light-rescue vehicle for the Fire Department. To provide for the upfront payment of this vehicle, the Fire Department seeks your support in application for a no-interest loan available from the Iowa Department of Public Safety's Firefighting Equipment Revolving Loan Fund. If approved, the loan will provide up to 90% of the cost of the vehicle up to $150,000 and the City would be required to provide a 10% match. Repayment of the loan must be made within a ten year period. The City previously used this program successfully to help finance another vehicle. Currently, it is estimated that the loan amount would be $144,000. It should be noted that this is a competitive process and there is no guarantee a loan will be granted.

Recommendation: It is the recommendation of the Fire Chief that the City make application for the interest-free loan.

Budget Impact: If granted, the City would save interest costs associated with a loan. At a estimated 5% interest rate, the savings would be $36,000 over the course of five (5) years.

Loan with Iowa DPS: $144,000/5 years = $28,800 per year

Loan with 5% interest rate: $144,000
Interest: $7,200/year x 5 = $180,000/5 years = $36,000 per year

Raw

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

March 8, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Order Construction – 2016 Mill and Overlay Project (76016004)

Policy Issue: City policy requires Governing Body approval of Resolution ordering construction

Recommendation: Staff recommends approving the Resolution ordering construction of the 2016 Mill and Overlay Project.

Background: Engineering staff has prepared specifications and contract documents for the mill and overlay project. Mill and overlay will occur in four general areas: North of Lincoln Way, East of Highland Acres, Brentwood Road area, surrounding Rolling Meadows Rd, and Merle Hibbs Boulevard adjacent to Wal Mart.

Budget Impact: This project will be funded with bond sale proceeds.

Attachment: None

cc: Randy Wetmore, City Administrator

RESOLUTION ORDERING CONSTRUCTION OF THE 2016 MILL AND OVERLAY PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST AND DIRECTING PUBLICATION OF NOTICE TO BIDDERS BEING PROJECT NUMBER 76016004

WHEREAS there is now on file in the office of the City Clerk proposed plans, specifications, form of contract and estimated costs for the construction of the 2016 Mill and Overlay, Project No. 76016004 in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 76016004, and

WHEREAS the cost of the said improvement is in excess of $25,000 and a public hearing on the plans, specifications, form of contract and the estimated cost of said improvement is required by law and that notice thereof shall be given as required by law, and

WHEREAS it is intended that the cost of said improvement shall be paid from such funds as the City may legally use for such purposes or from the proceeds from the issuance of such bonds as may be legally issued for said purposes or any combination of the above methods of financing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. This Council does hereby order the construction of the 2016 Mill and Overlay Project in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 76016004 now on file in the office of the City Clerk of Marshalltown, Iowa.

Section 2. That the method of construction shall be by contract in accordance with the plans and specifications and general stipulations for the said improvement approved by the City Council.

Section 3. The Contractor will be paid in monthly estimates for work completed as set out in the specifications. The project shall begin on or near the appropriate starting date as specified on the form of proposal and shall be completed within the specified number of calendar days also indicated thereon.

Section 4. That the said improvements shall be paid for from such funds of the City as may be legally used for such purposes, or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of such methods of financing and will be paid in accordance with the Notice to Bidders duly published in connection therewith. The Finance Director shall establish on the books a 2016 Mill and Overlay Project fund and the bond proceeds or such funds of the City as may be legally used for such purposes are hereby appropriated to pay all costs of the improvements including legal publication, bond, design, engineering, survey and inspection, contract and contingency cost as estimated by the Engineer. The Finance Director is directed to advance all sums necessary from the project fund, and to set up on the books the obligations and receivables of the fund.

Section 5. The City Clerk is hereby directed to publish notice of hearing on plans, specifications, and form of contract and estimated cost in the manner provided by law for the public improvement outlined herein and that any person interested therein may appear and make objections thereto, if any he has. This Council will meet in the Council Chamber, Second Floor, 10 West State Street at Marshalltown, Iowa, at 5:30 o'clock P.M., local time on the 28th of March 2016, for the purpose of hearing all of said objections so made and for taking final action upon the plans, specifications, and form of contract now on file.

Section 6. The City Clerk is further directed to advertise for bids in the manner provided by law for the construction of said improvements, setting forth in said notice such necessary pertinent information as will advise prospective bidders thereof together with the proposed manner of payment of the work to be constructed and that such bids be filed and received in the office of the City Clerk of Marshalltown, Iowa, up to 10:00 o'clock A.M., local time, on the 12th of April 2016. The bids will be opened, read, and tabulated by the City Engineer or his designate at that time and will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, at 5:30 o'clock P.M., local time, on the 25th day of April, 2016, or at such later time and place as may then be fixed for considering such bids as shall be filed in connection with the improvement herein ordered and in compliance with the notice of taking bids therein, hereby ordered to be published.

Passed this 14th day of March 2016, and signed this ________ day of March 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Raw

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

March 8, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Order Construction – 2015 MicroSurfacing Project (76015003)

Policy Issue: City policy requires Governing Body approval of Resolution ordering construction

Recommendation: Staff recommends approving the Resolution ordering construction of the 2015 MicroSurfacing Project.

Background: Engineering staff has prepared specifications and contract documents for the mill and overlay project. The project includes installation of MicroSeal asphalt surface course to 3rd/6th Street from W Nevada Street to Iowa Ave. and filling wide cracks with asphalt. The microseal course is 3/8 of an inch thick.

Budget Impact: This project will be funded with bond sale proceeds.

Attachment: None

cc: Randy Wetmore, City Administrator

RESOLUTION ORDERING CONSTRUCTION OF THE 2015 MICRO-SURFACING PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST AND DIRECTING PUBLICATION OF NOTICE TO BIDDERS BEING PROJECT NUMBER 76015003

WHEREAS there is now on file in the office of the City Clerk proposed plans, specifications, form of contract and estimated costs for the construction of the 2015 Micro-Surfacing, Project No. 76015003, in the City of Marshalltown, Iowa, as is fully set forth in the plans and specifications for Project No. 76015003, and

WHEREAS the cost of the said improvement is in excess of $25,000 and a public hearing on the plans, specifications, form of contract and the estimated cost of said improvement is required by law and that notice thereof shall be given as required by law, and

WHEREAS it is intended that the cost of said improvement shall be paid from such funds as the City may legally use for such purposes or from the proceeds from the issuance of such bonds as may be legally issued for said purposes or any combination of the above methods of financing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. This Council does hereby order the construction of the 2015 Micro-Surfacing Project in the City of Marshalltown, Iowa, which public improvement is fully and particularly described in the plans and specifications for Project No. 76015003 now on file in the office of the City Clerk of Marshalltown, Iowa.

Section 2. That the method of construction shall be by contract in accordance with the plans and specifications and general stipulations for the said improvement approved by the City Council.

Section 3. The Contractor will be paid in monthly estimates for work completed as set out in the specifications. The project shall begin on or near the appropriate starting date as specified on the form of proposal and shall be completed within the specified number of calendar days also indicated thereon.

Section 4. That the said improvements shall be paid for from such funds of the City as may be legally used for such purposes, or from the proceeds of the issuance of such bonds as may be legally issued for such purposes or from any combination of such methods of financing and will be paid in accordance with the Notice to Bidders duly published in connection therewith. The Finance Director shall establish on the books a 2015 Micro-Surfacing Project fund and the bond proceeds or such funds of the City as may be legally used for such purposes are hereby appropriated to pay all costs of the improvements including legal publication, bond, design, engineering, survey and inspection, contract and contingency cost as estimated by the Engineer. The Finance Director is directed to advance all sums necessary from the project fund, and to set up on the books the obligations and receivables of the fund.

Section 5. The City Clerk is hereby directed to publish notice of hearing on plans, specifications, and form of contract and estimated cost in the manner provided by law for the public improvement outlined herein and that any person interested therein may appear and make objections thereto, if any he has. This Council will meet in the Council Chamber, Second Floor, 10 West State Street at Marshalltown, Iowa, at 5:30 o'clock P.M., local time on the 28th day of March, 2016, for the purpose of hearing all of said objections so made and for taking final action upon the plans, specifications, and form of contract now on file.

Section 6. The City Clerk is further directed to advertise for bids in the manner provided by law for the construction of said improvements, setting forth in said notice such necessary pertinent information as will advise prospective bidders thereof together with the proposed manner of payment of the work to be constructed and that such bids be filed and received in the office of the City Clerk of Marshalltown, Iowa, up to 10:00 o'clock A.M., local time, on the 12th day of April, 2016. The bids will be opened, read, and tabulated by the City Engineer or his designate at that time and will be acted upon by the City Council of said City at a meeting to be held in the Council Chambers, Second Floor, 10 West State Street, Marshalltown, Iowa, at 5:30 o'clock P.M., local time, on the 25th day of April, 2016, or at such later time and place as may then be fixed for considering such bids as shall be filed in connection with the improvement herein ordered and in compliance with the notice of taking bids therein, hereby ordered to be published.

Passed this 14th day of March 2016, and signed this ________ day of March 2016.

CITY OF MARSHALLTOWN, IOWA

____

James L. Lowrance, Mayor

ATTEST:

____

Shari L. Coughenour, CMC, City Clerk

Raw

the City of Marshalltown

DEPARTMENT OF PUBLIC WORKS

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

March 8, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: North Center Street Bridge over the Iowa River – Funding Agreement

Policy Issue: Intergovernmental agreements must be approved by the City Council.

Recommendation: Staff recommends signing the funding agreement with the Iowa DOT.

Background: The County Engineer approached City staff about an opportunity to apply for federal and state bridge replacement funds in fall of 2015. The City and County will partner to fund the reconstruction of the North Center Street Bridge. The County will handle administration of design and construction. The bridge is in need of replacement and is expected to rank well on the state priority list due to the bridge's low sufficiency rating, average daily traffic, length of detour and its low weight carrying capacity. The bridge is scheduled for replacement in the County CIP for FY17. The County will not request any further financial contribution from the City.

Budget Impact: None

Attachment: Funding Agreement

cc: Randy Wetmore, City Administrator

RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF MARSHALLTOWN, IOWA AND THE IOWA DEPARTMENT OF TRANSPORTATION FOR A CITY HIGHWAY BRIDGE PROGRAM PROJECT NORTH CENTER STREET BRIDGE REPLACEMENT PROJECT NUMBER 76016001

PROJECT NO.: BRS-4797(623)-60-64
IOWA DOT Agreement No: 1-16-HBP-U-004

WHEREAS the Iowa Department of Transportation proposes an agreement between the City of Marshalltown and the Iowa Department of Transportation for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

WHEREAS representatives of the City of Marshalltown and the Iowa Department of Transportation have negotiated a participation agreement for North Center Street Bridge Replacement

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA AS FOLLOWS:

1. The Agreement between, the City of Marshalltown and the Iowa Department of Transportation for North Center Street Bridge Replacement is hereby approved.

2. The Mayor and City Clerk are hereby authorized and directed to execute said Agreement on behalf of the City of Marshalltown.

Passed on this 14th day of March 2016, and signed on this _____day of March 2016.

CITY OF MARSHALLTOWN

BY: ____________________________________
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

December 2012

IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
For a City Highway Bridge Program Project

Recipient: City of Marshalltown

Project No: BRS-4797(623)--60-64

Iowa DOT Agreement No: 1-16-HBP-U-004

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the City of Marshalltown, Iowa (hereinafter referred to as the CITY) and Marshall County, Iowa (hereinafter referred to as the COUNTY) and the Iowa Department of Transportation (hereinafter referred to as the Department). The CITY and COUNTY shall collectively be referred to as the Recipient). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, continued the Surface Transportation Program (STP), now codified at Section 133(b) of Title 23, United States Code (U.S.C.). The STP makes Federal funds available for replacement or rehabilitation of highway bridges on public roads on and off the Federal-aid System. A portion of STP funds have been set-aside for this purpose and designated as the Highway Bridge Program.

Pursuant to the terms of this agreement, applicable statutes, and 761 Iowa Administrative Code (IAC) Chapter 161, the Department agrees to provide Highway Bridge Program funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The COUNTY shall be the lead local governmental agency for carrying out the provisions of this agreement.

2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person will be the District 1 Local Systems Engineer. The Recipient's contact person shall be the County Engineer.

3. The COUNTY shall be responsible for the development and completion of the following bridge project:

   A. FHWA Structure Number: 243465

   B. Location: North Center Street (County Road G13) over the Iowa River

   C. Preliminary Estimated Total Cost: $1,725,000

4. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the Department. Within the eligible project construction limits, eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances eligible activities may also include utility relocation or railroad work that is required for construction of the project. Certain activities necessary to comply with Federal or State environment or permit requirements, including studies and/or mitigation of the project's environmental impacts, are also eligible.

5. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses, are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.

6. The COUNTY shall receive reimbursement for costs of authorized and approved eligible project activities from Highway Bridge Program funds. The portion of the eligible project costs reimbursed by Highway Bridge Program funds shall be limited to a maximum of 80% of eligible costs or $1,000,000, whichever is less. Reimbursed costs will be limited to federal funds that are made available for cities through the Federal Highway Bridge Replacement Program outlined in 761 Iowa Administrative Code, Chapter 161.

7. The COUNTY and / or CITY shall pay for all project costs not reimbursed with Highway Bridge Program funds in a manner as mutually agreed upon. The COUNTY and CITY shall also provide the Department with a copy of their cost sharing agreement.

8. The COUNTY shall let the project for bids through the Department.

9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.

10. It is the intent of both (all) parties that no third party beneficiaries be created by this agreement.

11. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the Department.

12. This agreement shall be executed and delivered in two or more copies, each of which shall be deemed to be an original and shall constitute but one and the same agreement.

13. The project shall be let to contract within 3 years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of 6 months upon receipt of a written request from the Recipient at least 30 days prior to the 3 year deadline.

14. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below.

Recipient: City of Marshalltown

By______________________________ Date______________________, _____

Title___________________________

I,______________________________, certify that I am the Clerk of the City, and that________________________,

who signed said Agreement for and on behalf of the City was duly authorized to execute the same by virtue of a

formal Resolution duly passed and adopted by the City, on the _______ day of _______________, _____.

Signed______________________________ Date________________________, _____

City Clerk of Marshalltown, Iowa

RECIPIENT: Marshall County

This agreement was approved by official action of the Marshall County Board of Supervisors in official session on the

______day of __________________, ______.

County Auditor

Chair, Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By _________________________

Date ______________________, _____

Gregg Durbin, P.E.
Local Systems Engineer
District 1

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: http://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.

b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements which includes the requirement to provide a copy of the Recipient's Title VI Plan or Agreement and Standard DOT Title VI Assurances to the Department.

c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.

d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.

e. As required by 49 CFR 18.26, the Recipient is responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-7507) and Subpart F of 2 CFR 200. Subpart F of 2 CFR 200 stipulates that non-Federal entities expending $750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of of 2 CFR 200.500. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.

f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.

g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:

i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any Department-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Department-assisted contracts.

ii. The Recipient shall comply with the requirements of I.M. 3.710, DBE Guidelines.

iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.

b. Before beginning any work for which Federal funding reimbursement will be requested, the Recipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Recipient shall submit a written request for FHWA authorization to the Department. After reviewing the Recipient's request, the Department will forward the request to the FHWA for authorization and obligation of Federal funds. The Department will notify the Recipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with Federal funds.

3. Federal Participation in Work Performed by Recipient Employees.

a. If Federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.310, Federal-aid Participation in In-House Services.

b. If Federal reimbursement will be requested for construction performed by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.810, Federal-aid Construction by Local Agency Forces.

c. If the Recipient desires to claim indirect costs associated with work performed by its employees, the Recipient shall prepare and submit to the Department an indirect cost rate proposal and related documentation in accordance with the requirements of 2 CFR 225. Before incurring any indirect costs, such indirect cost rate proposal shall be certified by the FHWA or the Federal agency providing the largest amount of Federal funds to the Recipient.

4. Design and Consultant Services

a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.

b. If the Recipient requests Federal funds for consultant services, the Recipient and the Consultant shall prepare a contract for consultant services in accordance with 23 CFR Part 172. These regulations require a qualifications-based selection process. The Recipient shall follow the procedures for selecting and using consultants outlined in I.M. 3.305, Federal-aid Participation in Consultant Costs.

c. If Preliminary Engineering (PE) work is Federally funded, and if right-of-way acquisition or actual construction of the project is not started by the close of the tenth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay to the Department the amount of Federal funds reimbursed to the Recipient for such PE work. PE includes work that is part of the development of the PS&E for a construction project. This includes environmental studies and documents, preliminary design, and final design up through and including the preparation of bidding documents. PE does not include planning or other activities that are not intended to lead to a construction project. Examples include planning, conceptual, or feasibility studies.

5. Environmental Requirements and other Agreements or Permits.

a. The Recipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Recipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in I.M. 3.105, Concept Statement Instructions; 3.110, Environmental Data Sheet Instructions; 3.112, FHWA Environmental Concurrence Process; and 3.114, Cultural Resource Regulations.

b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Recipient shall follow the procedures in I.M. 3.120, Farmland Protection Policy Act Guidelines.

c. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the procedures in I.M. 3.130, 404 Permit Process; 3.140, Storm Water Permits; 3.150, Highway Improvements in the Vicinity of Airports or Heliports; and 3.160, Asbestos Inspection, Removal and Notification Requirements.

d. In all contracts entered into by the Recipient, and all subcontracts, in connection with this project that exceed $100,000, the Recipient shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Recipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.605, Right-of-Way Acquisition, and the Department's Office of Right of Way Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.

b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.

c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.

d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Iowa DOT Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.

b. For projects let through the Department, the Recipient shall be responsible for the following:

   i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.505, Check and Final Plans and I.M. 3.510, Check and Final Bridge or Culvert Plans, as applicable.

   ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.

   iii. Follow the procedures in I.M. 3.730, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to the Department.

c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 3.720, Local Letting Process, Federal-aid.

d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 3.750, Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.

e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code Section 26.12.

f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Department has concurred in the contract award.

8. Construction.

a. A full-time employee of the Recipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.

b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 Iowa Administrative Code Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: http://www.iowadot.gov/erl/current/IM/navigation/nav.htm.

d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.

e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103, Inspection Services Provided to Counties, Cities, and Other State Agencies.

f. The Recipient shall follow the procedures in I.M. 3.805, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.

b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.

c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.

d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.

e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient does exceed the total project costs, the Recipient shall either:

   1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or

   2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

a. Within 30 days of completion of construction and/or other activities authorized by this agreement, the Recipient shall provide the completed pre-audit checklist to the Department and request a final audit, in accordance with the procedures in I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects.

b. For construction projects, the Recipient shall provide a certification by a professional engineer or architect, as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.

c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.

d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.

e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

RDW

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND COST FOR THE 2016 SANITARY SEWER TELEVISING PROJECT, IN THE CITY OF MARSHALLTOWN, IOWA, BEING PROJECT NO. 59015011

WHEREAS there was placed on file in the office of the Clerk of the City of Marshalltown, Iowa, proposed plans and specifications, proposed form of contract and estimated cost for a public improvement in the City of Marshalltown, Iowa, for the 2016 Sanitary Sewer Televising, Project No. 59015011, as fully set forth in the resolution ordering same, and that public notice of hearing on such plans, specifications and form of contract were duly published in the Marshalltown Times-Republican in time for hearing now before the Council, and

WHEREAS written objections to the plans, specifications and form of contract have been called for and no such written objections have been filed with the City Clerk, and oral objections being called for and no oral objections being made in open Council, it is the decision of this Council that such plans, specifications, form of contract and estimate of cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA, that the plans, specifications, form of contract and estimated cost heretofore placed on file and upon which public notice has been duly given and no objections thereto have been made either in writing or in open council, the Council does now adopt and approve the plans, specifications, form of contract and estimate of cost for Project No. 59015011, being the 2016 Sanitary Sewer Televising Project in the city of Marshalltown, Iowa.

Passed this 14th day of March 2016, and signed this ____ day of March 2016.

CITY OF MARSHALLTOWN

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Affidavit of Publication

STATE OF IOWA,
Marshall County, ss.

City of Marshalltown
Notice of Hearing and Invitation to bid 2016 Sanitary Sewer Televising Project Marshalltown
Project # 590015011

I, Rhonda Wickering, being first duly sworn, on oath depose and say that Marshalltown Newspaper, LLC is a corporation for pecuniary profit organization under the law of the State of Iowa, with its principal place of business in Marshalltown, Iowa; that the "Times-Republican" is a daily newspaper of general circulation printed wholly in the English language and published by said corporation at the city of Marshalltown, in Marshall County, Iowa; that I am the Accounting Manager of said corporation and a full time employee of the said newspaper, and have personal knowledge of the facts stated herein; that the Notice hereto attached in the above entitled action was published in the regular daily edition of the said "Times-Republican" once each week for:

One

consecutive weeks on the days and dates as follows, to-wit:

March 1, 2016

Statutory fees for publishing said notice are:

97.23

Rhonda Wickering

Sworn to before me and subscribed in my presence by the said Rhonda Wickering this First Day of March, 2016

Sandra Plummer

Sandra Plummer, Notary Public
Marshall County, Iowa
Commission No. 766297
Commission Expires January 14, 2017

Account No. and Account Name
L02000 City of Marshalltown

NOTARIAL SEAL IOWA
SANDRA PLUMMER
MY COMMISSION EXPIRES
1-14-17

PUBLIC NOTICE

NOTICE OF HEARING AND INVITATION TO BID
2016 Sanitary Sewer Televising Project
Marshalltown Project No. 590015011

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATED COST FOR THE 2016 SANITARY SEWER TELEVSING PROJECT IN THE CITY OF MARSHALLTOWN, IOWA, AND THE TAKING BIDS FOR SUCH IMPROVEMENTS.

A public hearing will be held at 5:30 P.M. local time on the 14rd day of March, 2016, in the Council Chambers, 10 West State Street, Second Floor, Marshalltown, Iowa, on the proposed plans, specifications, proposed form of contract, and the estimated cost of the improvements proposed to be constructed, 2016 Sanitary Sewer Televising Project, Marshalltown Project Number 590015011 now on file in the office of the City Clerk and at said hearing any interested person may appear and file objection thereto.

Sealed proposals will be received by the City Clerk of the City of Marshalltown, Iowa, at her office at 24 North Center Street, Marshalltown, Iowa 50158, until 11:00 AM, local time on March 17, 2016 for the project described as 2016 Sanitary Sewer Televising Project, Marshalltown Project Number 590015011 at said City as hereinafter described in general and as described in detail in the Bidding Requirements. Contract Proposals will be acted upon by the City Council at a regularly scheduled meeting in the Council Chambers at 5:30 P.M. local time on March 28, 2016 or at such later time and place as may then be fixed.

The extent of the work involved is as follows:
Cleaning and televising of approximately 50,000 LF. of sanitary sewer.

The method of construction shall be by contract in accordance with the Bidding Requirements and Contract Documents for said improvements approved by the Marshalltown City Council.

Each proposal shall be made out on a blank form furnished by the City and shall be submitted in a sealed envelope marked, 2016 Sanitary Sewer Televising Project, Marshalltown, Iowa. Each proposal must be accompanied either by a cashier's check or certified check in the amount of five percent (5%) drawn on an Iowa bank or a bank chartered under the laws of the United States, a Bid Bond or credit union certified share draft in the amount of five percent (5%) of the proposal, drawn on a credit union in Iowa or chartered under the laws of the United States and filed in an envelope separate from the one containing the proposal, made payable to the City of Marshalltown, Iowa, and said check or draft may be cashed or the Bid Bond declared forfeited by the City of Marshalltown, Iowa as liquidated damages in the event the successful bidder fails to enter into a contract within fifteen (15) days of the Notice of Award and post bond satisfactory to the City insuring the faithful fulfillment of the contract and maintenance of said improvements as required by law and the Specifications.

Payment to the Contractor for said construction will be made in cash.

The work under the proposed contract shall commence within thirty (30) days of the written "Notice to Proceed." The work shall be substantially completed by August 1, 2016, with final completion by September 9, 2016, subject to any changes granted by the Owner.

The Contractor will be paid each month Ninety-five Percent (95%) of the Engineer's Estimate of the value of work completed at the end of the preceding month. Final payment will be made no sooner than thirty (30) days after completion of the work and acceptance by the Owner.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor.

The Owner reserves the right to reject any or all proposals and to waive informalities.

The successful bidder will be required to furnish a bond in an amount equal to 100% of the contract price, and said bond to be issued by a responsible surety approved by the Owner and shall guarantee the faithful performance of the contract and the terms and conditions therein contained, and the warranty of the materials and workmanship for not less than two (2) years from the time of acceptance of said improvements by the City Council.

Bidding Requirements and Contract Documents governing the construction of the proposed improvements have been prepared by FOX Engineering Associates, Ames, Iowa, which documents and the proceedings of the City Council referring to and defining said improvements are hereby made a part of this Notice and the proposed contract by reference and the proposed contract shall be executed to comply therewith.

The Owner reserves the right to defer acceptance of any proposal for a period not to exceed forty-five (45) days from the date of receipt of proposals.

Complete digital project bidding documents are available at www.questcdn.com. Prospective bidders may download the digital plan documents at no cost, but must input the Quest project cost number 3585933 on the website's project search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, printing, and working with this digital project information. Website registration is necessary to ensure that prospective bidders remain informed of addendum and other essential communications prior to the bid date.

If the prospective bidder has a concern about the validity of the digital information downloaded from www.questcdn.com, then prospective bidder shall access the paper copies on file at the Owner's or the Engineer's office to verify the information in question.

Copies of said Bidding Requirements and Contract Documents are now on file in the office of the City Clerk, City Hall, Marshalltown, Iowa, for examination by prospective bidders, and prospective bidders may obtain copies from FOX Engineering Associates, 414 South 17th Street, Suite 107, Ames, Iowa, 50010. A deposit charge of $50.00 per set of Bidding Requirements and Contract Documents will be made, all of which will be refunded if returned in reusable condition within 14 days of the Award of Contract. If all documents are not returned in reusable condition and within 14 days, the deposit shall be forfeited.

Published by order of the City Council of Marshalltown, Iowa

20761

RKW

the City of Marshalltown

Parks and Recreation Department

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Terry Gray, Parks & Recreation
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

Date: January 20, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Terry Gray, Director of Parks and Recreation

Subject: Marshalltown City Tree Ordinance

Policy Issue: Update the existing ordinance regarding the planting of trees on public rights-of way.

Recommendation: Approve the changes as presented which address permit fee, acceptable species, diversity of species and minor staff title references.

Background: Marshalltown applied for and received the Sustainable Urban Forestry Training and Assistance Grant through the Iowa DNR and US Forest Service. Through this training grant, the city was asked, among several things, to complete a tree inventory and update the existing tree ordinance to support urban forestry in Marshalltown.

Budget Impact: Eliminating the planting fee would be a negligible impact. If more terrace trees are planted, the budget impact would be spread out over the long term life of those trees. Those impacts may not ever out-weigh the positive impacts of having the trees.

Attachments:

cc: Randy Wetmore, City Administrator

Tree Ordinance, Chapter 27, of the Code of the City of Marshalltown

The City of Marshalltown tree ordinance acknowledges the urban forest as a necessary part of the City's infrastructure. This green infrastructure provides numerous crucial ecosystem services to the city including environmental (storm water management, carbon sequestration and urban wildlife habitat), social (human health healing and quality of life), and economic (increased property values, increased business activity and decreased energy use). Challenges in adequately maintaining the urban forest and tree canopy has created the need to further protect and conserve this valuable resource.

The Tree Ordinance is intended to reduce tree canopy loss and implement urban forest management improvements through requirements for the planting of trees as well as the care, maintenance and preservation of existing trees in Marshalltown.

Recommended changes to the Tree Ordinance:

Section 27-19. Planting Permit.

Repeal the $25.00 planting permit fee. Retain the application process to ensure the proper planting requirements as further outlined in this ordinance are met.

Rationale: Over 1000 terrace trees have been removed from the urban canopy since 2000 and only 28 planting permits have been issued. Eliminating the permit fee may encourage the planting of terrace trees, especially when it may be the only location planting option for some property owners.

Add to this section: Conditions of the permit shall include requirement for diversity of species within the planting area as well as other conditions as provided for elsewhere in this ordinance.

Rationale: Diversity is a key component in urban forest management.

Remove the word "Horticulturist".

Rationale: City staff position titles may change. Reference to City staff is sufficient.

Section 27-20 Certain Species Prohibited.

a.) 3.) Remove the list of prohibited trees and change to read:
Tree species as identified on the prohibited list which is complied by City staff and kept on file at the Parks and Recreation office and the City website.

e.) 1.) and e.)2.) Remove the list of recommended species and change to read:
Tree species recommended for public right-of-way plantings will be complied by City staff and kept on file at the Parks and Recreation office.

Rationale: Recommended and/or prohibited trees may change for various reasons. It is easier and more responsive to maintain and amend a referenced list rather than change the city ordinance.

Section 27-24 Unauthorized trimming prohibited; permit required

Remove the word "horticulturist".

Rationale: City staff position titles may change. Reference to City staff is sufficient.

Tree List for Planting on Terrace or Other Public Right-of-Way
2016

Prohibited Species

- All evergreen trees and shrub species except those with a mature height of 12 inches or less.
- All deciduous shrubs
- All Poplars (Populus spp.), including, but not limited to Cottonwood, White Poplar, Lombardy Poplar, and hybrids thereof
- American Elm (Ulmus americana) & Elm hybrids
- Birch (Betula spp.)
- Blue Ash (Fraxinus quadrangulata)
- Green Ash and cultivars (Fraxinus pennsylvanica lanceolatata)
- White Ash and cultivars (Fraxinus Americana)
- Box Elder (Acer negundo)
- Bradford Pear (Pyrus calleryana 'Bradford')
- Catalpa (Catalpa speciosa)
- Crab Apples with exception of Spring Snow or male sterile varieties
- Female Ginkgo (Ginkgo biloba).
- Hawthorn (Crataegus spp.)(except thornless cutlivars)
- Honey Locust (Gleditsia triacanthos) and all cultivars
- Japanese Tree Lilac (Syringa reticulata)
- Oriental Elms (Ulmus pumila & U. parvifolia)
- Pin Oak (Quercus palustris)
- Purple Leaf Plum (Prunus cerasifera)
- Red Mulberry, White Mulberry (Morus rubra & Morus alba)
- Russian Olive (Elaeagnus angnstifolia)
- Serviceberry (Amelanchier spp.)
- Silver Maple (Acer saccharinum) and all cultivars including Freeman cultivars
- Sycamore (Plantanus spp) and all cultivars
- Willow (Salix spp.)

Suggested trees for terrace area 8' wide or greater

- Basswood/Linden (Tilia spp.)
- Kentucky Coffeetree (Gymnocladus dioicus)
- White Oak (Quercus alba)
- Bur Oak (Quercus macrocarpa)
- Swamp White Oak (Quercus bicolor)
- Northern Red Oak (Quecrus rubra)
- Sugar Maple (Acer saccharum)
- Red Maple (Acer rubrum)
- Black Maple (Acer nigrum)
- Hackberry (Celtis occidentalis)
- Male Ginkgo (Ginkgo biloba)

Suggested trees for terrace area less than 8' in width

- Amur Maple (Acer ginnala) (Tree form only)
- Tatarian Maple (Acer tataricum)
- American Hophornbeam (Ostrya virginiana)
- Thornless Cockspur Hawthorn (Crataegus crus-galli inermis)
- American Hornbeam (Carpinus caroliniana)
- Crabapple (Malus sp.) (Male sterile varieties only)

AN ORDINANCE AMENDING CHAPTER 27, "VEGETATION" OF THE MARSHALLTOWN CITY CODE, 2013 RECODIFICATION, RELATING TO PLANTING AND MAINTENANCE OF TERRACE TREES AND PROHIBITED TREE SPECIES ON OR ADJACENT TO ANY STREET, TERRACE, AVENUE OR HIGHWAY IN THE CITY OF MARSHALLTOWN

Be it enacted by the City Council of the City of Marshalltown, Iowa:

SECTION 1: AMENDMENT TO SECTION 27-19

Section 27-19 shall be amended as follows:

> "**Sec. 27.19 – Planting Permit.** No person shall plant a tree in a terrace area unless he has completed a planting permit application at the Parks and Recreation Office and has been issued a permit by the City Parks and Recreation Director or his or her designee. Trees shall be subject to conditions of the permit. Conditions of the permit shall include a requirement for diversity of species withal, the planting area, as well as other conditions as may be provided elsewhere in this ordinance. Whenever a tree is planted in conflict with the provisions of the permit or without obtaining a permit, it shall be lawful for City staff to remove or cause removal of the tree. The cost of the removal of such tree may be charged to the property owner responsible for the planting."

SECTION 2: AMENDMENT TO SECTION 27-20

Section 27-20 shall be amended as follows by striking subsection a. and each subparagraph therein and by striking subsection e and each subparagraph therein and substituting in lieu thereof the following:

> "**Sec. 27-20 - Certain Species Prohibited.**
>
> a) It shall be unlawful to plant any tree species on or adjacent to any street, terrace, avenue or highway in the City that has been identified on a list of prohibited species compiled by City staff The list shall be kept on file at the Parks and Recreation Office and on the City website.
> ****
>
> e) A list of tree species recommended for public right-of-way plantings will be compiled by City staff and kept on file at the Parks and Recreation Office and on the City website."

SECTION 3: AMENDMENT TO SECTION 27-24

Section 27-24 shall be amended by striking from the last sentence the term "city horticulturist" and substituting in lieu thereof the term "city staff." The amended section shall read as follows:

> "**Section 27-24. Unauthorized trimming prohibited; permit required**. It shall be unlawful to trim or cut in any manner, other than that otherwise allowed in this article, any tree on any terrace, street, avenue, and highway or in any public place in the city without the person receiving a permit from the parks and recreation office. Property owners, agents, or occupants may trim limbs or branches not exceeding six inches in diameter from trees on terrace areas adjacent to their property without a written permit. Such cutting or trimming shall conform to the arboricultural specifications and standards of practice adopted by the city staff."

SECTION 4: REPEALER

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5: SEVERABILITY CLAUSE

If any section, provision or part of this ordinance shall he adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 6: WHEN EFFECTIVE

This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the Council on this __ day of _____________, 2016, and on the ___ day of ________, 2016, the Mayor did the following:

___Approved the ordinance; __Vetoed the ordinance; __Took no action on the ordinance.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

CLERK'S CERTIFICATE

I hereby certify that the foregoing ordinance No. ___ was published as required by law on the __ day of __________, 2016.

____
Shari L. Coughenour, CMC, City Clerk

RDW

the City of Marshalltown

Housing & Community Development

James L. Lowrance, Mayor
Randy A. Wetmore, City Administrator
36 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5756
Fax - (641) 754-5742

February 18, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Michelle Spohnheimer
Housing & Community Development Director

Re: Eagle View at Wandering Creek PUD Amendment

Policy Issue: Planned Unit Developments are a zoning classification allowed under the zoning ordinance. When a previously approved PUD increases in density by more than 10% from the latest version we must follow the rezoning procedures. The Plan Zoning Commission reviewed the request and held a public hearing. The Council must now review the request in the form of an ordinance having three readings and a public hearing scheduled for March 28, 2016.

Recommendation: Staff recommends approving the request to amend the PUD. The Plan Zoning Commission also recommended approval of the request. We received one public comment requesting some additional fencing on the east property line which was agreeable to the owner. Copies of the new plan and supporting documentation presented to the Plan Zoning Commission are attached.

Background: Wandering Creek PUD was first approved in 2007 by the City of Marshalltown. The development was scheduled to include 70 townhome units at that point in time. After the first two buildings were constructed the project failed to continue and ultimately transferred ownership and was amended in 2011 to include a combination of 45 single-family and townhome units. Today we have a request from the new ownership to return back to a plan most similar to the original allowing an additional 54 units to be constructed and to change the name to Eagle View at Wandering Creek PUD.

Budget Impact: n/a

Attachment: Amended concept plan, letter from the developer, elevation drawings.

cc: Randy Wetmore, City Administrator

Rsw

ORDINANCE NO ___________________

AN ORDINANCE AMENDING THE MARSHALLTOWN ZONING ORDINANCE AMENDING THE WANDERING CREEK PLANNED UNIT DEVELOPMENT GENERALLY LOCATED ON THE SOUTH SIDE OF 233RD STREET WEST OF CAMPBELL DRIVE, HEREAFTER KNOWN AS EAGLE VIEW AT WANDERING CREEK PLANNED UNIT DEVELOPMENT

WHEREAS, the Wandering Creek PUD was initially approved in 2007 by the City Council and amended in 2011; and

WHEREAS, an amendment has been submitted by the new owners of the property to the Plan Zoning Commission requesting a change in the name of the development to Eagle View at Wandering Creek PUD and to allow an increase in density compared to the 2011 amendment; and

WHEREAS, the Plan Zoning Commission reviewed the request January 14, 2016, held a public hearing on February 11, 2016 and recommended approval to the City Council at their meeting on February 11, 2016.

NOW, THEREFORE, BE IT ORDAIND BY THE CITY COUNCIL OF MARSHALLTOWN, IOWA:

Section 1. The Eagle View at Wandering Creek PUD amendment has been reviewed and is in the best interest of the City.

Section 2. The public hearing required on this zoning amendment shall be held in the Council Chambers at 10 W. State Street, Marshalltown, Iowa at 5:30 P.M., local time on the 28th day of March 2016 and the City Clerk is directed to cause a publication of the notice of the public hearing in one issue of the Marshalltown Times-Republican, a newspaper published in Marshalltown, Marshall County, Iowa, not less than 7 days nor more than 20 days prior to the date of the public hearing fixed herein.

Section 3. This Ordinance shall be in full force and effect from and after public notice of hearing on this Amendment to the Zoning Ordinance of the City of Marshalltown, Iowa has been duly given as required by the said Zoning Ordinance and the statutes of the State of Iowa and said public hearing has been duly held and after passage by this Council and publication as is provided by law.

Passed this________ day of _____________, 2016, and signed this ________ day of __________, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

Raw

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

March 11, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Amendment – Correcting TKN Surcharges – Sanitary Sewer Rates

Policy Issue: City policy requires Governing Body approval of amendment to the City Code.

Recommendation: Staff recommends approving the amendment to correct the surcharge amount for TKN to $0.35 per 100 cubic feet from $0.035 per 100 cubic feet

Background: The new rates were approved by Council in February. An error was discovered after the new code was adopted.

Budget Impact: The rates will allow the utility to operate in a fiscally responsible manner.

Attachment: Agreement.

cc: Randy Wetmore, City Administrator

Revised

ORDINANCE NO. 14945

AN ORDINANCE TO AMEND CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA, SECTIONS 28-50 CONCERNING WASTEWATER RATES

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. The Code of Ordinances, City of Marshalltown, Iowa is hereby amended by amending Chapter 28, Article III Sewers and Sewage Disposal, Division 2 Water Pollution control and Sanitary Sewer System, to read as follows:

DIVISION 2. WATER POLLUTION CONTROL AND SANITARY SEWER SYSTEM.

* * *

Sec. 28-50. User charge system.

a.) It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the city to collect charges from all users who contribute wastewater to the city's treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining and retiring the debt for such public wastewater treatment works.

* * *

h.) Base Charge and Flow Charge	**2016**	**2017**	**2018**
1.) Effective with the first billing after January 1st, of each year shown herein, each user shall pay the following user charge rates of:			
a.) City contributors (except pretreated waste):			
1.) Base charge per month per meter	$18.92	$21.20	$23.75
2.) Flow charge per 100 cubic feet	$2.45	$2.75	$3.08
b.) Pretreated wastes (requires only secondary treatment):			
1.) Base charge per month per meter:	$2.36	$2.65	$2.97
2.) Flow charge per 100 cubic feet	$1.88	$1.95	$2.02

i.) Other Charges.

1.) The base charge shall be charged on each meter being used to register wastewater flow.

2.) Effective with the first billing after January 1st, of each year shown herein, a discharger of high strength waste greater than normal domestic (200 mg/l BOD, 200 mg/l SS, and 75 mg/l TKN) shall pay the following charges:

i.) For each day the discharge permit is exceeded, $1,000.00, and/or a single charge of $1,000.00 for exceeding the monthly average limit.

ii.) A sampling charge for each day the city performs wastewater sampling as spelled out in the users discharge permit, shall be at the sample testing approved by resolution of the Marshalltown City Council.

iii.) For those contributors who contribute wastewater, the strength of which is greater than normal domestic sewage, a surcharge in addition to the normal user charge will be collected. The surcharge for operation and maintenance including replacement and debt is as follows:

	2016	2017	2018
a.) SS per pound	$0.32	$0.34	$0.36
b.) BOD per pound	$0.54	$0.57	$0.60
c.) TKN per pound	$0.35	$0.37	$0.39

* * *

Sec. 28-51. Billing of charges, rates and rentals.
The bills to users for charges, rates or rentals established and maintained in this division or as adjusted and maintained in this division shall be due and payable and become delinquent at such times as shall coincide with the due and delinquent dates of water bills of the city waterworks department. However, for users having privately owned water supplies, the due and delinquent dates shall be at all times as shall be fixed by the director. There shall be an additional charge made and added to bills in all cases, if bills are not paid when due, which shall be a penalty of five percent of the amount thereof. Each bill shall show the net charge, which shall be the amount computed on the basis established in this division or as the charge may be adjusted, and which charge shall be applicable and the amount payable and collectible up to and including the due date. Each bill shall also show a gross charge that shall be the net charge plus the five-percent penalty, and the gross charge shall be applicable and be the amount payable and collectible after the due date. The billing and collection of sewer bills by the city waterworks shall be done in the same manner as handled for the collection of water bills, and as set forth by the waterworks.

Sec. 28-52. Lien for bills.
The sewage charges in this division shall constitute a lien upon the premises served by the water pollution control plant. Quarterly, or more often if deemed appropriate, the Superintendent of the water pollution control plant may either furnish to the city clerk, or submit on his or her own, a list of all sewerage rental charges that have remained unpaid and delinquent for a period of 60 days prior to the end of that quarter, together with the name of the owner and the legal description of the property or premises for each separate bill, to be certified to the county auditor for collection in the same manner as taxes, and when so collected the proceeds shall become a part of the water pollution control plant rental fund of the city.

Sec. 28-53. Penalty.
Any person, firm or corporation violating the provisions of this division shall, upon conviction, be liable for any damages done to the sanitary sewer system or the water pollution control plant and shall be fined not exceeding $750.00 and/or imprisoned not exceeding 30 days. Each

day that a violation continues may be considered a separate violation.

Secs. 28-54-28-60. Reserved.

Section 2. REPEALER. All ordinances or part of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 3. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid, unconstitutional or unenforceable for any reason, such adjudication shall not affect the validity or enforcement of the remaining provisions.

Section 4. EFFECTIVE DATE. This Ordinance shall become effective from and after its final passage, approval and publication as provided by law. [Iowa Code §380.6, 7(3) §362.3]

Passed by the Council on this __ of March, 2016, and signed this __ day of March, 2016.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance. Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

RE: New sewer ordinance typo

From : Roger Schoell <roger@gbsbhlaw.com> Thu, Mar 10, 2016 05:06 PM
Subject : RE: New sewer ordinance typo
To : Shari Coughenour <scoughenour@ci.marshalltown.ia.us>
Cc : Randy Wetmore <rwetmore@ci.marshalltown.ia.us>

If the minutes are clear as to what the rate should be, we will need to republish the ordinance to correct the typo. If the minutes do not support the correct number then the ordinance will need to go back to council to correct the error.

From: Shari Coughenour [mailto:scoughenour@ci.marshalltown.ia.us]
Sent: Thursday, March 10, 2016 4:31 PM
To: Roger Schoell
Subject: Fwd: New sewer ordinance typo

Roger,
How do we proceed with an error in the sewer rate (typo)?

Shari L. Coughenour, CMC, City Clerk
641-754-5701 / clerk@ci.marshalltown.ia.us

From: "Randy Wetmore" <rwetmore@ci.marshalltown.ia.us>
To: "Shari Coughenour" <scoughenour@ci.marshalltown.ia.us>
Sent: Wednesday, March 9, 2016 3:38:39 PM
Subject: Fwd: New sewer ordinance typo

From: "Bob Ranson" <branson@ci.marshalltown.ia.us>
To: "Randy Wetmore" <rwetmore@ci.marshalltown.ia.us>, "Justin Nickel" <jnickel@ci.marshalltown.ia.us>
Cc: "Brenda Welton" <bwelton@ci.marshalltown.ia.us>
Sent: Wednesday, March 9, 2016 3:27:40 PM
Subject: New sewer ordinance typo

Brenda just pointed out that the 2016 TKN charge is listed as $.035 and should be $0.35. This is the surcharge rate for contributors greater than domestic strength wastewater. That is from the copy that Shari forwarded me when I was inquiring about the effective dates for our industry billing.

Thank you,

Bob Ranson
Superintendent
Marshalltown Water Pollution Control Plant
1001 Woodland St. Marshalltown, IA 50158
Bus: 641.754.5709 Cell: 641.751.6567
Fax: 641.754.5741
branson@ci.marshalltown.ia.us

From : Shari Coughenour <scoughenour@ci.marshalltown.ia.us> Thu, Mar 10, 2016 04:30 PM

ORDINANCES

Schubert moved to approve Ordinance 14945 Amending Sanitary Sewer Rates, second reading, second by Greer. Lamer moved to amend the proposal to increase the base rate by 12% for JBS and increase the flow rate by 3.5% for JBS for 2016 and 2017. Then re-evaluate in 2018. Hoop expressed concern that the other Council members had not had an opportunity to review this change and consider the impact. Second to amend the motion by Greer. Motion to make changes proposed approved 5-2 with Hoop and Schubert opposing. Original motion now as amended approved 5-2 with Hoop and Schubert opposing. Second reading of Ordinance 14945 adopted.

DISCUSSION

None

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 6:29 PM.

Respectfully submitted,

____

Michelle Spohnheimer,
Housing & Community Development Director

CITY OF MARSHALLTOWN

____

James L. Lowrance, Mayor

ATTEST:

____

Shari L. Coughenour, CMC, City Clerk

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

DEPARTMENT OF PUBLIC WORKS

March 11, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Justin Nickel
Director of Public Works

Re: Request for City funding – Kibbey Building, Alley and City Parking Lot O Stormwater Detention System

Policy Issue: Requires Governing Body approval for funding.

Recommendation: Staff recommends funding 50% of public storm water improvements.

Background: At the February 8th City Council meeting developers of the Kibbey Building requested the City to fund 50% up to $55,000 of storm water related costs. Staff requested an itemized breakdown of bid costs for the storm water improvements. After review of this cost breakdown, staff has identified $44,000 of potential public storm water improvements. The itemized cost estimate with notes is attached.

Budget Impact: This project is not included in the Storm water plan and may delay the start of other necessary storm water projects.

Attachment: Itemized cost estimate with staff notes.

cc: Randy Wetmore, City Administrator

westbrooke
CONSTRUCTION

Kibbey CDBG Stormwater Project
Marshalltown, IA 50158

3-8-16

Re: Public Parking Lot O and Alley Improvements

Project cost per drawings dated 8-18-15

Cut 300' 6" asphalt and concrete remove and haul away Assumes no greater than 8" in depth Short's Concrete Cutting Company	$ 6,000.00 ✓Public ①
Replace 2,780sf 6" PCC 360 Concrete Services LLC	$18,000.00 ✓Public ②
Excavation For storm sewer Includes 114LF 8" Perforated PVC with cleanouts Private Includes 135LF 12" RCP W/ intakes Public ($20,000?) ③ Kriens Plumbing and Mechanical	$25,808.00 Public/Private
Stormwater pump station w/ underground detention per plans and specs Underground detention/rock chamber Kriens Plumbing and Mechanical	$24,940.00 $28,900.00 } Private
General contracting services/inspections/ permits/coordination/ barricades. Includes $3,500 for City required inspections, above general contractor inspections. Westbrooke Construction Company	$14,352.00
Total	$118,000.00

Public System 1+2+3 = $44,000

* City code requires 11% inspection fee = $4840.00

7113 Douglas Avenue
Urbandale, Iowa 50322

(515) 278-6197 phone
(515) 278-8254 fax
kconway@westbrookecc.com

Rcvd

the City of Marshalltown

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
Fax - (641) 754-5781

FINANCE DEPARTMENT

March 10, 2016

To: **Mayor James L. Lowrance**
Members of the City Council

From: Diana Steiner, Finance Director

Re: Updating City's investment policy and depository resolution.

Policy Issue: Financial policies updates and changes must be approved by the City Council. Also, the Cities depository resolution must be approved by Council.

Recommendation: Staff and the investment committee recommend approving the updated investment policy and depository resolution.

Background: The Cities investment policy has not been updated since 2010, and current policy states the policy will be reviewed every three years. The Finance Department and Investment committee have prepared and reviewed the changes that better fit the Cities investment strategies and allows the Accounting Manager to be part of investment activities. The depository resolution names depositories, and establishes maximum deposits at each depository.

Budget Impact: At this time no direct budget impact is noted but the updated policy will allow for additional investment types to be made, thus leading to the possibility of higher investment earnings.

Attachment: Updated Investment Policy and Depository Resolution

cc: Randy Wetmore, City Administrator

Investment Policy printed and scanned separately

#2016-____

RESOLUTION TO NAME DEPOSITORIES, ESTABLISH MAXIMUM DEPOSIT AMOUNTS, AND IDENTIFY POSITIONS AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF THE CITY OF MARSHALLTOWN

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the City Council of Marshalltown, Iowa does hereby name the following as official depositories for City funds and sets the maximum amount of deposit opposite the name of each institution:

DEPOSITORY NAME	MAXIMUM DEPOSIT
Great Western Bank Marshalltown, IA	$25,000,000
Home Federal Savings Bank Marshalltown, IA	$25,000,000
US Bank Marshalltown, IA	$25,000,000
Wells Fargo Marshalltown, IA	$25,000,000
Pinnacle Bank Marshalltown, IA	$25,000,000
Farmers Savings Bank Marshalltown, IA	$25,000,000
United Bank & Trust Marshalltown, IA	$25,000,000
Citizens Savings Bank Marshalltown, IA	$25,000,000
Central State Bank State Center, IA	$25,000,000
GNB Bank Marshalltown, IA	$25,000,000

Section 2. That the City Council of Marshalltown, Iowa does hereby name the following positions as having authority to invest funds: City Administrator, City Treasurer, City Accounting Manager.

Passed this ___ day _________, 2016, and signed this ___ day of _______ ,2016.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

2016-___

RESOLUTION APPROVING AMENDMENT
TO THE INVESTMENT POLICY

WHEREAS, the City Council for the City of Marshalltown, Iowa has previously approved a policy concerning the investment and safety of City funds; and

WHEREAS, the Council desires to update this policy.

THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

<u>Section 1.</u> That the Investment Policy be amended in accordance with the above listed provisions.

Passed this ___ day of _____, 2016, and signed this ____ day of _____, 2016.

CITY OF MARSHALLTOWN, IOWA

____
James L. Lowrance, Mayor

ATTEST:

____
Shari L. Coughenour, CMC, City Clerk

James L. Lowrance, Mayor
Randy Wetmore, Administrator
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5734
Fax - (641) 754-5793

Administration

March 14, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Randy Wetmore
City Administrator

Re: Recommendation from the Citizen Police and Fire Advisory Committee

Policy Issue: To continue with the development of a bond issue proposal regarding the construction of new police and fire department facilities

Recommendation: The Advisory Committee made two recommendations for Council consideration at their meeting of March 8. Those recommendations are:

Type of Building: They recommend that a Joint Police and Fire facility be investigated rather than separate sites for each station.

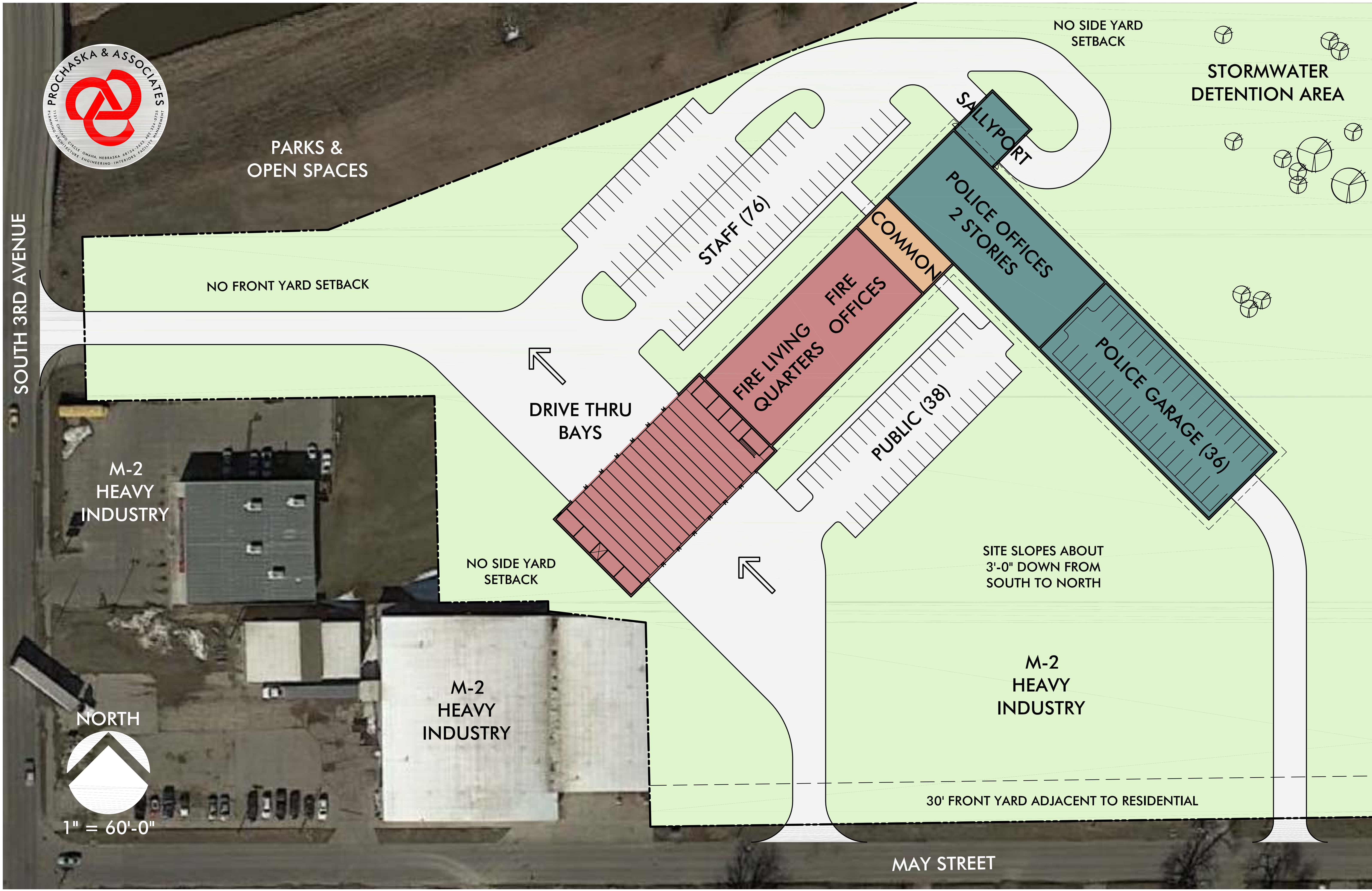
Sites: The Committee recommended the Old Econo Food site and the Handy site be considered as the sites for the facility.

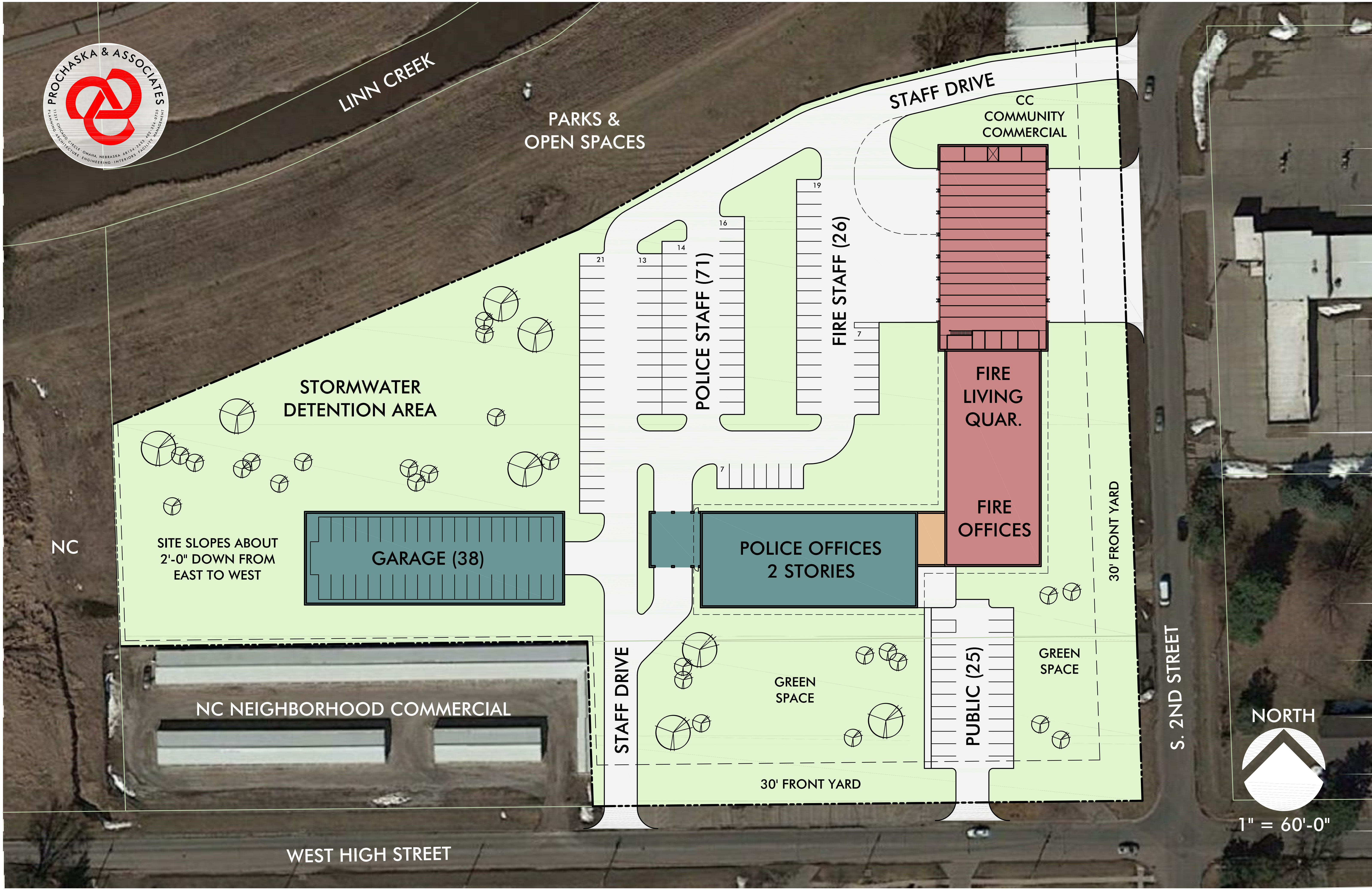
Background: The Advisory Committee has had a number of meetings the past few months considering a single site or possible sites for Police and Fire stations. Also, they discussed the concept of a joint facility or single stations on separate sites. They have been meeting with Prochaska & Associates the architects hired for this project who supplied information for the Committee.

There were public open house events for the public to view maps of the potential sites, talk with Advisory Committee members, staff and the consultants about each of the sites if they wanted. They could also provide written comments about the sites and what they liked or disliked about the different sites. It is estimated that 200 people attended the open houses.

Budget Impact: At this time the budget impact is not known as costs are just being developed for the sites.

Attachments: Site recommendations


PROCHASKA & ASSOCIATES
PARKS &
OPEN SPACES
NO SIDE YARD
SETBACK
STORMWATER
DETENTION AREA
SALLYPORT
STAFF (76)
POLICE OFFICES
2 STORIES
COMMON
FIRE
OFFICES
FIRE LIVING
QUARTERS
NO FRONT YARD SETBACK
SOUTH 3RD AVENUE
DRIVE THRU
BAYS
PUBLIC (38)
POLICE GARAGE (36)
M-2
HEAVY
INDUSTRY
NO SIDE YARD
SETBACK
SITE SLOPES ABOUT
3'-0" DOWN FROM
SOUTH TO NORTH
M-2
HEAVY
INDUSTRY
M-2
HEAVY
INDUSTRY
NORTH
1" = 60'-0"
30' FRONT YARD ADJACENT TO RESIDENTIAL
MAY STREET



PROCHASKA & ASSOCIATES
LINN CREEK
PARKS & OPEN SPACES
STAFF DRIVE
CC COMMUNITY COMMERCIAL
POLICE STAFF (71)
FIRE STAFF (26)
STORMWATER DETENTION AREA
FIRE LIVING QUAR.
FIRE OFFICES
NC
SITE SLOPES ABOUT 2'-0" DOWN FROM EAST TO WEST
GARAGE (38)
POLICE OFFICES 2 STORIES
30' FRONT YARD
GREEN SPACE
PUBLIC (25)
GREEN SPACE
NC NEIGHBORHOOD COMMERCIAL
STAFF DRIVE
S. 2ND STREET
NORTH
30' FRONT YARD
1" = 60'-0"
WEST HIGH STREET

Statement of Work

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Project Scope & Summary

The software and services purchased are outlined in the Investment Summary Section of the Agreement.

Any standard interfaces purchased are listed in the Investment Summary section of the Agreement and detailed in the Standard Interfaces section of this document. It is important for the Client to read the portion of the attachment related to each interface purchased to understand its full functionality.

Data conversion services and other professional services hours included in the Investment summary are estimates. Additional analysis will be performed during the Assess & Define stage to provide definitive pricing.

Implementation Stages

Tyler provides a well defined multi-stage roadmap, which can be applied to a single phase projector, or to projects with simple phases. For multi-phase projects, the stages are repeated as necessary.

Planning & Initiation	Assess & Define	Training Configuration & Testing	End User Training & Acceptance Testing	Production
Kickoff Call	Complete Client Survey	Hardware Installation	Train Functional Leads on System Operation	Cutover & Go Live
Activate Training Center	Review Client Processes and Data	Software Installation	Conduct Initial Operational Test	Final Implementation
Acquire Legacy Data	Identify any Custom Reports	Project Team Data Analysis	Confirm Proper Installation	Transition to Support
Establish Communication Channels	Identify Standard Form Choices	Review Data with Client	Test Custom Reports and/or Integrations	Project Close-out Meeting
Assess IT Infrastructure	Prepare for Onsite Work	Onsite Delivery of Conversion	Conversion Issue Resolution	
Staff Mobilization & Allocation Plan	Acquire Hardware	Configure Software	Cofiguration Issue Resolution	
Draft Project Schedule	Modify Project Plan	Prepare for End User Training	Train End Users	
Schedule Kickoff Meeting				
Signoff of Stage	Signoff of Stage	Signoff of Stage	Signoff of Stage	Signoff of Stage

Each stage, as established above, is designed to provide a point at which a full review of the stage objectives is assessed for completeness. When a stage is complete, a Work-Acknowledgement Form (see (Sample) Work Acknowledgement Form attached herein) is completed and signed by the Client signifying acceptance of that stage and the beginning of the next stage. Each stage is dependent on the results of the previous stage and therefore, each stage of the methodology cannot begin until the previous stage is completed and approved.

Data Conversion

The goal of the data conversion process is to transfer information from one or more legacy systems into the Tyler system in an accurate and verifiable manner. Verification of the data conversion consists of comparing the on screen data elements and management reports of each system. As such, very little is done in the conversion process to "fix" the data. Inconsistencies or corruption in the original data will carry over to the new system – these issues should be identified and resolved by the Client before final data conversion on the legacy system(s) or shortly after "going live" on the Tyler system.
The Conversion Detail section of this document provides detailed information on Data Conversion if conversion is included in your Investment Summary.

Invoicing and Client Signoffs

Tyler invoicing and payment terms are detailed in the Payment Terms section of the Agreement. In addition to responsibility for the payment of all invoicing outlined in the Agreement, Client is responsible for signing off on the hours consumed in accordance with project requirements. An approved Change Order is required if additional hours are needed or scope is changed.

Key Project Assumptions

- Client and Tyler shall review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- Client will provide Tyler with access to its equipment, systems, and personnel to the extent needed to complete the defined Services.
- Client will provide work space for Tyler Services for work completed on Client premises.
- Tyler shall initially implement the most current version of the Tyler software at the time of the contract signing. During the implementation Tyler will provide newer releases of the software that meet or exceed the version available at contract signing. After Go-Live, the Client is responsible for installing newer releases. Release notes are provided for all new versions.
- Client will maintain primary responsibility for the scheduling of Client employees and facilities in support of project activities.
- Client shall provide Tyler with network access for remote installation and testing through industry standards such as Virtual Private Network (VPN) or other secure access methods.
- Client will allow users to access the following websites to ensure adequate access to Support resources:
    - help.tyleru.com
    - tyleru.com
    - tylertech.com
    - tylercommunity.tylertech.com
- Client will provide/purchase/acquire the appropriate hardware, software and infrastructure assets to support all purchased Tyler software products in both support/testing and production environments.
- Client is responsible for proper site preparation, hardware, software, and network configuration in accordance with Tyler specifications.
- Client has, or will provide, access licenses and documentation of existing system to any 3rd party system software which Tyler will be required to read, write or exchange data.

tyler technologies

- Client has, or will provide, a development/testing environment for data conversion and interface testing as they are developed by Tyler.
- Tyler shall be responsible for implementing a functioning version of the application software (assuming Client has installed the proper hardware, software, and networking devices).
- Tyler will provide Client with status reports that outline the tasks completed. Tyler will also provide details regarding the upcoming tasks that need to be completed during the coming weeks, the resources needed (from Client) to complete the tasks, a current or updated version of the project plan, and a listing of any issues that may be placing the project at risk (e.g., issues that may delay the project or jeopardize one or more of the production dates) as needed.

Out of Scope

Tyler software is sold as COTS (commercial off the shelf) software. Any custom development such as; changes to source code, additional interface development, legacy or other imports are not within the scope of this agreement:

- **Custom Programming** - Tyler products will be implemented "off the shelf" without customization, except as purchased and then detailed in the Customizations section of this document. Any additional customizations identified or requested will be quoted as requested. Unless otherwise agreed, these customizations will be designed, developed, implemented, and tested during the Final Implementation phase ("post go live"). If there are no customizations in the Agreement, there will not be Customization section to this document.
- **Custom Modifications** - Custom modifications are changes to the functionality of existing Tyler software products. These changes may involve the addition of new fields to a screen, the enhancement or automation of a process, or the creation of a new module. Software modifications are not within the scope of this agreement except as detailed in the Customizations section. If there are no customizations to the software, there will be no Customizations section to this document. Tyler will make every effort to design custom modifications so that they can be leveraged by more than just one Client. This focus will affect the approach to designing, developing, and deploying new functionality so that we may benefit the largest population of users possible.
- **Custom interfaces** – Custom interfaces involve the development of a standard, repeatable process for transferring information into or out of the Tyler software. These interfaces may take the form of a user-initiated import/export program, an API, or a web service. If a different XML layout is required, then the requirement definition will need to go through discovery and be approved by Tyler Technologies, and additional charges beyond those quoted in the Investment Summary will be incurred. Similarly, you may be responsible for additional charges if the provider of the third party software with which Tyler will be interfacing requires changes or assistance. There are no custom interfaces included in the scope of the agreement *unless* detailed in the Interfaces section of this document.
- **Custom Reports** –Custom Reports involve the development of new reports that are not offered as part of the standard reporting package and modifications to existing reports. There are no custom reports included in the scope of the agreement unless detailed in the Customizations section of this document.

    - Resource hours that extend scope. (Additional hours must be approved through a Change Order.)

- Any undocumented requirements. Undocumented requirements include requirements not specified in this Statement of Work and associated attachments.
- Post System Acknowledgement Configuration. System Acknowledgement requirements are met at the completion of End User Training and User Acceptance Testing stage. Any changes requested of the Tyler implementation team to alter the configuration, post acknowledgement of these milestones, must be documented through a Change Order and may incur additional costs. Client may have access to built-in configuration tools, so, when available, is free to reconfigure or create new configuration as required or desired. If assistance using these tools is required, additional change orders may apply.

Risk / Mitigation Strategy

Unavailability/Incompatibility of Staff

Risk: Tyler recognizes that individuals assigned to projects may become unavailable due to various causes. Further, Tyler recognizes that individuals sometimes clash for reasons of incompatibility. Tyler schedules team members based on all the projects to which those individuals are assigned. Unavailability may occur due to unforeseen circumstances such as family matters or the employee's departure from Tyler employment. Incompatibility creates intolerance in project objectives and tasks and creates unnecessary delays and can lead to project failure if not corrected.

Mitigation: In the event a Tyler project member is determined to be unavailable, a Tyler manager will consult with Client on alternatives such as a temporary replacement or substitute of the person. Likewise a similar response is expected from the Client if their team member is unavailable.

Incompatibility is addressed first through attempts to resolve the compatibility issues between individuals. Failing resolution, team members must be replaced. In the event a Tyler team member is determined to be incompatible, Tyler will replace with a new team member and provide time to orient to the project before assuming their respective responsibilities.

Client Staff unavailability

Risk: Delays in the project timeline will occur if appropriate Client staff is unavailable to meet with or respond to Tyler for timely decisions and or directions.

Mitigation: Client should ensure that staff assigned to this project is given sufficient priority and authority to work with Tyler while completing other Client responsibilities in a timely fashion. Decisions must be made in hours and days, not weeks.

Scope Changes

Risk: Poorly defined projects always take longer than expected or cost more than expected because of poorly defined scope at the beginning of the project.

Mitigation: Both parties must ensure that the scope of the project is well stated and completely defined to the best of each party's knowledge. Functional requirements should be reviewed carefully to ensure completeness. Change Orders are required to document any subsequent impact on schedule and/or costs.

Activity Focus

Risk: Activity Focus is the risk that minor activities consume time that should otherwise be dedicated to major activities of the project, with the end result of time and/or costs overrunning budget. This risk is sometimes associated with efforts that lead to scope changes. Examples include meetings of little substance or that go longer than they need, or time consumed investigating undocumented functionality or other activities not in scope.

Mitigation: Project Managers for both Parties must guard themselves to avoid focus drift by ensuring the focus is squarely on meeting deadlines, services, and configuration requirements of the implementation as planned and documented in the planning, assessment and definition stages.

Incomplete Legacy, Interface Documentation

Risk: During the project certain third party documentation will be required for such tasks as interface development and import of legacy data and others.

Mitigation: Client should ensure that APIs, specific documentation, or file specifications for interfacing to other systems is available to Tyler and that legacy data imports are known in advance of need.

Achievable Goals

Risk: The expectations of this project are set too high or are not explicit or clear to Client Staff and thus not communicated to Tyler through Functional Requirements and clearly stated scope.

Mitigation: The parties must ensure, through the Contract and Task Orders, that the goals of the project are explicit, well defined and attainable, and that both parties have "signed off" on the requirements.

Technology Age

Risk: This risk is highly dependent on the choice of Tyler products and whether the Client is hosting any of those products. If the Client will be hosting its own servers, the technology utilized should be robust to enough to meet the Client's needs for several years into the future. Technology that barely meets minimum requirements today will be insufficient as the system and its needs grow.

Mitigation: Tyler will assist Client in determining optimal technology and plans to guard against pre-mature obsolescence.

Critical Success Factors

In order to successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored. These factors are critical in setting expectations between the Client and Tyler, identifying and monitoring project risks, and promoting strong project communication.

Knowledge Transfer - While Tyler cannot guarantee specific expertise for Client staff as a result of participating in the project, Tyler shall make reasonable efforts to transfer knowledge to the Client. It is critical that Client personnel participate in the analysis, configuration and deployment of the Tyler software in order to ensure success and to transfer knowledge across the organization. After completion of the production phase, the Client will be responsible for administering the configuration and introduction of new processes in the Tyler system.

Dedicated Client Participation – Tyler fully understands that Client staff members have daily responsibilities that shall compete with the amount of time that can be dedicated to the Tyler implementation project. However, it is critical that the Client understands and acknowledges that its staff must be actively involved throughout the entire duration of the project as defined in the Project Plan. Tyler shall communicate any insufficient participation of Client and Tyler resources, as well as the corresponding impact(s), through Project Status Reports.

Acknowledgement Process – Acknowledgment must be based on criteria. The objectives and tasks of each stage of a project provide the basic criteria by which to judge acceptance of a stage is to be granted. Within each stage additional criteria will be developed by team members on which to judge future stages. For example, User Acceptance Testing will be based on criteria developed in earlier stages.

As resources are consumed, Tyler shall provide the Client with a Work Acknowledgement Form (see the (Sample) Work Acknowledgement Form attached to this SOW) to formalize receipt. The Work Acknowledgment Form is subsequently signed by the appropriate Client stakeholder(s), and faxed or emailed to Tyler. Timely and honest acceptance is required to maintain project momentum. Failure to properly establish acceptance criteria or failure to accept a properly completed stage will cause delays in the project.

In an effort to ensure quality and complete satisfaction with each stage of the project, Tyler's professional services division has established the following rule: A Signed Work Acknowledgement Form (see the sample attached herein) is required upon completion and Client-acknowledgement of the resources consumed on the project. Stage signoff is also required before proceeding to the next stage in the process.

Managing Project Scope - In an effort to implement the project on time and within budget, both Tyler and Client agree to limit the software and professional services to only those items identified in this Statement of Work. Expanded scope results in additional costs.

Change orders or contract addendums for additional items outside the scope of the defined project requirements must be submitted in advance and signed by project stakeholders before work can be accomplished on those items. Likewise, reductions of the defined scope will also require a Change Order.

Future Amendments to Scope

Future changes in the project scope, beyond the capability of a Change Order, will assume the appropriate processes outlined in this Statement of Work and in the Agreement, unless future scope changes require a different or modified process. If no new Statement of Work is required, then new functionality and payment requirements are provided for in an amendment to the initial Agreement.

Project Management

Tyler performs ongoing project management services throughout the implementation in order to plan and monitor execution of the project. Project Management includes the following tasks:

- Project plan
- Project document management
- Issue log management and escalation
- Status reporting
- Change order management
- Resource management
- Executive project oversight via Executive Sponsor and Project Review Committee

By mutual agreement some project management tasks are shared between the Tyler Project team and the Client Project Manager/Stakeholders.

Staffing

Every reasonable effort is made to maintain a consistent project team from Tyler for the duration of the project. Should the Client have concerns related to assigned resources, those concerns should be submitted to the Tyler Project Manager or Tyler Management Staff for review and consideration. Tyler will make staffing decisions based on appropriate skill set and other soft skills of resources deemed compatible to the success of the project.

Project Schedule

Upon execution of the contract, the parties will subsequently collaborate during the project planning and initiation stage to determine a start date for services to be rendered. Upon initiation of these services, Tyler shall work with Client to collaboratively define a baseline or preliminary project schedule/plan. Given the fact that project schedules are working documents that change over the course of the project, Tyler shall work closely with Client to update, monitor, agree, and communicate any required changes to the project schedule.

Development Tools

No special development tools are required for the Tyler software. Tyler source code is not accessible (unless through the requirements of an Escrow Agreement).

The configuration tools are built into the software, and the Client has full access. The Tyler implementation staff will use these same configuration tools to set up the system with the Client. The Client will receive training on the use of these tools.

Third party report writers (i.e. Crystal Reports) – Some clients may choose to use a third party report writer like Crystal Reports to create/modify their own reports. The Client is responsible for the procurement of a license of this third party report writer. Tyler does not provide training or assistance on the creation of such reports and recommends this function be reserved for System Administrator or designated staff who have the skills and necessary access, and who understand the application databases.

Documentation

Tyler-Provided Documentation

Over the course of the 5stage implementation lifecycle, the Tyler project team will provide stage-specific documentation in a range of formats (both editable and non-editable). Examples include:

- Data Collection docs (MS Excel and/or MS Word) for configuration
- Training Documentation Templates (MS Word and MS PowerPoint)
- Release Notes for Service Packs (PDF)
- Other documentation as required for the specifics of the project.

Client-Provided Documentation

A definitive list of Client-provided documentation is not possible until all aspects of the implementation are determined, usually in the beginning stages of the project. Certainly, Client's assistance in completing the Tyler-provided forms and requests for configuration information is essential to a successful project. The Tyler Project Manager will provide the Client with detail of the documentation necessary for each product to be successfully implemented. The list below is a sample of the types of documentation that is likely to be requested.

Documentation originated by the Client includes:

- Application Programming Interface documents (API's) for any third-party software system to which the Tyler software will interface and exchange data.
- Legacy system data documentation and data in a format suitable for conversion into the Tyler System (please see section titled Data Conversion).
- Workflow documentation on the Client's current business processes
- Copies of pertinent ordinances or other controlling authorities
- Fee Schedules
- Copies of existing forms and other documents presented to the public and expected to be derived from the Tyler Software.

SOW Attachments Listing

Statement of Work

Attachment A. Work Acknowledgement Form

This form provides the means for the Client to accept work provided or provide reason for denial of a work.

Attachment B. Change Order Form

Any change in the project must have a completed and approved Change Order.

Attachment C. System Requirements

This document provides the recommended hardware/software requirements for the Tyler system. Performance using systems which do not meet these requirements may not have expected performance levels.

Attachment D. Interfaces

This document provides a summary description of the purpose and function of the interface along with field specifications.

Attachment E. Conversion

Provides a description of the conversion process and legacy data specifications for each application suite.

Attachment F. Customization Form

Details all custom programming, modification, interfaces or reports included in the agreement.

Attachment A. Work Acknowledgement Form

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Work Acknowledgment Form

Client:

Date:

Visit/Deliverable:

Accomplishments	Performed By	Notes

☐ I am satisfied with the work performed for this stage, and/or deliverable.

☐ I am NOT satisfied with the work performed for this stage, and/or deliverable.

In an effort to ensure quality and complete satisfaction with each phase of the project Tyler Technologies' Professional Services division has established the following rules:

1. Projects will not be allowed to move from one phase to another without a sign off indicating satisfaction with the work performed. The Tyler Technologies' project team will immediately stop all other tasks, complete the phase at hand, and obtain sign off before moving to the next phase.
2. Customer understands that any payment not received within 60 days of invoice will result in work stoppage. All related project tasks will be stopped until payment is received.

Print Name: ______________________________

Signature: ______________________________

Date: ______________________________

(Please return signed copy to the Tyler Technologies project team)

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Attachment B. Change Order Form

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Change Order Form

Client: ______________________ Date: ______________

Generated By: ______________________

Authorized By: ______________________

Change Overview:

Narrative Description of Change:

Impact of Change:

Schedule Impact: Delay of milestone & sub-tasks on Tyler Technologies Implementation Project Plan including:

Task	Proposed Date Changes

Cost Impact:

Change Detail	Credit	Debit	Total

Revision No.: ______________

No changes may be made to this project without the agreement of the Project Manager(s), and must be approved by the Project Director. Submit endorsed Change Order to the Tyler Technologies' Project Manager

Date Approved	Comments	Approved By	Signature

Attachment C. System Requirements

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Hardware and Network Requirements

System Requirements

Tyler's software is designed to operate on networks and operating systems that meet certain requirements. Systems that do not meet the required specifications may not provide reliable or adequate performance, and Tyler cannot guarantee acceptable results.

Site Assessment

Site assessments are an automated process. Each site is required to complete the automated process and submit results to their assigned project manager before any work can be completed on the project. While the automated process may be run prior to contract signature, the results submitted to Tyler must be dated after the Effective Date of the contract.

To complete your site assessment log in to http://check.tylertech.com

Enter your email address and the password "Tyler".

Select the product purchased to begin your system assessment. You will also be able to download PDF copies of hardware requirements from within the process. We strongly recommend that you download and keep a copy of the full hardware requirements as this document also covers recommended data backup procedures.

The link above is a generic login and password. During implementation, your project manager will provide you with a unique site and password to test your site and log results.

Attachment D. Interfaces

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Incode 10 Accounts Payable Import Feature

Purpose

The Payable Import feature allows payables to be created in a V.X AP Payable Process packet from a file supplied by a third party.

File Definition Examples

The AP Payable Import File Definition describes how to interpret data records from an external file and translate them to records in the Incode V.X software.

Data elements required in the import file include:

- GL Account, including the Fund (up to 100 characters)
- Item Amount (numeric 9(10).99 format)

Additional optional data elements available to import include:

- Bank Code (up to 20 characters)
- Commodity Code (up to 20 characters)
- Due Date
- Item Description (up to 50 characters)
- Manual Payment information
- Pay to Vendor Name (up to 100 characters)
- Pay to Vendor Number (up to 20 characters)
- Payable Date
- Payable Description (up to 50 characters)
- Payable Number (up to 50 characters)
- Payable Type (I=Invoice, D=Debit Memo, C=Credit Memo)
- PO Reference (up to 40 characters)
- Post Date
- Price (numeric 9(10).999999 format)
- Project Account (up to 20 characters)
- Purchase From Vendor Number (up to 50 characters)
- Shipping Amount (numeric 9(10).99 format)
- Special Instructions (up to 1000 characters)
- Stub Comment (up to 30 characters)
- Tax Amount (numeric 9(10).99 format)
- Units (numeric 9(10).999999 format)
- Vendor Part Number (up to 50 characters)
- Vendor Address Information

[Required if building new vendors from import file]

  - Address 1 (up to 50 characters)

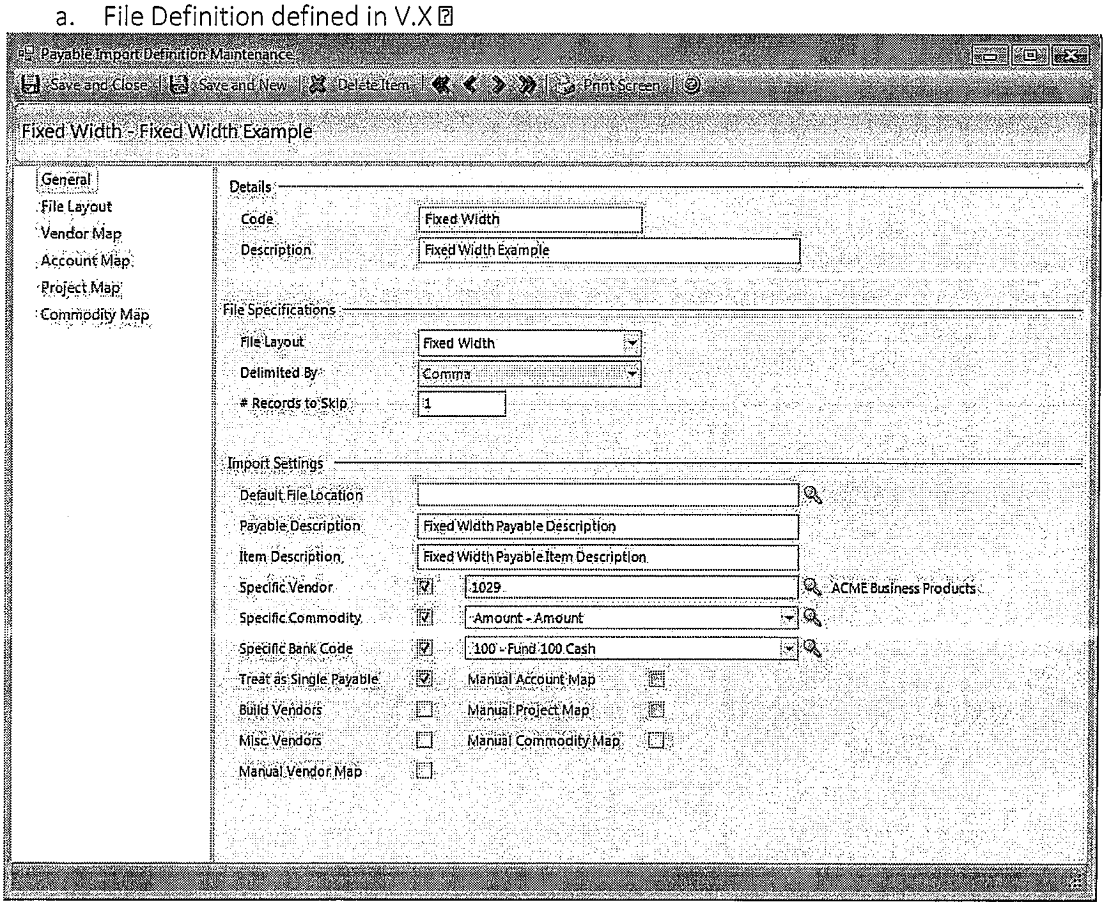
- City (up to 50 characters)
- State/Province Abbreviation (2 characters)
- Zip/Postal Code
- Country/Region (up to 50 characters)

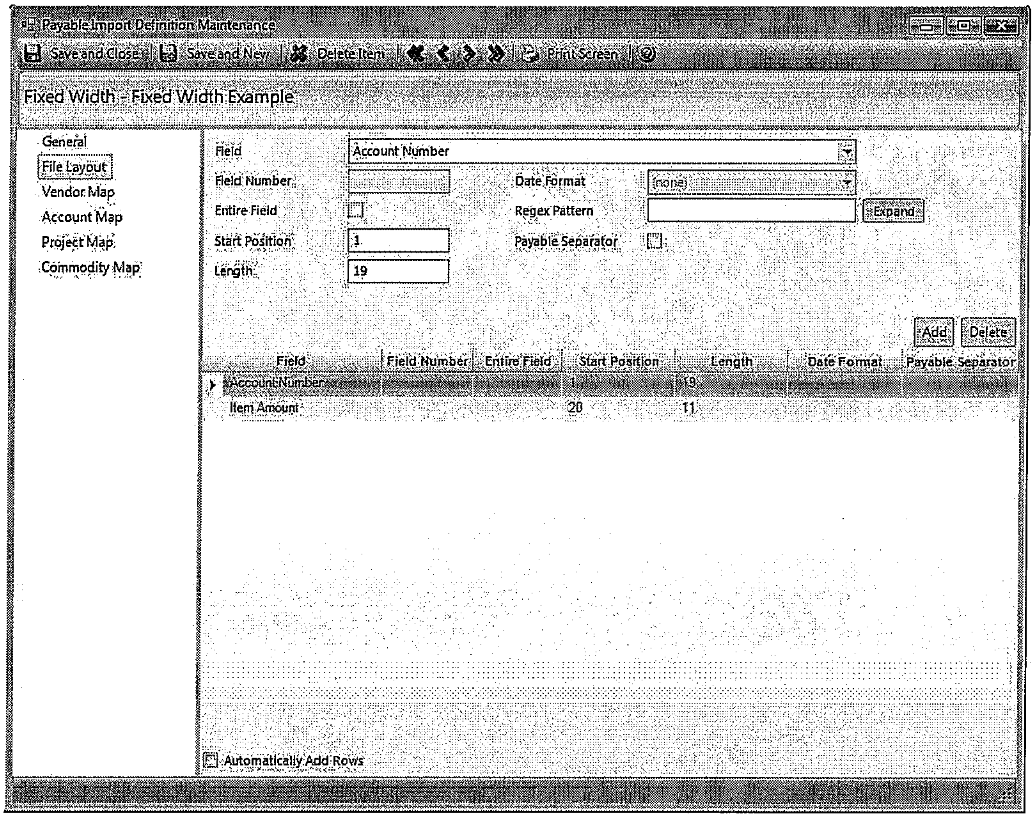
The import file layout definition accepts the following file formats:

- Fixed Width
- Delimited
    - Colon
    - Comma
    - Dash
    - Period
    - Pipe

Fixed Width File Example:

a. File Definition defined in V.X





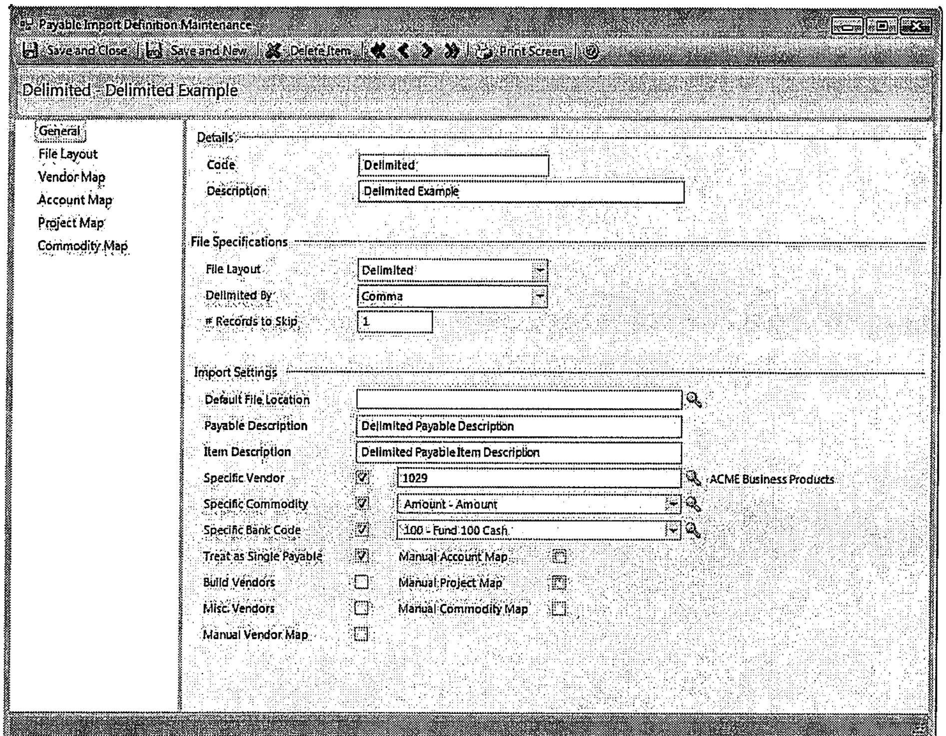
b. Sample Fixed Width File

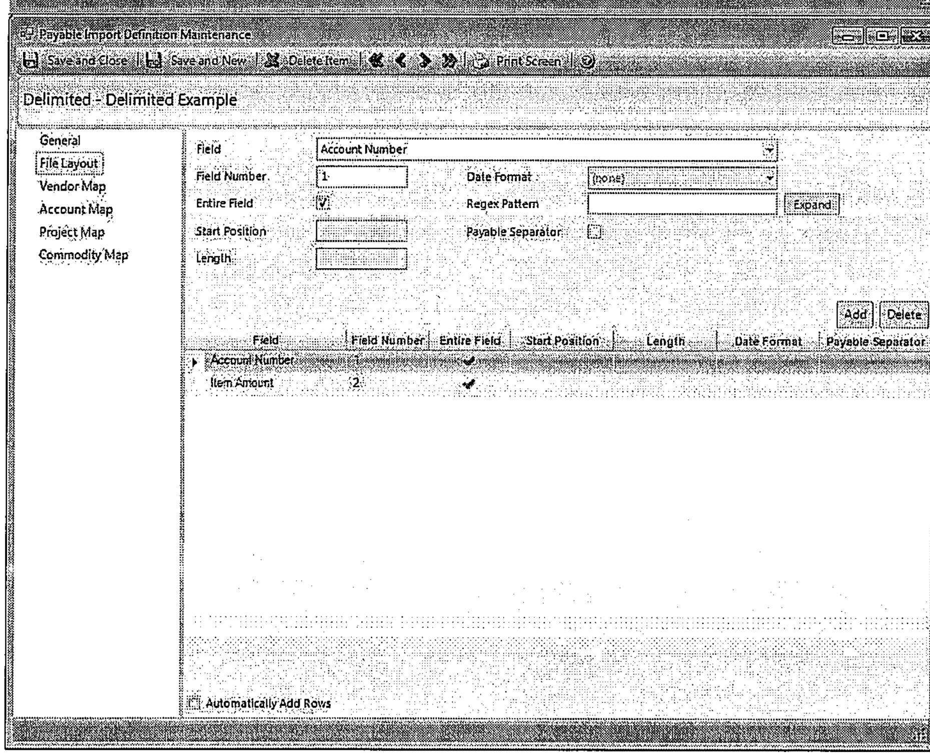
```
GL ACCT                  AMOUNT

100-411.000-4335.00      110.00
100-411.000-4336.00      120.00
100-411.000-4337.00      130.00
100-411.000-4338.00      140.00
100-411.000-4339.00      150.00
```

Delimited File Example:

c. File Definition defined in V.X



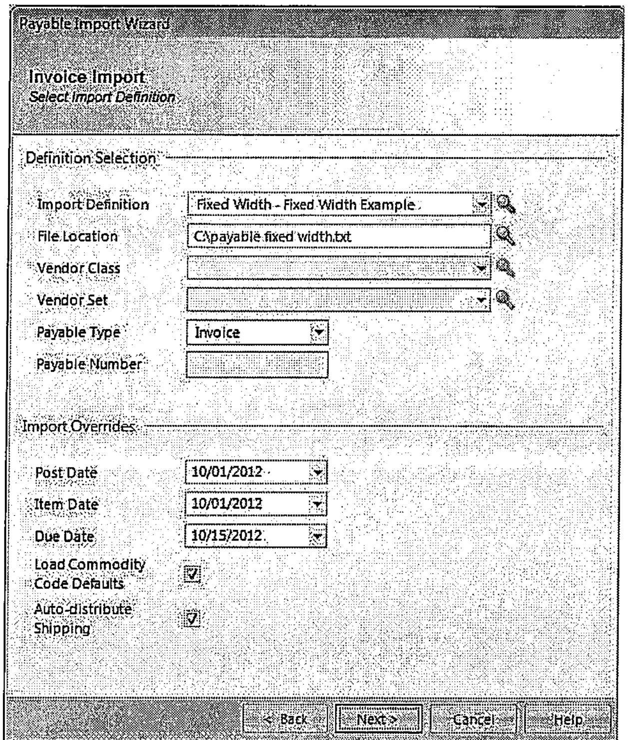


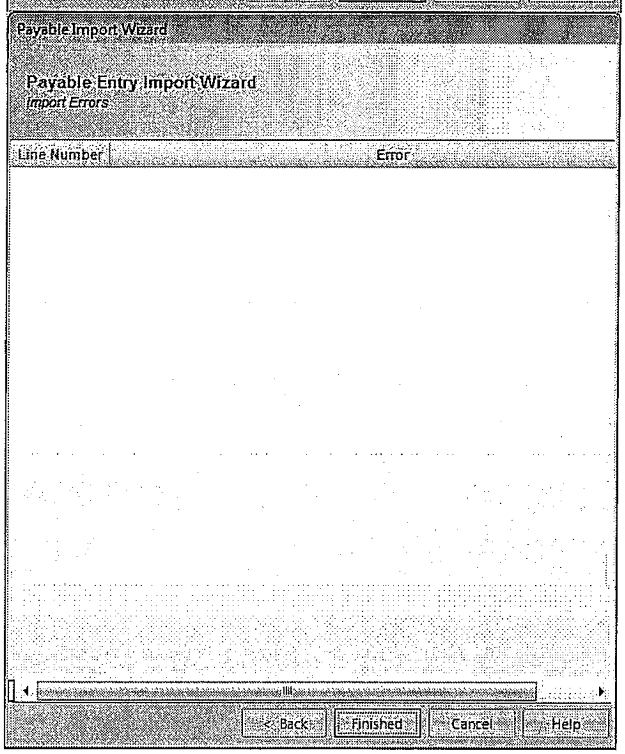
d. Sample CSV File ?

```
GL ACCT,AMOUNT
100-411.000-4334.00,100.00
100-411.000-4335.00,110.00
100-411.000-4336.00,120.00
100-411.000-4337.00,130.00
100-411.000-4338.00,140.00
100-411.000-4339.00,150.00
```

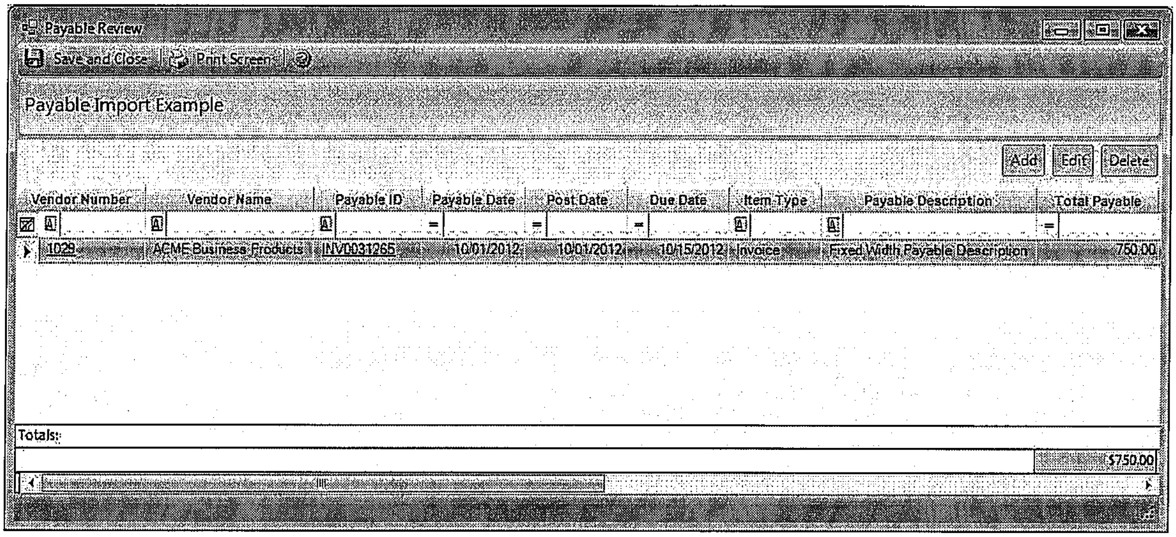
AP Payable Process

Import Payables Step>Payable Import Wizard


Payable Import Wizard
Invoice Import
Select Import Definition
Definition Selection
Import Definition
Fixed Width - Fixed Width Example
File Location
C:\payable fixed width.txt
Vendor Class
Vendor Set
Payable Type
Invoice
Payable Number
Import Overrides
Post Date
10/01/2012
Item Date
10/01/2012
Due Date
10/15/2012
Load Commodity Code Defaults
Auto-distribute Shipping
< Back
Next >
Cancel
Help


Payable Import Wizard
Payable Entry Import Wizard
Import Errors
Line Number
Error
< Back
Finished
Cancel
Help

Payable Review Step



*Screen captures as of 12/31/13 are subject to change.

Bank Reconciliation Clear from File Feature

Purpose

The Clear from File feature allows bank transactions to be cleared in a V.X BR Bank Reconciliation Process packet from a file supplied by a third party. The third party supplying the file is typically the bank where the cash account resides.

File Layout Examples

The Bank File Layout describes how to interpret data records from an external file and translate them to records in the Incode V.X software.

Data elements required in the import file include:

- Record Type

  Available Types include:

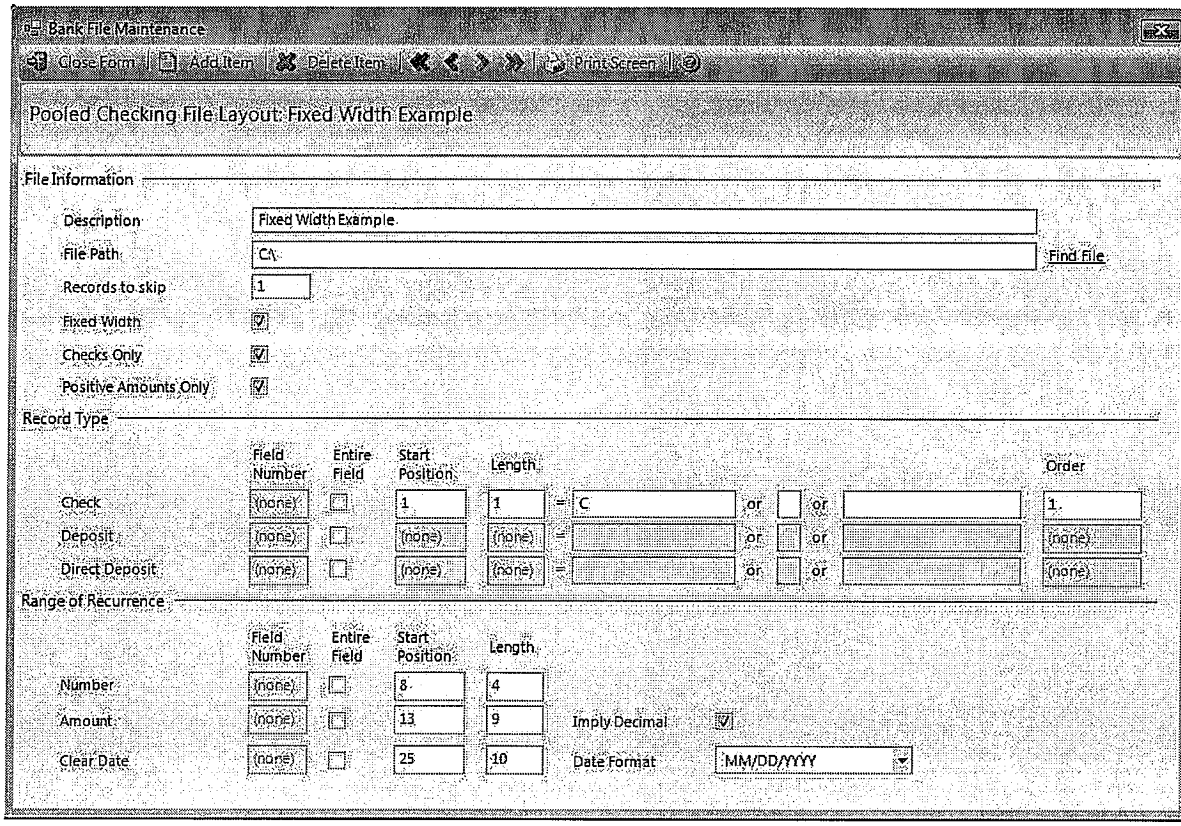
  - Check
  - Deposit
  - Direct Deposit
- Record Identifier(s)
- Transaction Number
- Transaction Amount
- Clear Date

The import file layout definition accepts the following file formats:

- Fixed Width
- Comma Separated Value (CSV)

Fixed Width File Example:

e. File Definition defined in V.X

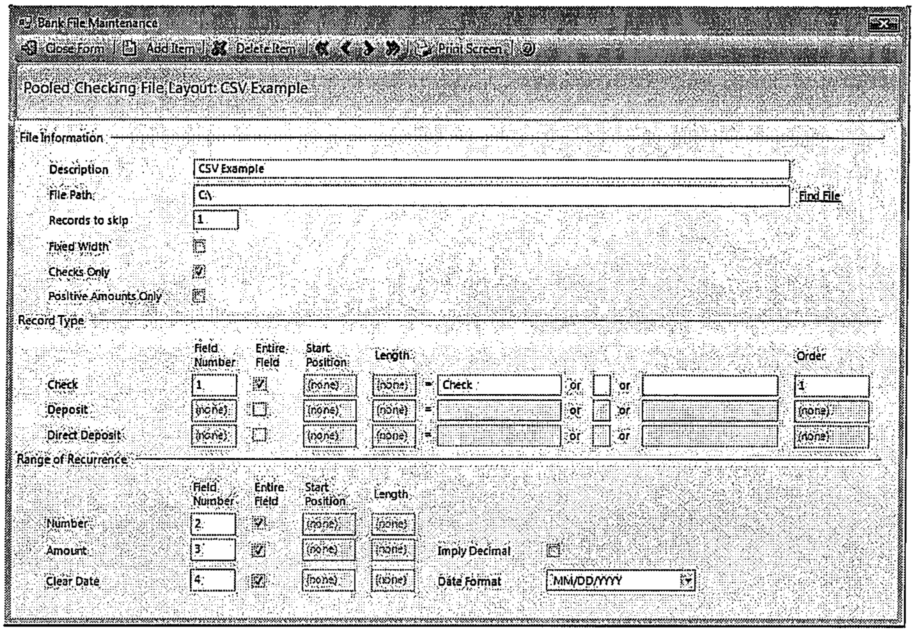


f. Sample Fixed Width File

Type	Number	Amount	Clear Date
C	7052	120000	12/15/2012
C	7053	52475	12/17/2012
C	7054	316656	12/15/2012
C	7055	65000	12/21/2012
C	7056	86500	12/21/2012
C	7057	548000	12/21/2012
C	7058	9500	12/29/2012
C	7059	200000	12/29/2012

Comma Separated Value (CSV) File Example:

g. File Definition defined in V.X

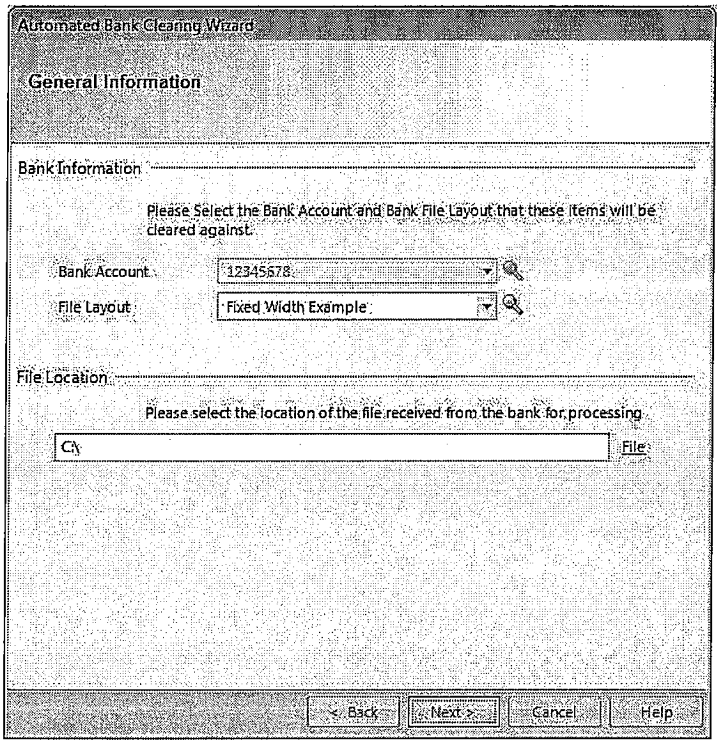


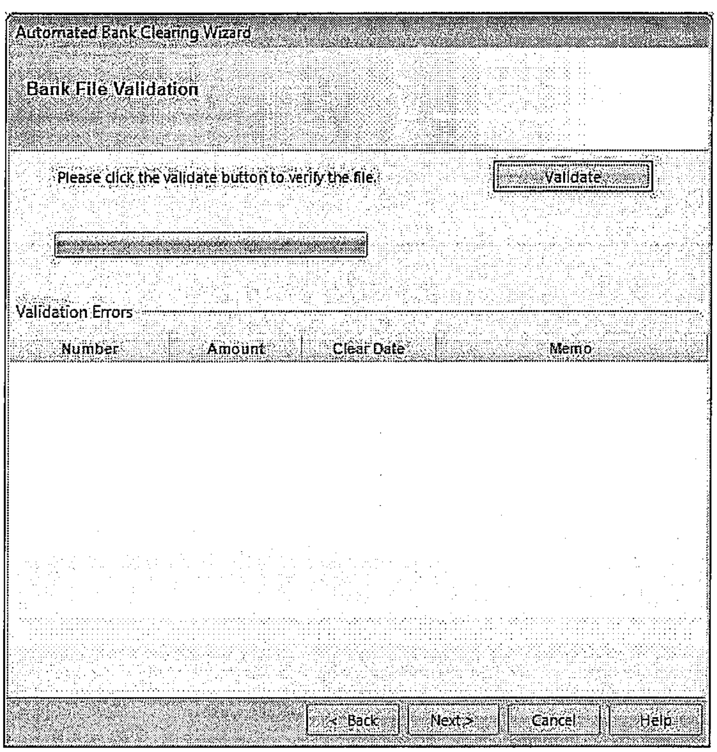
h. Sample CSV File

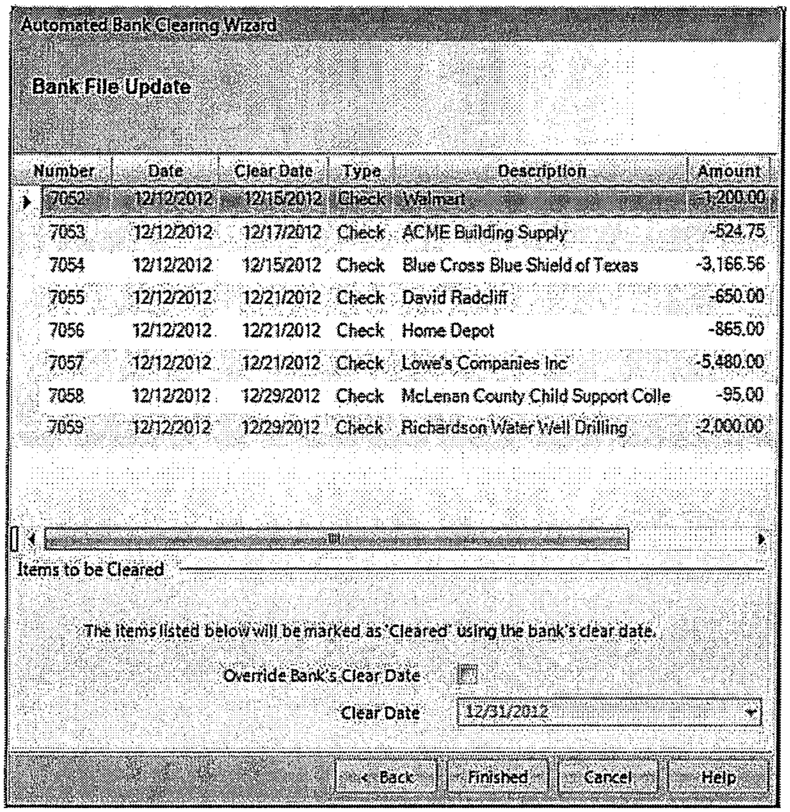
```
Type,Number,Amount,Clear Date
Check,7052,1200.00-,12/15/2012
Check,7053,524.75-,12/17/2012
Check,7054,3166.56-,12/15/2012
Check,7055,650.00-,12/21/2012
Check,7056,865.00-,12/21/2012
Check,7057,5480.00-,12/21/2012
Check,7058,95.00-,12/29/2012
Check,7059,2000.00-,12/29/2012
```

BR Reconciliation Process

Clear from File Step>Automated Bank Clearing Wizard







- screen captures as of 12/31/13 are subject to change.

Personnel Management Deduction Extract

Purpose

The primary purpose of the Deduction Extract process is to provide an integration point from V.X to third party time pension providers/brokers. This allows clients to upload deduction information to these providers on a timely basis.

General Information

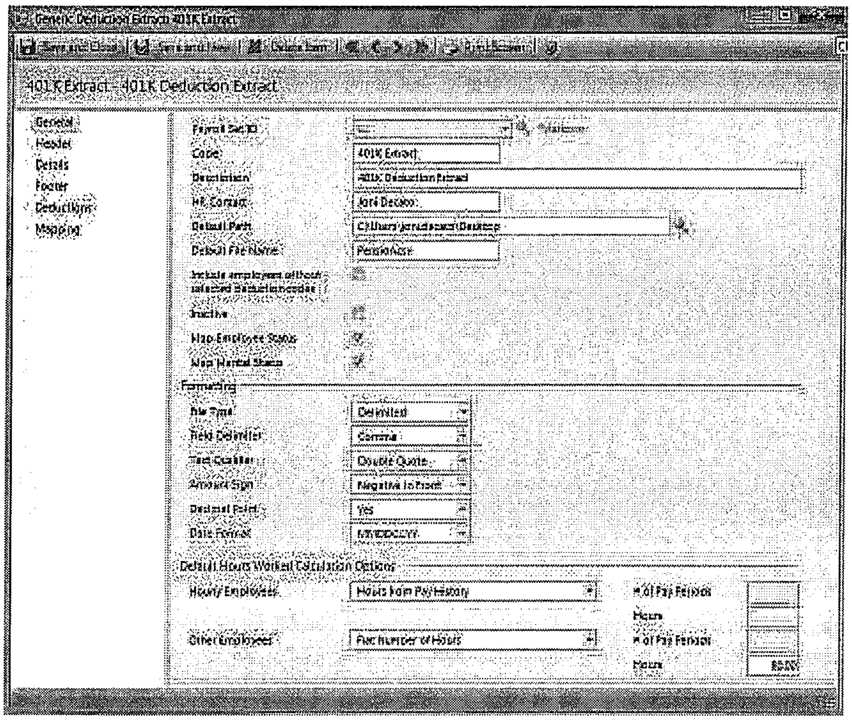
- Clients will define the file structure (delimited or .csv) as well as the deductions that will be reported.
- Multiple file formats can be defined. By default only those employees that are assigned to the deduction codes being reported will be included on the file. However, all employees can be included in the file by selecting the *Include employees without selected deduction codes* within the definition setup screen.

Deduction Definition Setup

Personnel Management > Administration > File Definitions > Deduction Extract Definition

This screen allows the user to define how the imported file is structured. The file can be a fixed width text file or a delimited file.

General Tab



Code and Description Used to identify this definition in the deduction extract process.

HR Contact Used to identify the client's contact, if necessary, within the file.

Default Path/Name This represents the path and name location of the file to be created. This is a default and can be overridden in the extract process.

Include employees without selected deduction codes
If selected, all employees will appear in the file. Many pension providers require that all employees are reported in the file regardless if they participate in the pension program. Many times this information is needed for discrimination testing.

Inactive This is used to inactivate a deduction extract definition.

Map Employee Status If the employee status is needed in the file, then typically the V.X value will need to be mapped to the pension provider value. This selection will open up the Mapping view and will require that at least one employee status mapping is defined within the Mapping view.

Map Marital Status — If the employee's marital status is needed in the file, then typically the V.X value will need to be mapped to the pension provider value. This selection will open up the Mapping view and will require that at least one employee marital status mapping is defined within the Mapping view.

File Type — Fixed Width or Delimited. If delimited is selected, the Field Delimiter drop down is enabled.

Field Delimiter — Used if a delimited file type is selected. The following delimiters are available.

- Pipe |
- Comma ,
- Tab

Text Qualifier — Used if a delimited file type is selected and the information included in the file includes the delimited value. Single Quote, Double Quote, or None are available choices.

Amount Sign — This determines how negative amounts are to be formatted.

Decimal Point — This determines if the decimal point (period) is included in the file (Yes) or implied (No).

Date Format — This determines how the date is formatted within the file. Options are:

- CCYYMMDD
- MM/DD/CCYY
- MM/DD/YY
- MMDDCCYY
- MMDDYY
- YYMMDD

Hours - Hourly — If the number of hours worked is needed in this file, this will determine how these

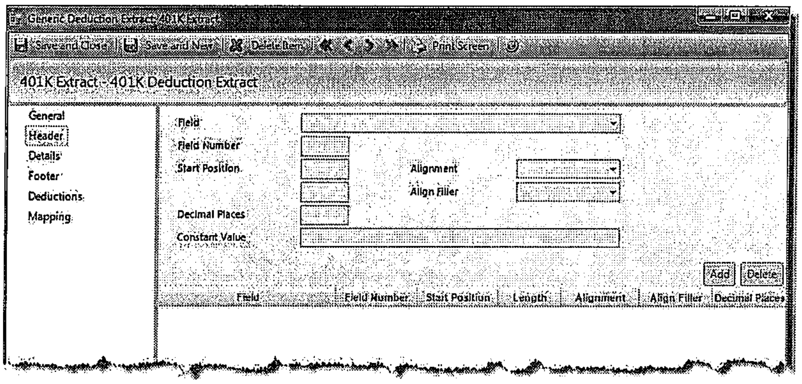
Hours - Other — hours are calculated for both hourly employees or non-hourly employees (Other).

Options include:

- Employee Primary Position Hours in Pay Period (# of Pay Periods must be entered)
- Flat Number of Hours (Hours must be entered)
    - Hours from Pay History

Header View

The header record (only 1 per file) will be the first record in the file.



Field Information available to be included on the Header record includes:

- Organization Name, EIN, and/or Contact
- Organization Address, City, State, ZIP code
- Organization Phone Number
- Dates: Report Start & End Date and System Date
- Total # of Detail Records
- Constant Value
- Totals include Subject To, Employee Contributions, Employer Contributions, combine Employee & Employer Contributions, Hours Worked for the following deduction categories 401(k), 403(b), 408(k)(6), 457(b), 501(c)(18)(D) as well as 3 user defined categories and State Retirement mandatory and voluntary plans.

Field Number This field is only available when the File Layout is set to Delimited. This indicates in what order this field is located within the file.

Start Position This field is only available when the File Layout is set to Fixed Width. This indicates the position within the record where this field starts.

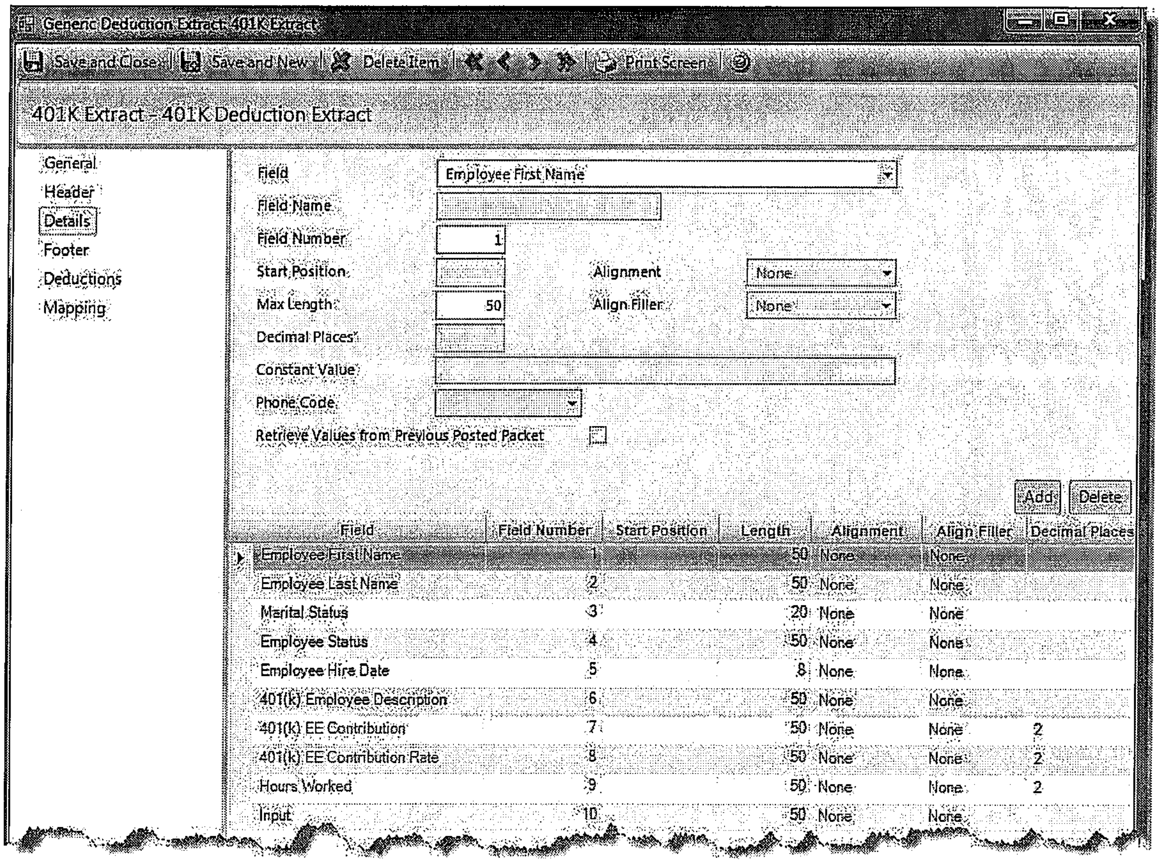
Length/Max Length If the File Layout is set to Fixed Width, this indicates how many characters the length of the field is from the Start Position. If the File Layout is set to delimited, then this represents the maximum length that is allowed in the file.

Alignment/Filler If the File Layout is set to Fixed Width, this determines how this field should be aligned within the file (left or right) and if the field doesn't take up the max length, then what the filler should be (spaces or zeros).

Decimal Places If the field is an amount type, this determines how many places to the right of the decimal should be used.

Constant Values If the Constant field has been selected, then the value to be used within the file is entered here.

Detail View



Field Information available to be included on the Detail record include the following: Employee Demographic Information

- Name (different formats to choose from)
- Employee Number, Social Security Number
- Addresss, City, State, ZIP code, Phone
- Department, Email Address, Employee Status, Marital Status, Gender
- Birth Date, Hire Date, Termination Date
- Pay Cycle, Hours Worked
- Spouse Information: Name, Social Security Number, Birth Date Contribution Information
- Contribution Categories
  - 401(k), 403(b), 408(k)(6), 457(b), 501(c)(18)(D), Other 1, Other 2,

    Other 3, State Retirement Mandatory, State Retirement Voluntary, All Categories

- Information for each Category listed above

- Subject To, Employee, Employer, Combine Contributions
  - Employee Contribution Rate
  - Employee Description
  - Vendor ID

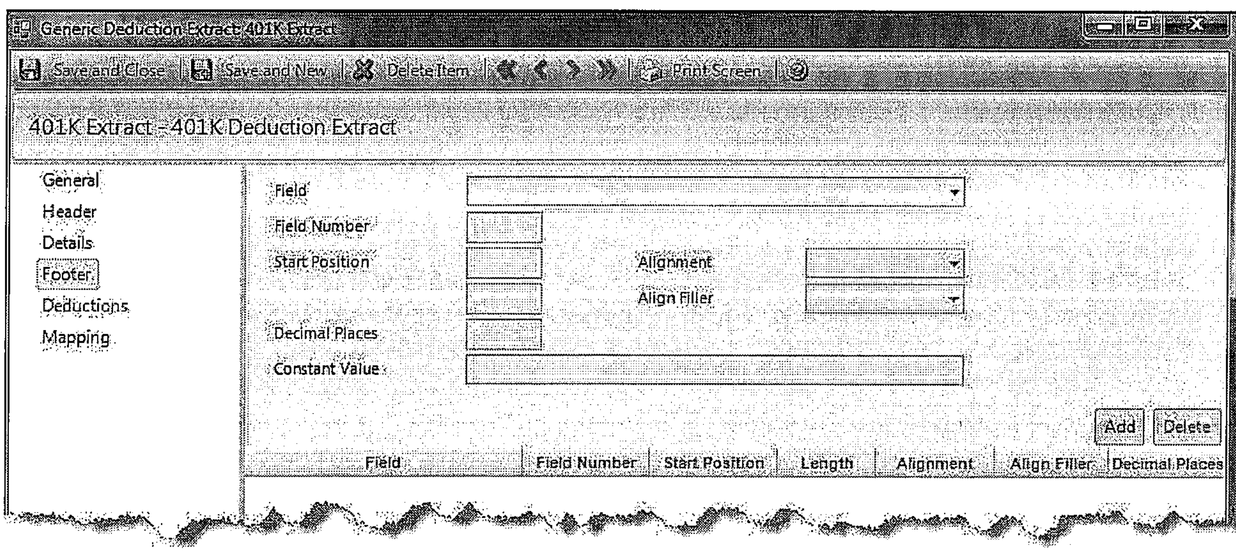
Employer Information

- Name & Contact
- Address, City, State, ZIP code, Phone
- EIN Miscellaneous Information
- Report Start & End Date, System Date
- Input Field
- Constant Value

See the Header View section for explanation of other fields on this view.

Footer View

The footer record (only 1 per file) will be the last record in the file.



Field Information available to be included on the Header record includes:

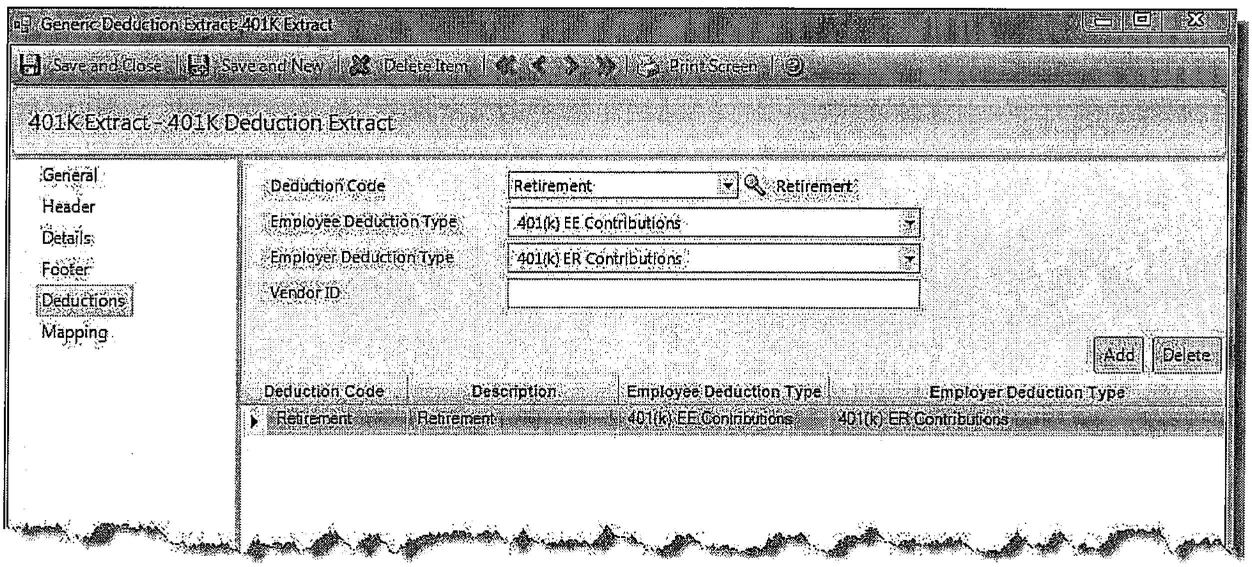
- Organization Name, EIN, and/or Contact
- Organization Addresss, City, State, ZIP code
- Organization Phone Number
- Dates: Report Start & End Date and System Date
- Total # of Detail Records
- Constant Value
- Totals include Subject To, Employee Contributions, Employer Contributions, combine Employee & Employer Contributions, Hours Worked for the following deduction categories 401(k),

403(b), 408(k)(6), 457(b), 501(c)(18)(D) as well as 3 user defined categories and State Retirement mandatory and voluntary plans.

See the Header View section for explanation of other fields on this view.

Deductions View

Select the Deduction Codes that will be exported during the creation of the file.



Deduction Code Select the Deduction Code from V.X to be included in the file.

Employee Deduction Type

Select what category the employee amounts from the deduction will reported in. Options are 401(k), 403(b), 408(k)(6), 457(b), 501(c)(18)(D) as well as 3 user defined categories and State Retirement mandatory and voluntary plans.

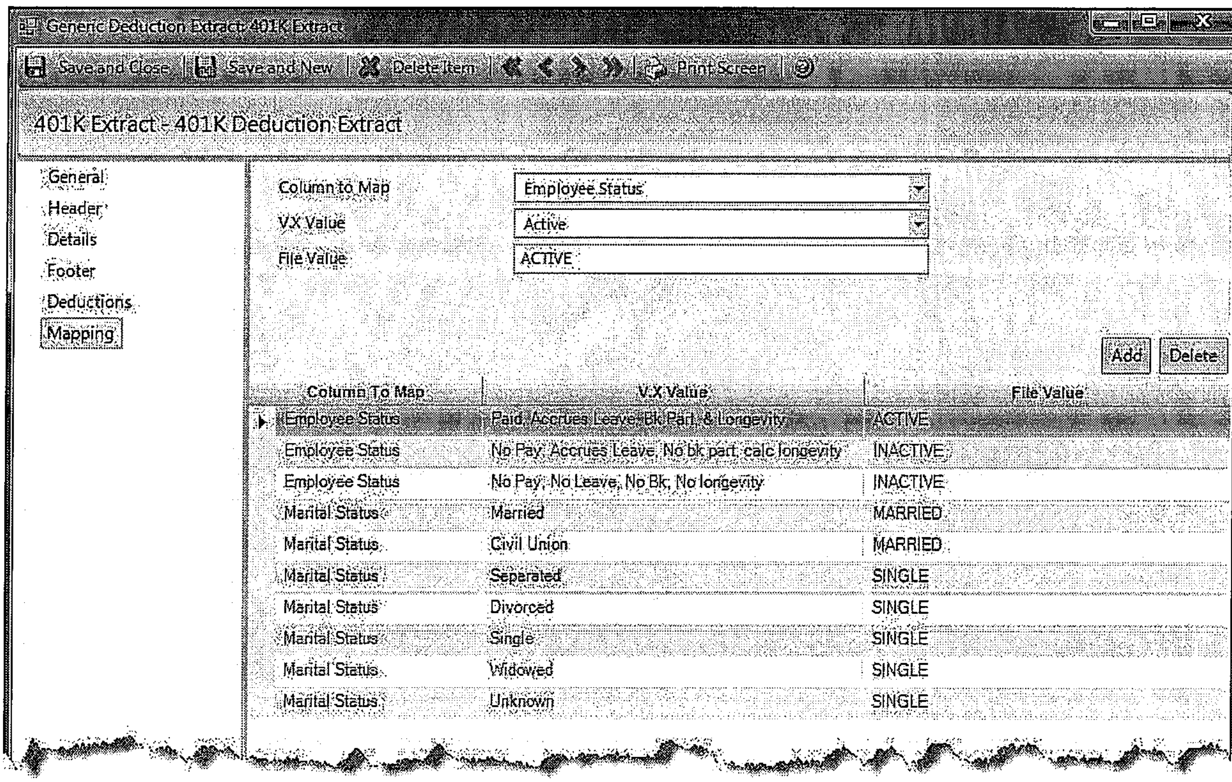
Employer Deduction Type

Select what category the employer amounts from the deduction will reported in. Options are 401(k), 403(b), 408(k)(6), 457(b), 501(c)(18)(D) as well as 3 user defined categories and State Retirement mandatory and voluntary plans.

Vendor ID If a vendor ID is required for this deduction, the user can enter a description of the Vendor that will appear in the file. Note that this does not interface with V.X Accounts Payable.

Mapping View

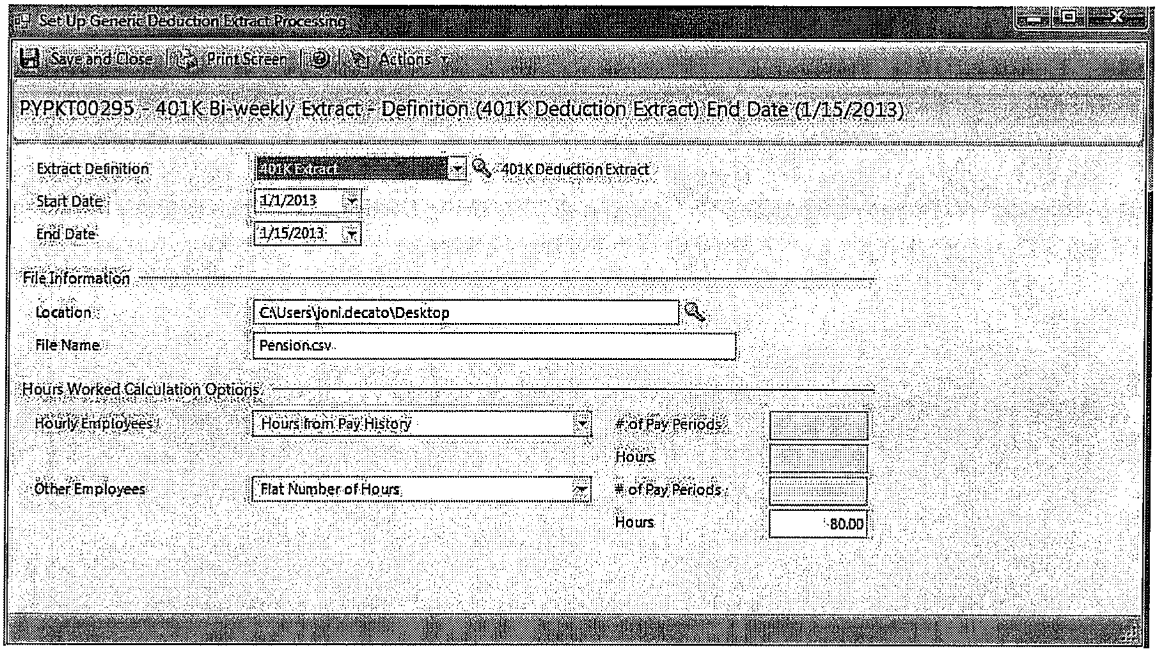
If the Employee Status and/or Marital Status is required in the file, then mapping of the V.X values to the required values from the pension provider will need to be entered in this view.



Deduction Extract Processing

The Deduction Extract process has 6 steps: Setup, Build, Review, Register, Create File, and Update.

Setup Step



Extract Definition — The extract definition that will be used to create the file.

Start/End Date — The date range that will be used to retrieve and calculate contribution information.

Location/File Name — The path and name location of the file to be created.

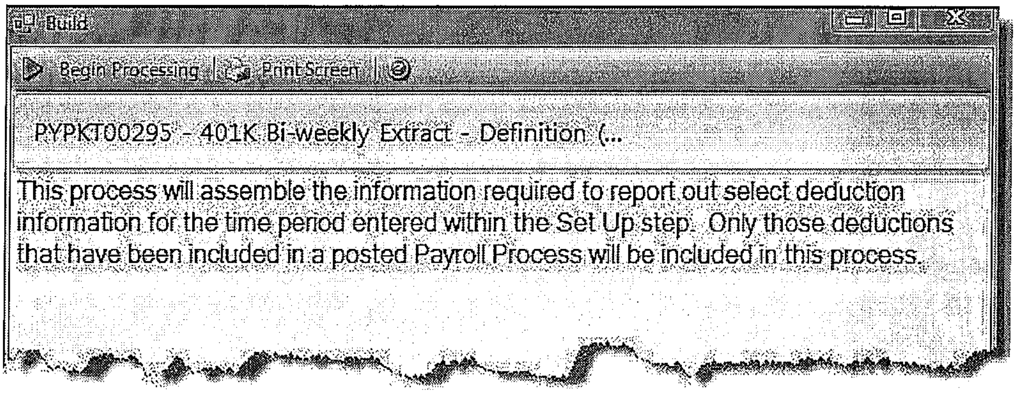
Hours Worked (Hourly / Other)

If the number of hours worked is needed in this file, this will determine how these hours are calculated for both hourly employees or non-hourly employees (Other). Options include:

- Employee Primary Position Hours in Pay Period (# of Pay Periods must be entered)
- Flat Number of Hours (Hours must be entered)
- Hours from Pay History

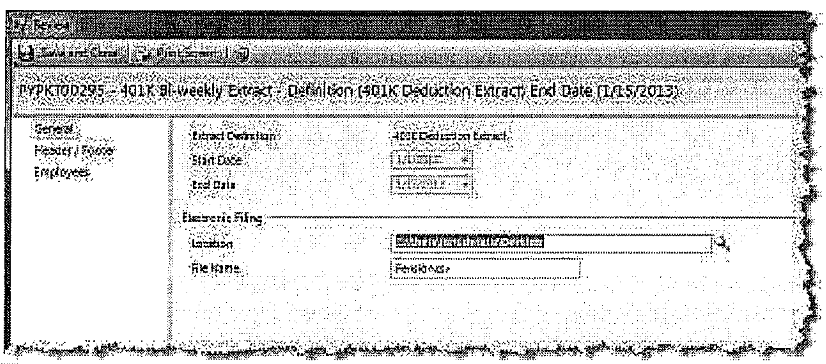
Build Step

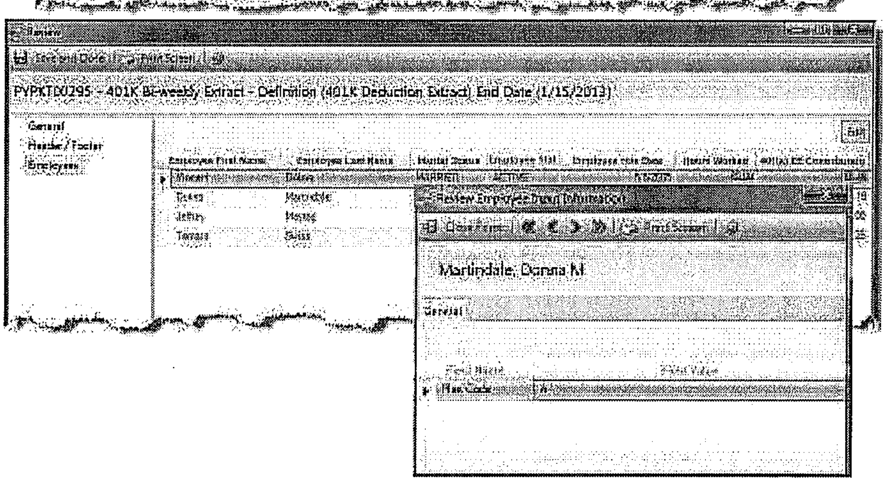
The Build step extracts the applicable deduction information from pay history and makes this information available for the user to review in the next step.



Review Step

The Review step allows the user to review the data that will be included in the electronic file.





Register Step

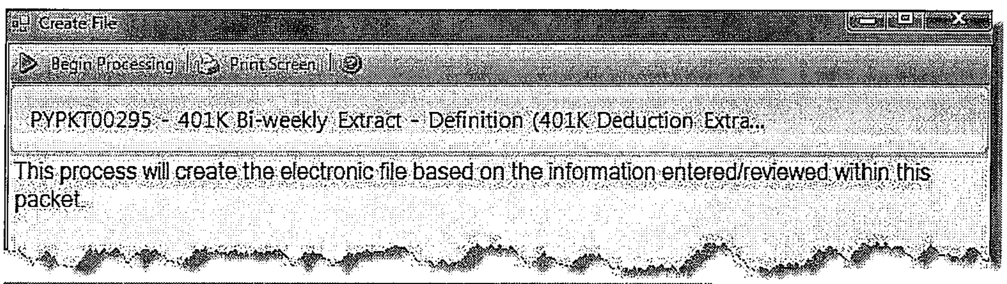
This step prints out a register of those items to be included in the electronic file.

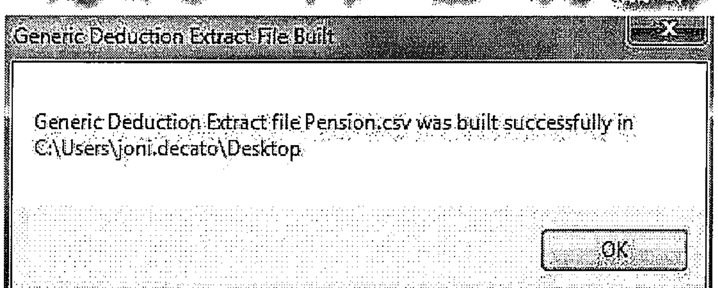
Deduction Extract Register
Tyler Technologies
Packet: PYPKT00295 - 401K Bi-weekly Extract
Date Range: 01/01/2013-01/15/2013
Payroll Set: 01

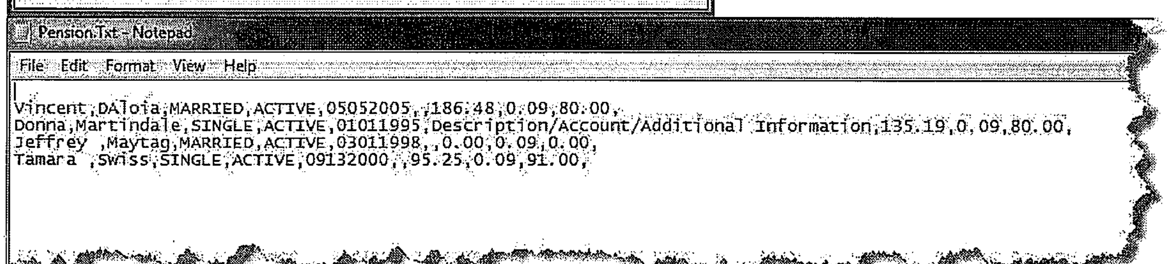
Employee	Number	Department	Type	Hours Worked	Employee	Employer	Combined	Gross
D'Aloia, Vincent	1004	100-1510	401(k)	80.00	186.48	302.40	488.88	2,015.99
Martindale, Donna M	1001	100-3210	401(k)	80.00	135.19	219.23	354.42	1,461.54
Swiss, Tamara S	1002	100-1510	401(k)	91.00	95.25	154.46	249.71	1,029.74
			Grand Total:	1,004.00	416.92	676.09	1,093.01	4,507.27

Create File Step

This step builds the electronic file.







General Ledger Journal Entry Import Feature

Purpose

The Journal Entry Import feature allows journal entries to be created in a V.X GL Journal Entry Process packet from a file supplied by a third party.

File Definition Examples

The GL Journal Entry Import File Definition describes how to interpret data records from an external file and translate them to records in the Incode V.X software.

Data elements required in the import file include:

- GL Account, including the Fund (up to 100 characters)
- Amount (numeric 9(10).99 format)
- Cash Transaction Number [only required when GL Account is a Cash account (up to 20 characters)]
- Cash Transaction Type [only required when GL Account is a Cash account, (1 character)]

  Cash Transaction Types include:

  - A = Bank Draft Reversal
  - B = Bank Draft
  - C = Check
  - D = Deposit
  - E = EFT
  - H = Check Reversal
  - I = Interest
  - L = EFT Reversal
  - M = Miscellaneous
  - N = Interest Reversal
  - P = Deposit Reversal
  - R= Service Charge Reversal
  - S = Service Charge

  Note: The file must be a balanced file where total debit amounts equal total credit amounts.

Additional optional data elements available to import include:

- Post Date
- Journal Number (up to 20 characters)
- Journal Description (up to 50 characters)
- Line Item Description (up to 50 characters)
- GL Account Key (up to 50 characters)
- Project Account Key (up to 50 characters)

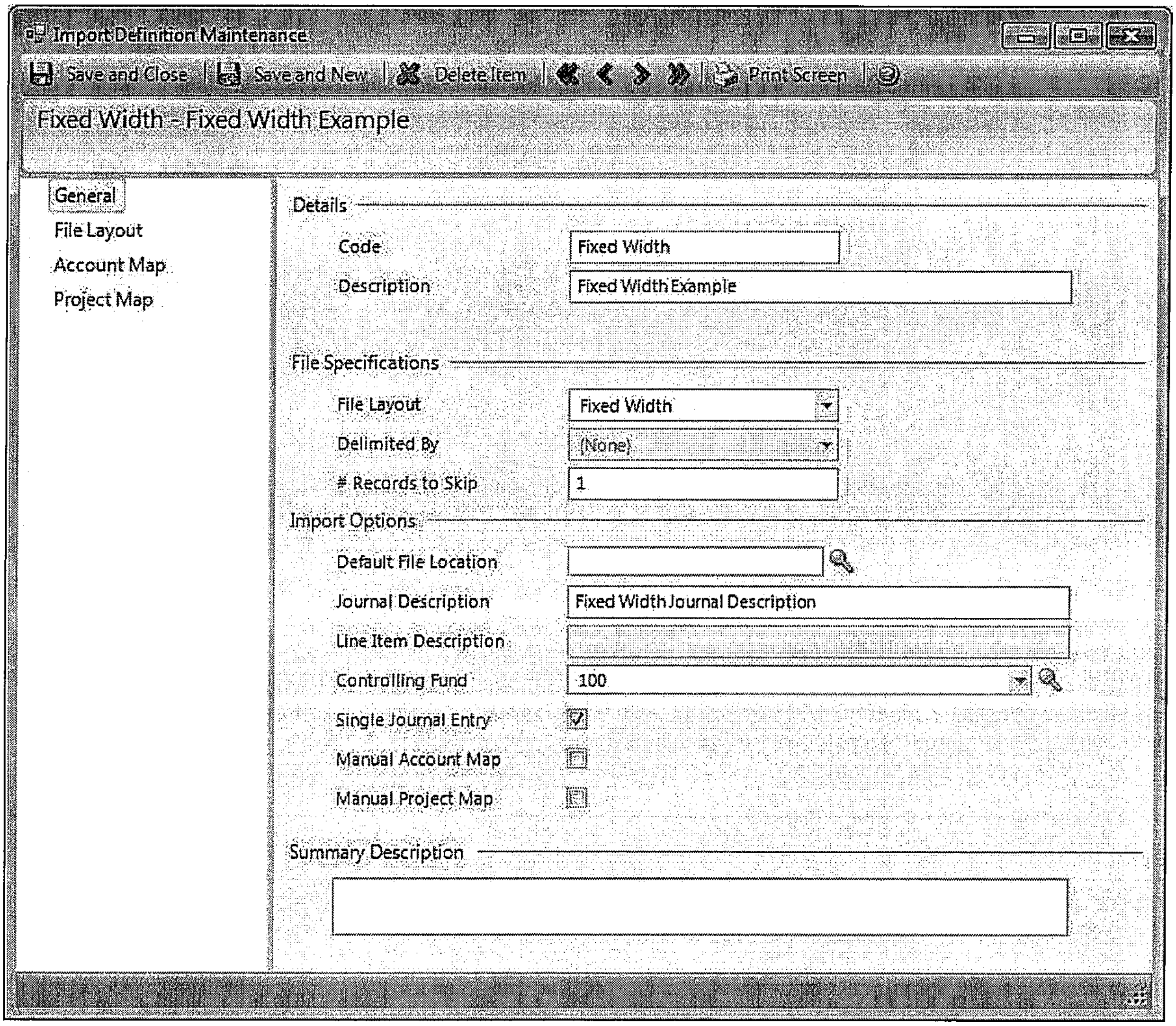
The import file layout definition accepts the following file formats:

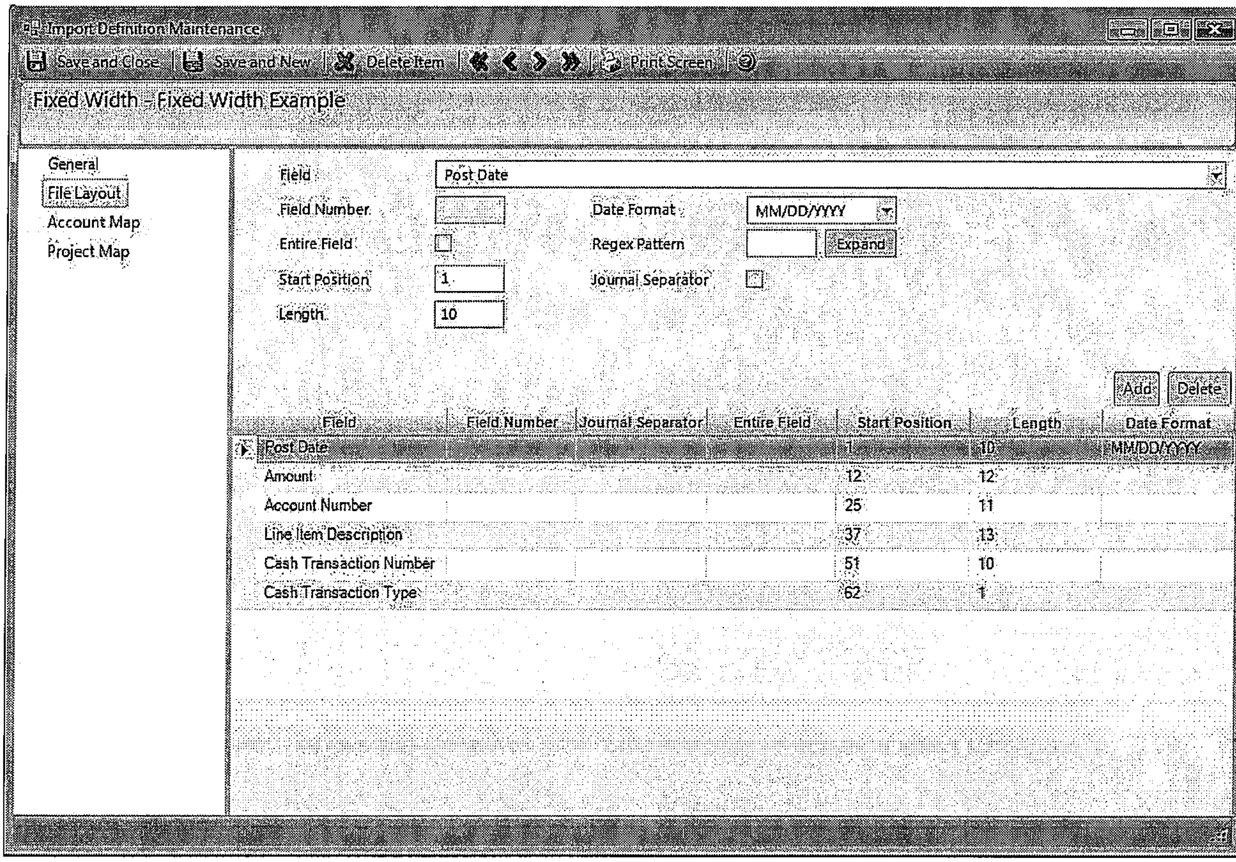
- Fixed Width
- Delimited
  - Colon

- Comma
- Dash
- Period
- Pipe

Fixed Width File Example:

a. File Definition defined in V.X



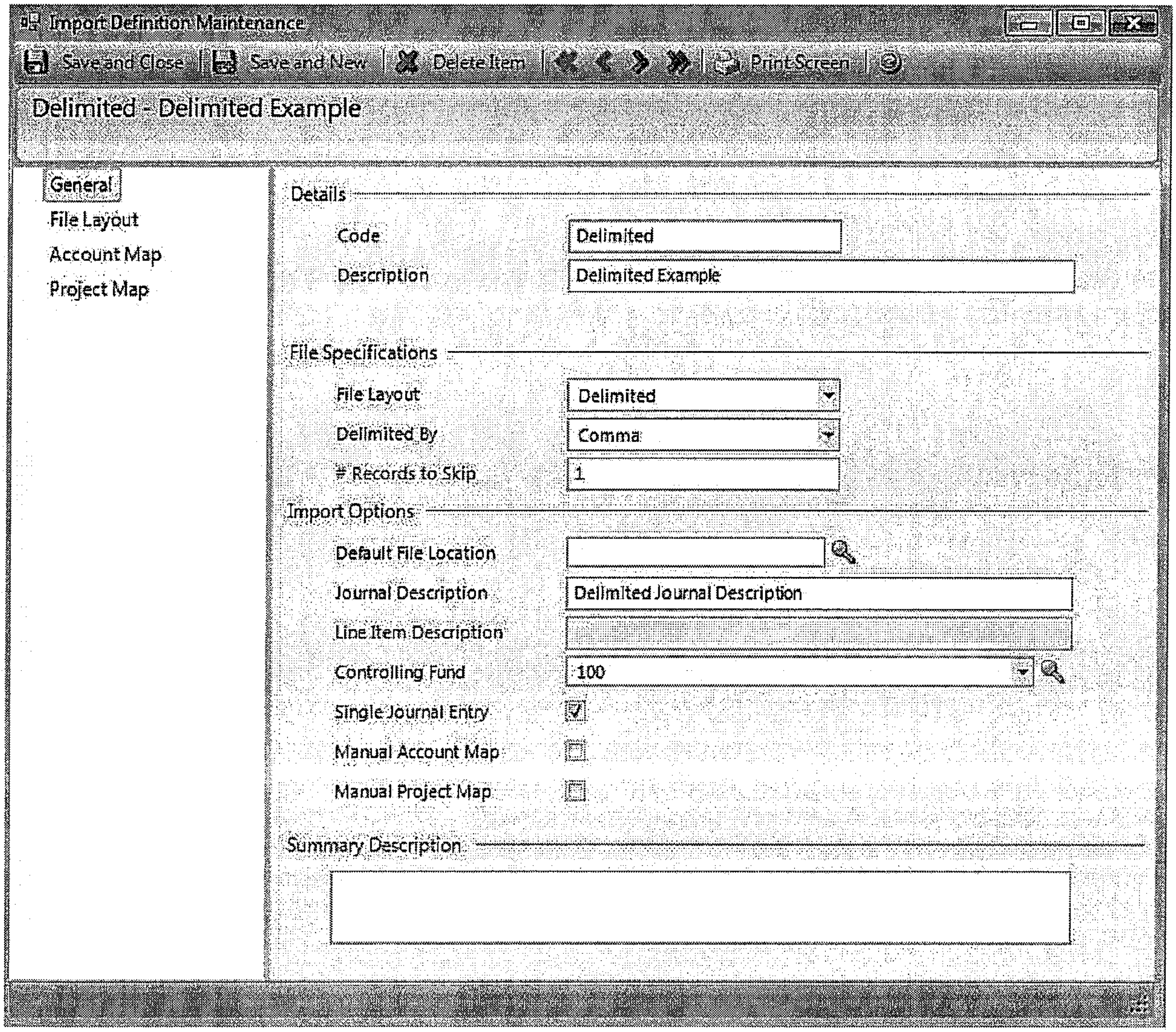


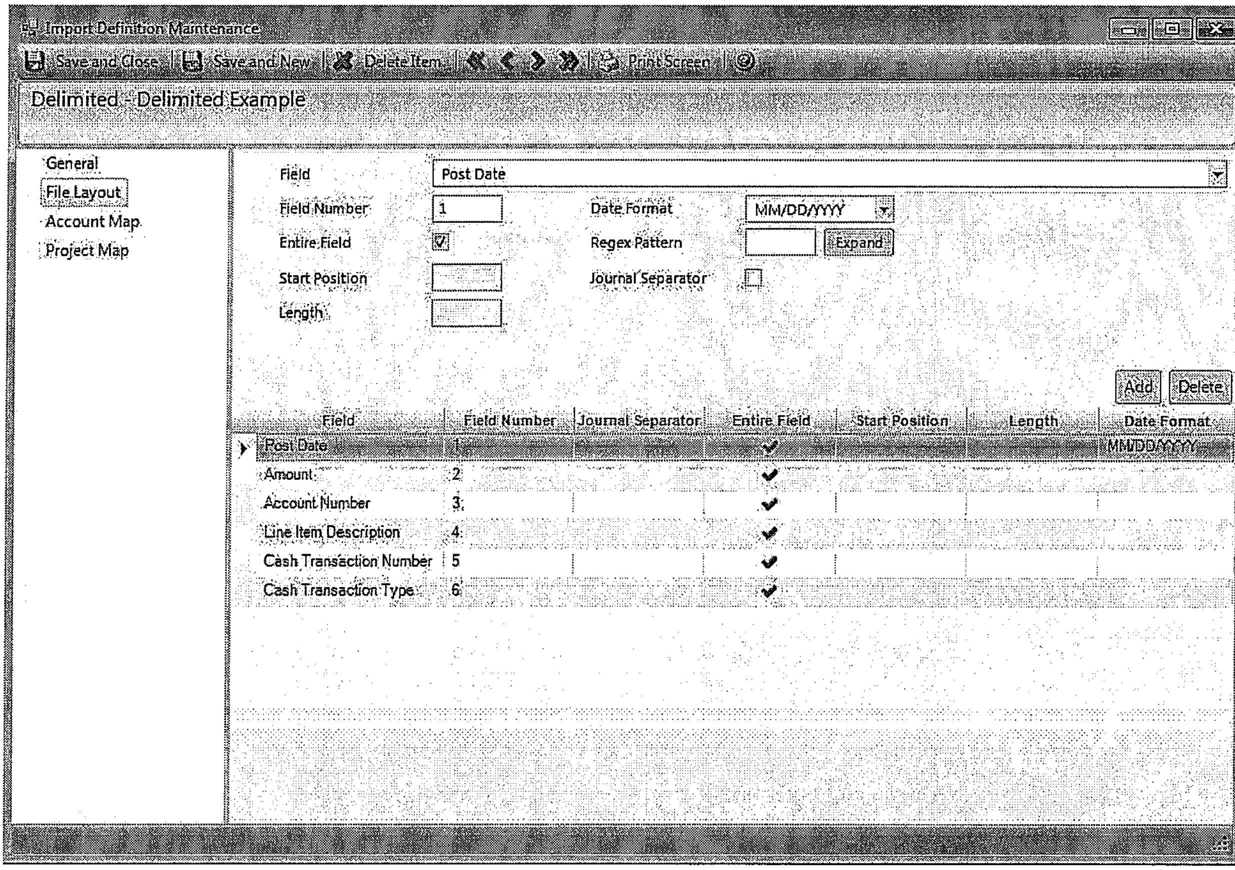
b. Sample Fixed Width File

```
Post Date     Amount     Account       Description        CashTran#     CashTranType
10/01/2012   1100.58-   100-3361.30   description 1
10/01/2012   5000.00    100-1102.00   description 2      DEP0099244 D
10/01/2012    900.00-   500-3401.30   description 3
10/01/2012   2587.00-   100-3310.40   description 4
10/01/2012    100.00-   100-3380.17   description 5
10/01/2012    312.42-   710-3334.00   description 6
```

Delimited File Example:

a. File Definition defined in V.X



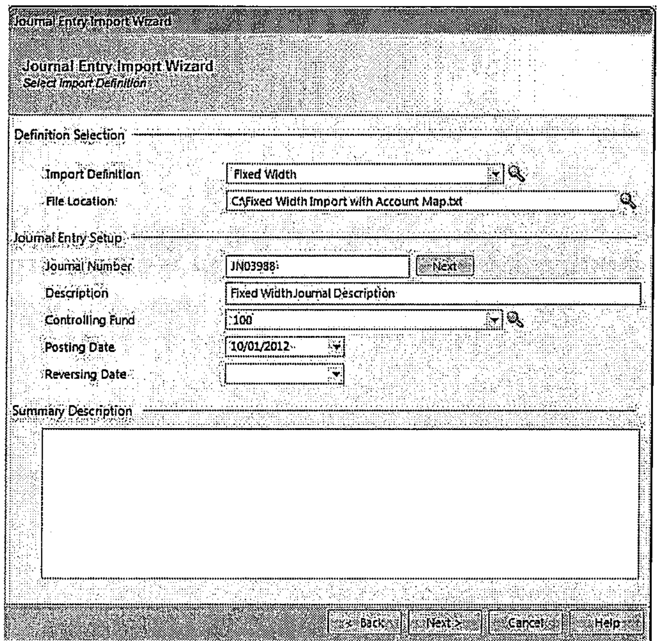


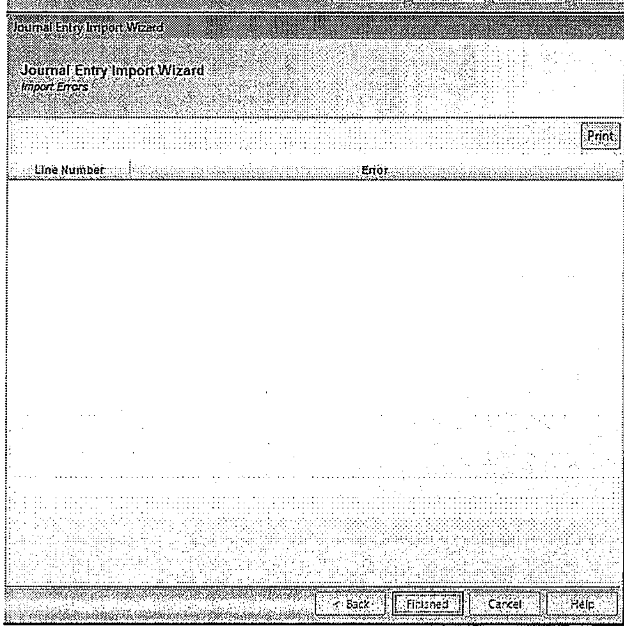
b. Sample CSV File

Post Date	Amount	Account	Description	CashTran#	CashTranType
10/01/2012	1100.58-	100-3361.30	description 1		
10/01/2012	5000.00	100-1102.00	description 2	DEP0099244 D	
10/01/2012	900.00-	500-3401.30	description 3		
10/01/2012	2587.00-	100-3310.40	description 4		
10/01/2012	100.00-	100-3380.17	description 5		
10/01/2012	312.42-	710-3334.00	description 6		

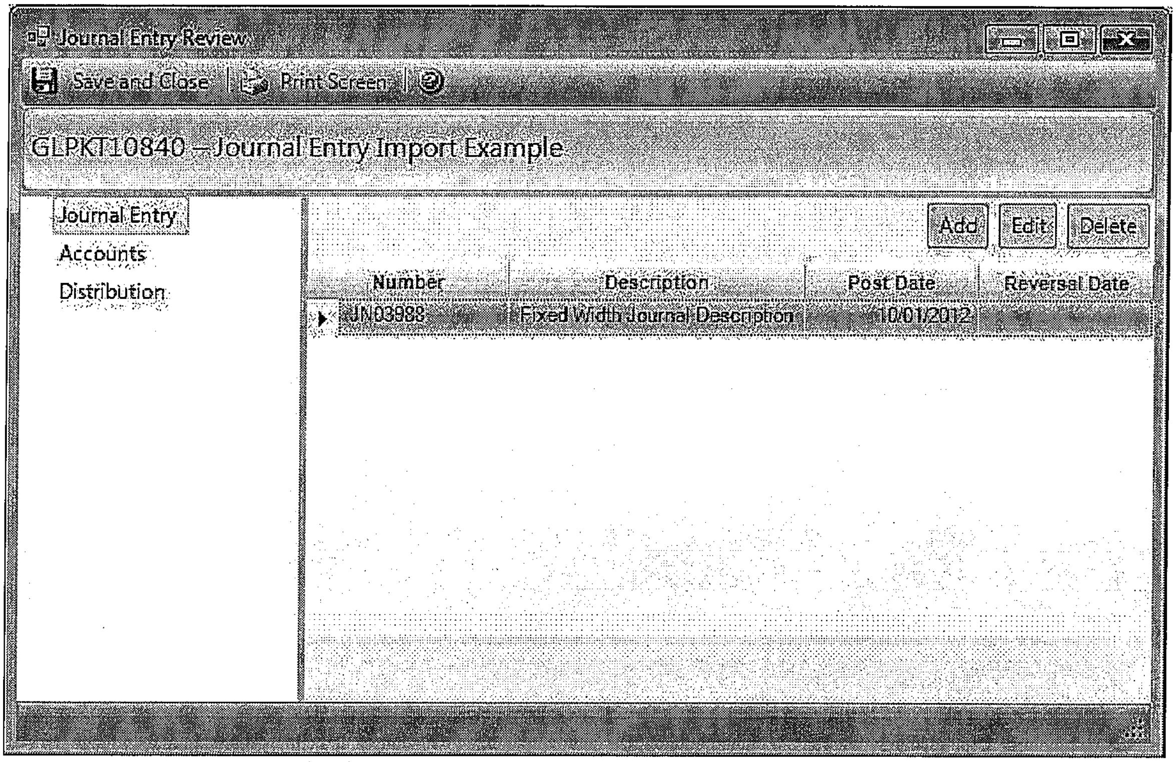
GL Journal Entry Process

Import Journal Entries Step>Journal Entry Import Wizard





Journal Entry Review Step



**Screen captures as of 12/31/13 are subject to change.*

Personnel Management Leave Balance Extract

Purpose

The primary purpose of the Leave Balance Extract process is to provide an integration point from V.X to third party time clock software packages. This allows clients to provide leave balance checking in the third party time clock software package.

General Information

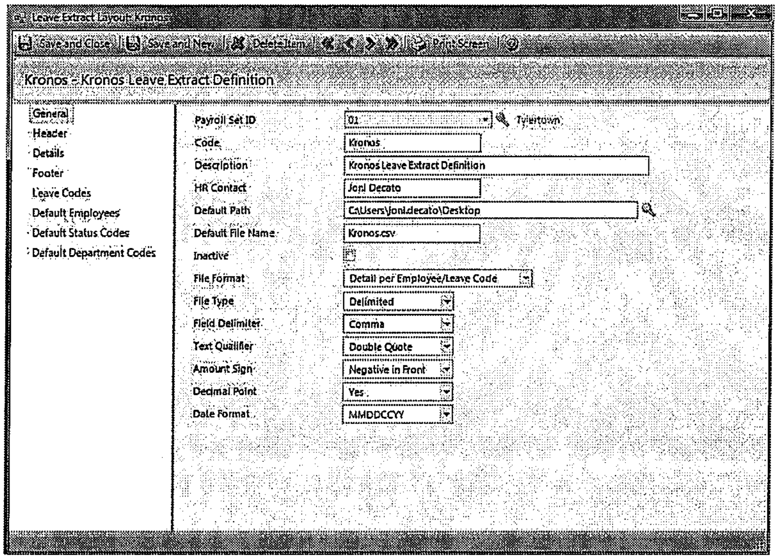
- Clients will define the file structure (delimited or .csv) as well as the records that need to be created (header, detail, and/or footer).
- There are two formats for detail records. The first format creates one record per employee that will contain all leave code for each row within the file. The second format one record per employee / leave code combination. In this second format, one employee may have several rows in the file (one for each leave code that is going to be exported0
- Multiple file formats can be defined. If a file format is to be used for a specific group of employees, status codes, and/or department codes, these can be setup within the definition. If these are not set up, then all employees that are assigned the defined leave codes will be included in the file.

Leave Balance Definition Setup

Personnel Management > Administration > File Definitions > Leave Extract Definition

This screen allows the user to define how the imported file is structured. The file can be a fixed width text file or a delimited file.

General Tab



Code and Description — Used to identify this definition in the leave extract process.

HR Contact — Used to identify the client's contact, if necessary, within the file.

Default Path/Name — This represents the path and name location of the file to be created. This is a default and can be overridden in the extract process.

File Format — Detail per Employee or Detail per Employee/Leave Code. This will determine how many rows appear in the file per employee.

File Type — Fixed Width or Delimited. If delimited is selected, the Field Delimiter drop down is enabled.

Field Delimiter — Used if a delimited file type is selected. The following delimiters are available.

- Pipe |
- Comma ,
- Tab

Text Qualifier — Used if a delimited file type is selected and the information included in the file includes the delimited value. Single Quote, Double Quote, or None are available choices.

Amount Sign — This determines how negative amounts are to be formatted.

Decimal Point — This determines if the decimal point (period) is included in the file (Yes) or implied (No).

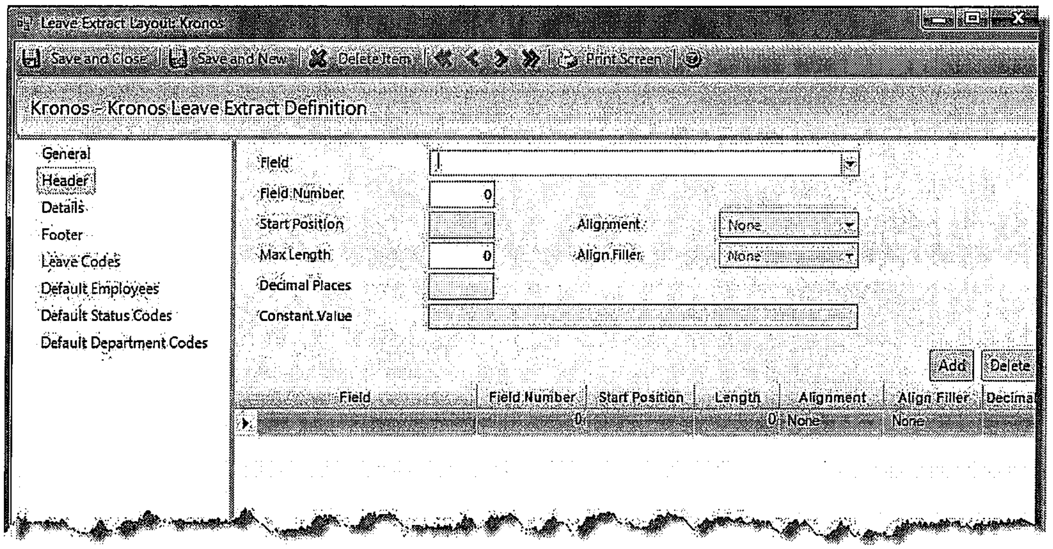
Date Format — This determines how the date is formatted within the file. Options are:

- CCYYMMDD
- MM/DD/CCYY
- MM/DD/YY
- MMDDCCYY

- MMDDYY
- YYMMDD

Header View

The header record (only 1 per file) will be the first record in the file.



Field Information available to be included on the Header record includes:

- Organization Name, EIN, and/or Contact
- Organization Addresss, City, State, ZIP code
- Organization Phone Number
- Dates: As of Date and System Date
- Total # of Detail Records
- Constant Value

Field Number This field is only available when the File Layout is set to Delimited. This indicates in what order this field is located within the file.

Start Position This field is only available when the File Layout is set to Fixed Width. This indicates the position within the record where this field starts.

Length/Max Length If the File Layout is set to Fixed Width, this indicates how many characters the length of the field is from the Start Position. If the File Layout is set to delimited, then this represents the maxiumum length that is allowed in the file.

Alignment/Filler If the File Layout is set to Fixed Width, this determines how this field should be aligned within the file (left or right) and if the field doesn't take up the max length, then what the filler should be (spaces or zeros).

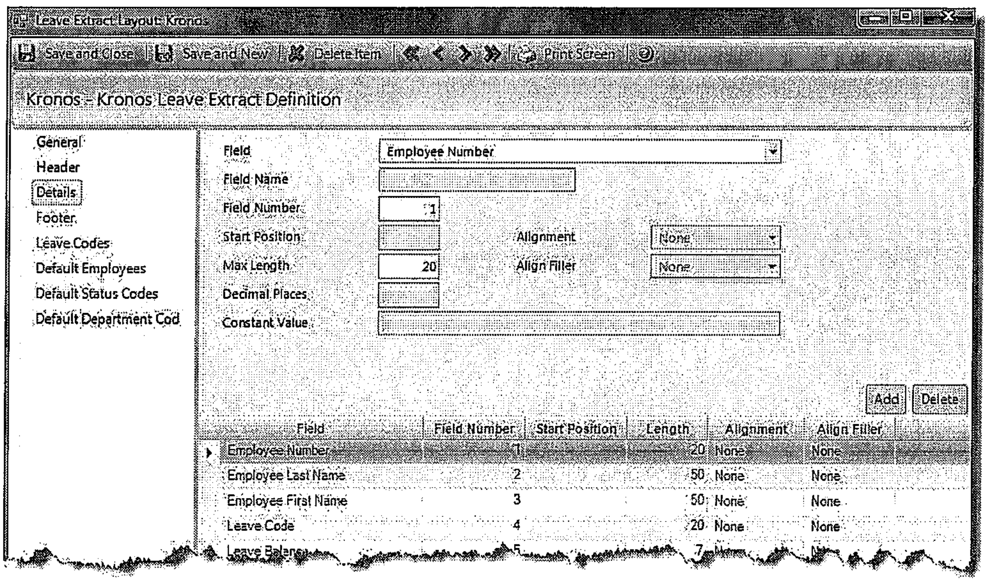
Decimal Places If the field is an amount type, this determines how many places to the right of the decimal should be used.

Constant Values

If the Constant field has been selected, then the value to be used within the file is entered here.

Detail View

Detail records will be determined by the File Format. If the file format is defined as Detail per Employee, then one detail record will be written for each employee. If the file format is defined as Detail per Employee/Leave Code, then one detail record will be written for each unique combination of employee and associated leave codes.



Field

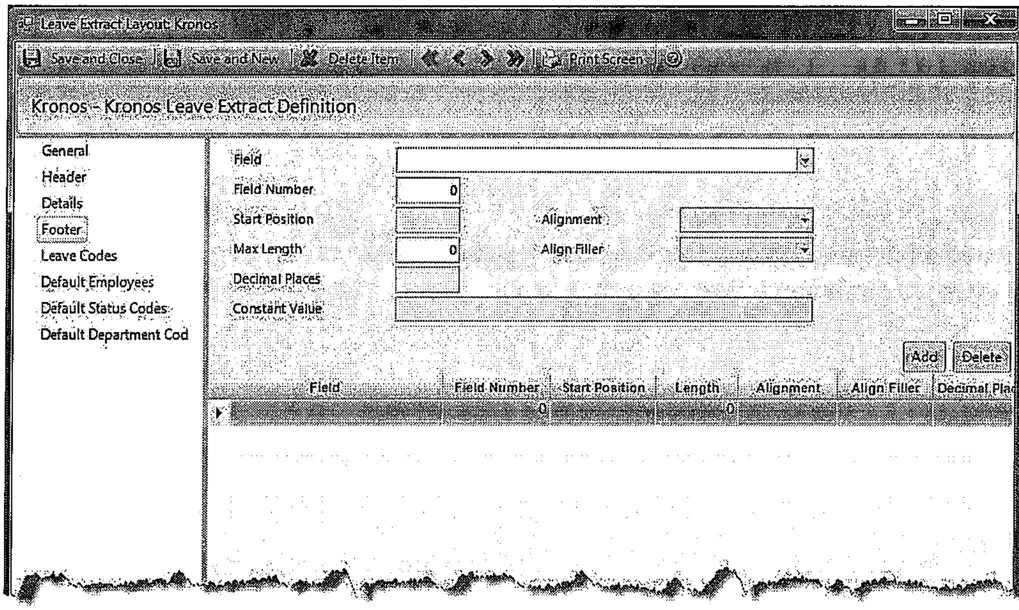
Information available to be included on the Detail record include the following:

- Employee Name (different formats to choose from)
- Employee Number
- Leave Code
- Leave Amounts: Balance Brought Forward, Earned, Taken, Adjusted, and/or Balance
- Dates: As Of Date and System Date
- Constant Value

See the Header View section for explanation of other fields on this view.

Footer View

The footer record (only 1 per file) will be the the last record in the file.



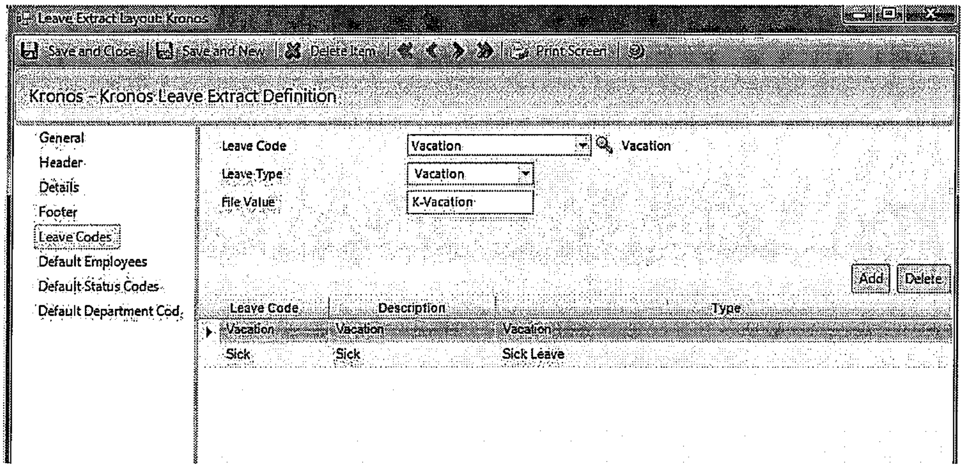
Field	Information available to be included on the Footer record include the following:

- Organization Name, EIN, and/or Contact
- Organization Addresss, City, State, ZIP code
- Organization Phone Number
- Dates: As of Date and System Date
- Total # of Detail Records
- Constant Value

See the Header View section for explanation of other fields on this view.

Leave Codes View

Select the Leave Codes that will be exported during the creation of the file.

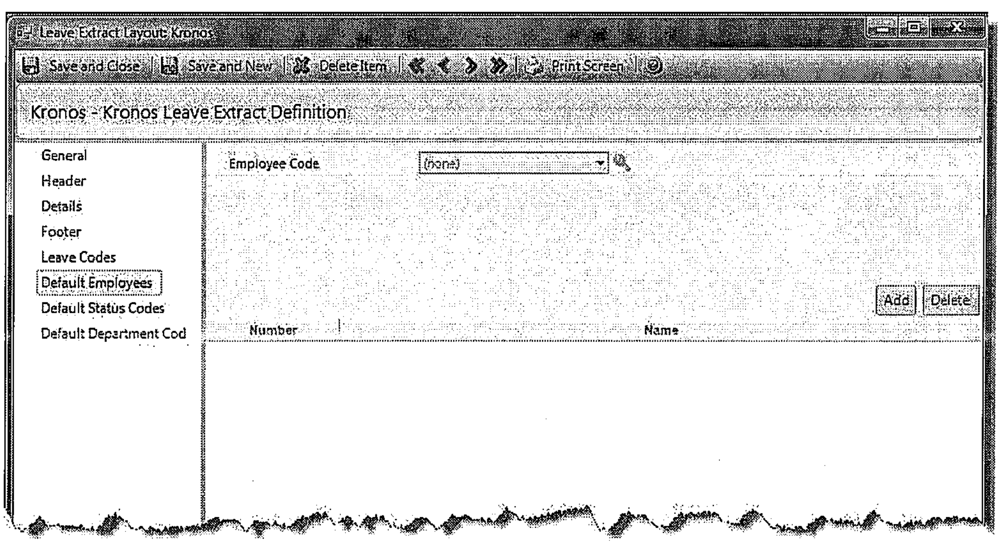


Leave Code/Type Select Leave Code/Type from V.X to be included in the file.

File Value Value of the leave code that should show in the file (mapping of codes from V.X to third party software).

Default Employees View

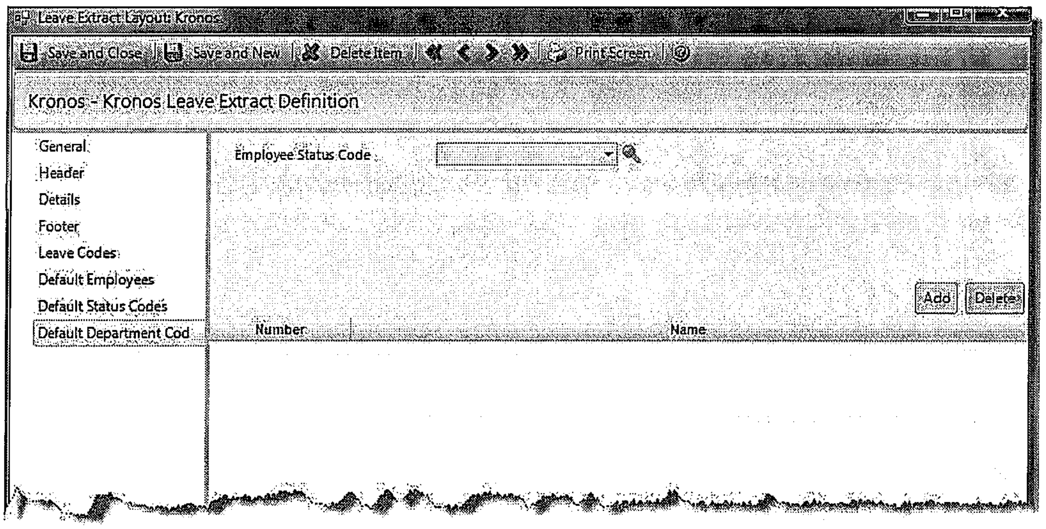
Select the Employees that will be included in this file. If no employees are selected, then ALL employees will be included. The list of employees can be changed within the Setup step of the Leave Extract Process.



Employee Code Employee Code from V.X.

Default Status Codes View

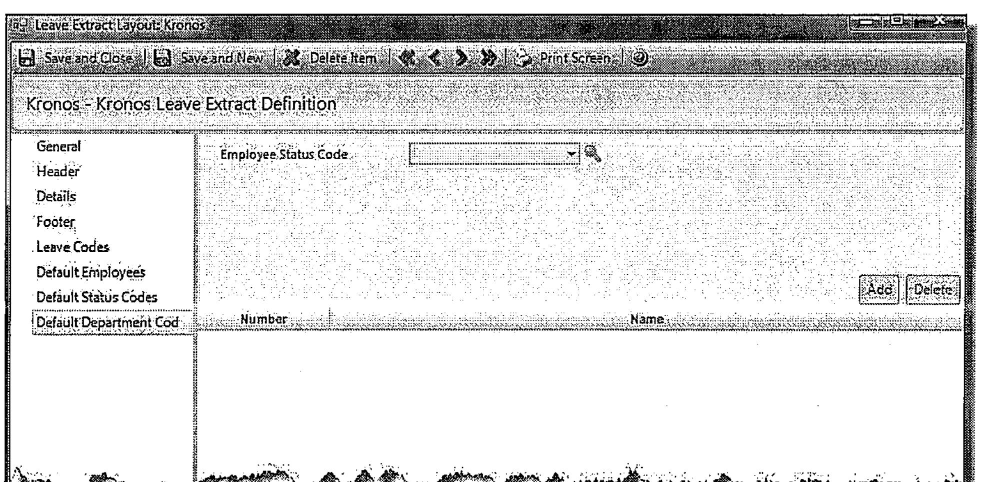
Select the employee status codes that will be included in this file. If no status codes are selected, then ALL employees willl be included. The list of status codes can be changed within the Setup step of the Leave Extract Process.



Employee Status Code   Status Code from V.X.

Default Department Codes View

Select the departments that will be included in this file. If no departments are selected, then ALL employees will be included. The list of departments can be changed within the Setup step of the Leave Extract Process.

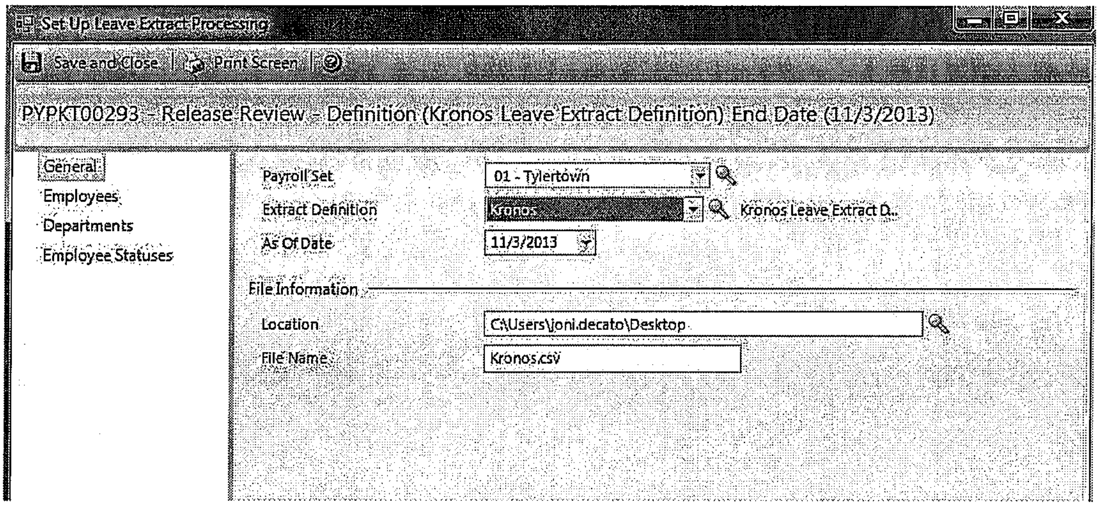


Employee Status Code   Status Code from V.X.

Leave Extract Processing

The Leave Extract process has 6 steps: Setup, Build, Review, Register, Create File, and Update.

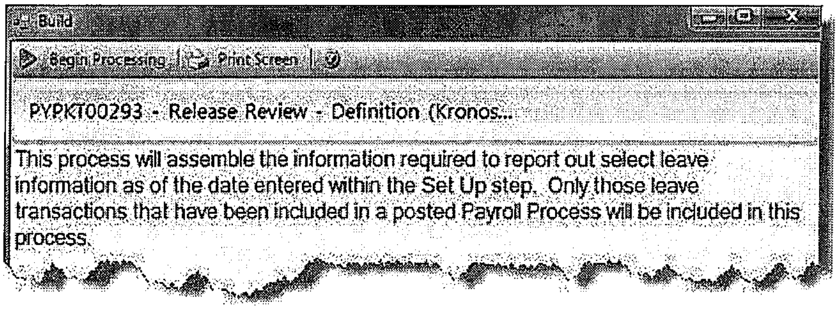
Setup Step



Payroll Set	The payroll set that will be used in this process.
Extract Definition	The extract definition that will be used to create the file.
As of Date	The date leave information will be calculated as of. In this example, the balance brought forward, earned, taken, adjusted, and balance will be determined as of 11/3/13. Any transactions that have occurred after this date will not be included in the file.
Default Path/Name	The path and name location of the file to be created.
Employees	This view represents the employees that will be included in this file. If no employees are selected, then all employees will be included.
Departments	This view represents the departments that will be included in this file. If no departments are selected, then employees within all departments will be included.
Employee Statuses	This view represents the employee statuses that will be included in this file. If no employee statuses are selected, then employees within all employee statuses will be included.

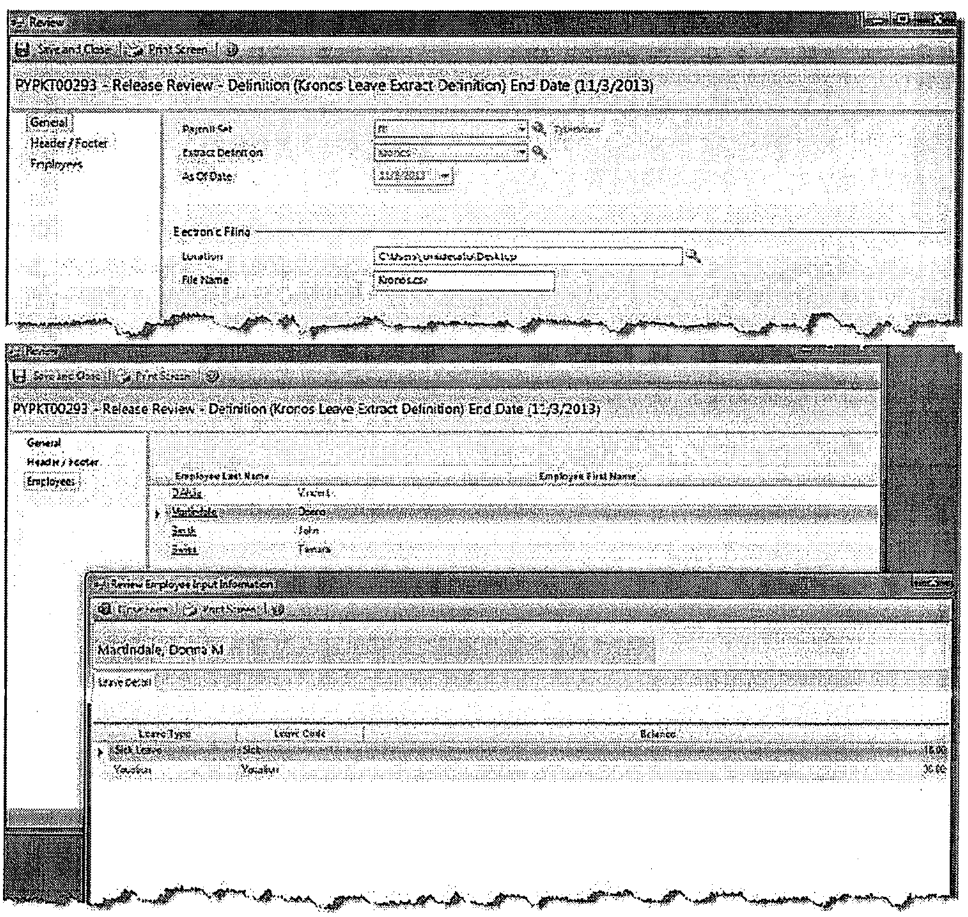
Build Step

The Build step extracts the applicable leave information from leave history and makes this information available for the user to review in the next step.



Review Step

The Review step allows the user to review the data that will be included in the electronic file.



Register Step

This step prints out a register of those items to be included in the electronic file..

Tyler Technologies

Leave Extract Register
As Of: 11/03/2013

Payroll Set: 01 - Tylertown
Packet: PYPKT00293 - Release Review

Employee Number	Employee Name	Department	Leave Code	Balance Forward	Earned	Taken	Adjustment	Balance
1004	D'Aloia, Vincent	100-1510 - General Admi...	Vacation - Vacation	0.00	0.00	0.00	0.00	0.00
1001	Martindale, Donna	100-3210 - Police	Vacation - Vacation	0.00	20.00	-16.00	0.00	36.00
			Sick - Sick	0.00	18.00	8.00	8.00	18.00
1010	Smith, John	100-1510 - General Admi...	Vacation - Vacation	0.00	0.00	0.00	0.00	0.00
			Sick - Sick	0.00	0.00	0.00	0.00	0.00
1002	Swiss, Tamara	100-1510 - General Admi...	Vacation - Vacation	0.00	0.00	8.00	0.00	-8.00
			Sick - Sick	0.00	0.00	0.00	0.00	0.00

Create File Step

This step builds the electronic file.

Create File

Begin Processing | Print Screen

PYPKT00293 - Release Review - Definition (Kronos Leave Extract Definiti...

This process will create the electronic file based on the information entered/reviewed within this packet.

Leave Extract File Built

Leave Extract file Kronos.csv was built successfully in C:\Users\joni.decato\Desktop

OK

Kronos.txt - Notepad

File Edit Format View Help

```
,D'Aloia,Vincent,K-Vacation,0.00
,Martindale,Donna,K-Sick,18.00
,Martindale,Donna,K-Vacation,36.00
,Smith,John,K-Vacation,0.00
,Smith,John,K-Sick,0.00
,Swiss,Tamara ,K-Vacation,-8.00
,Swiss,Tamara ,K-Sick,0.00
```

V.X Personnel Management Interfaces

Imports (from third party to V.X)

Type	Item	Description
Generic	Time Clock	This import allows to client a file that can import time information from their third party time clock software. This interface must include time information mapped to a position, rate, pay code and/or combination of these three pieces of information. Currently, interfaces include: Time Clock Plus, Kronos, Workforce, Gorrie Regan, TimePro, Infotronics AE, and TimeCentre.

Exports/Extracts (from V.X to third party)

Type	Item	Description
Generic	Deduction Information	This export allows clients to create a file that can extract deduction information and be imported into their pension provider/broker. The client defines the file and record structure that is required by their pension provider/broker. Note: Even this process was built to provide pension information, this extract can be also used for other purposes that require basic employee and/or deduction information.
	ICMA Deduction Information	This export is specifically used for clients exporting retirement/pension information out to ICMA-RC (International City/County Management Association). In V.X, this is set up as a process. There is no file definition to be created by the client because the definition is defined by ICMA. Items that need to be mapped (e.g. deductions) are created within the Setup step within the process. Goose Creek SC, Derby KS, and Golden CO all utilize this export.
	Leave Balance Information	This export allows clients to create a file that can extract leave and leave balance information and be imported into their third party time clock software. This allows the client to be able to perform leave balance checking in their third party time clock software.
Custom	Employee Demographic/Pay Information	Kronos Time Clock software has the ability to import employee demographic information from V.X. Unfortunately, this export is custom for each client. Clients that are currently have customized files include Claremore OK, Lubbock County TX, and Stockbridge GA.

	Payroll Process Payment Information	This custom export allows clients to create a very basic payment file that allows them to send information to the entity that is processing their employee checks/direct deposits. This information only includes the total gross payment and does not include deduction or tax informaton. Clients that are currently creating a customized file include Jasper Municipal Utility District, CA Fire and Rescue, Sacramento Metro Fire and Rescue.
	Positive Pay for Payroll Checks	Positive pay files for Payroll checks are customized for the client/bank. These customizations are created in conjunction with the Financials Team for Accounts Payable checks.

Attachment E. Conversion

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Financial Conversion Summary

This document is a summary of what is included in the standard conversion for Tyler Technologies Financial Suite. This is not a complete description; for a complete description, please refer to the Tyler Technologies Financial Data Conversion Specification document available upon request.

Client Responsibilities

- Data in Tyler's Standard Data Layouts or approved formats
- Provide data definitions
- Provide matching reports
- Provide screen shots
- Review conversion prior to go-live

Data Conversion

Each area of the financial conversion has different options depending on the level of data to be converted. Each option has a different cost associated with it. Certain options cannot be converted unless other options are purchased. Full dependencies are detailed in the Financial Data Conversion Specification document.

General Ledger

Standard Conversion Includes:

- Fund and account lists
- Summarized history for current fiscal year plus two prior fiscal years
- Budgets and budget adjustments for current fiscal year plus two prior fiscal years

Additional Options:

- Additional summarized history and budgets (fee per fiscal year)
- Transaction history stored in Historical Legacy Views
- Transaction history (fee per fiscal year)
-

Accounts Payable

Standard Conversion Includes:

- Vendor master information, address, primary contact
- 1099 balances provided by client for current year

Additional Options:

- Vendor notes and additional contacts
- Detailed history stored in Historical Legacy Views

- Detailed vendor invoice history, payable items and distribution (fee per fiscal year)
- Additional vendor sets (fee per set)

Personnel Management (Payroll and Human Resources)

Standard Conversion Includes:

- Basic employee information – employee master, address, primary contact, standard dates (i.e., hire, birth, leave, termination), standard phones (i.e., work, home, cell), direct deposit, position, retirement, deductions and taxes
- Current year leave balances
- Current year detailed employee pay history such as paycheck, earnings, earning distribution, deductions and taxes OR current year quarterly summarized history

Additional Options:

- Dependent details, additional contacts, notes, additional dates (e.g., anniversaries, seniority), additional phones (e.g., spouse, fax)
- Direct deposit detailed history
- Additional payroll set (fee per set)
- Additional detailed employee pay history stored in Historical Legacy Views
- Additional years of employee pay history (fee per year)
- Human Resources data such as certifications, discipline, education, grievances, reviews, photos, training, and workers compensation (custom quote)

Fixed Assets

Standard Conversion Includes:

- Asset information, improvements
- Accumulated totals, no history

Project Accounting

Standard Conversion Includes:

- Open Projects, project accounts and project notes
- Open project account budgets
- Open project account detail

Inventory

Standard Conversion Includes:

- Inventory items, item locations and item vendors

Applications not converted

- Work Orders

- Bank Reconciliation
- Employee Self Services/Time & Attendance
- Purchase Order

Custom Conversion Services

The following are a few examples of items that are not included in the standard conversion and can be addressed through custom conversion services:

- Combining/splitting of GL account numbers
- Converting records with counts lower than 50 for Personnel Management, 100 for Fixed Assets and 250 for all other modules
- Cross referencing beyond Tyler Technologies' defined standardized codes
- Running more than 3 standard conversions
- Data cleaning; including but not limited to name clean-up and data fixes
- Converting from multiple sources of data
- Tyler Technologies assisting in data extraction from your existing system
- Tyler Technologies defining file layouts if not provided
- Changing configuration after sign-off

Data Extract

The standard conversion includes converting from a single source of data. If data is stored in multiple databases or data is provided in multiple formats custom conversion services may be required.

If unable to provide the data in Tyler's Standard Data Layouts your data will need to be provided in one of the following formats:

- Microsoft SQL Server database
- Microsoft Access database
- Delimited ASCII text files (pipe "|" delimited is preferred)
- Excel spreadsheets – with flat data, not grouped like a report

The screen shots and matching reports need to be provided to Tyler Technologies at the same time as the data. To ensure the reports accurately represent the data, staff should exit the software prior to pulling the data and restrict processing of any transactions until after the reports have been generated. If the reports don't accurately represent the data an additional data pull may be required, which could result in a delay in the schedule.

It is important to understand that the conversion will not "rehabilitate" old data. The conversion process does not clean up or correct problems in old data; data is converted one for one. For example, if the current system allowed punctuation, the new software will also display data with the exact same punctuation after the conversion. If data manipulation is desired, please contact your Project Manager to assist in preparing a work order for these services.

Attachment F. Customization Form

City of Marshalltown

Statement of Work

Tuesday, February 2, 2016

Customization Form

Customization

Customization Name: **Custom Accounts Receivable Invoice Import**

Date: 1/29/16

Client: City of Marshalltown

Product Line: CIS

Product Manager: Jana Joiner

Contract/SOW Scope

A custom import will be written into Accounts Receivable to generate invoices based on line items within an Excel spreadsheet. The customer account number will have to be in the file to tie the line item to the existing Account Receivable customer account. Fee codes will need to be setup in Accounts Receivable for each billable item. The Excel spreadsheet will need to contain the following information: Accounts Receivable Account number, invoice amount, invoice date and Accounts Receivable Fee Code, description. We cannot generate the invoice based on just the general ledger account number. Other fields we can import: Due Date and invoice description.

COUNCIL DATE: March 14, 2016

VISA	$18,987.20	VISA
ACH'S	$1,176,824.90	ACH'S
CHECKS	$200,731.40	CHECKS
PAYROLL#4	$571,832.88	PERIODS ENDING
	$1,968,376.38	TOTAL FOR COUNCIL

101140.5600.000	3rd GENERATION UPHOLSTERY	CO2 TANK HARNESS	40.00
101310.5450.000	A T & T	LIBRARY WIRELESS	31.89
278690.5240.510	ABBAS PROPERTIES LLC	RENT ASSIST	19.00
278690.5240.510	ABC RENTALS	RENT ASSIST	367.00
278690.5240.510	ABC RENTALS	RENT ASSIST	354.00
101820.5600.000	ADLAND ENGRAVING CO INC	RETIREMENT PLAQUE	48.75
101850.5230.000	ADP COMMERCIAL LEASING LLC	IMPLEMENTATION	97.22
101850.5230.000	ADP, LLC	PE 02/06	710.00
101850.5230.000	ADP, LLC	Q4 Y/E TAX ISSUES	2088.30
101850.5230.000	ADP, LLC	TAX CREDIT	-5.95
520520.5600.000	AIRGAS USA, LLC	OXYGEN SENSOR	280.36
101110.5450.000	ALLIANCE CONNECT	MARCH PHONE	512.53
101140.5450.000	ALLIANCE CONNECT	MARCH PHONE	136.98
101310.5450.000	ALLIANCE CONNECT	MARCH PHONE	138.61
101420.5450.000	ALLIANCE CONNECT	MARCH PHONE	198.06
101440.5450.000	ALLIANCE CONNECT	MARCH PHONE	64.36
101480.5450.000	ALLIANCE CONNECT	MARCH PHONE	32.18
101560.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
101561.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
101581.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84
101770.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
101820.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84
101830.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
101831.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
101840.5450.000	ALLIANCE CONNECT	MARCH PHONE	69.32
101850.5450.000	ALLIANCE CONNECT	MARCH PHONE	69.32
101870.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84
101890.5450.000	ALLIANCE CONNECT	MARCH PHONE	170.80
101891.5450.000	ALLIANCE CONNECT	MARCH PHONE	32.18
152451.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84
206120.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84
206710.5450.000	ALLIANCE CONNECT	MARCH PHONE	101.50
206760.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
233410.5450.000	ALLIANCE CONNECT	MARCH PHONE	32.18
278690.5450.000	ALLIANCE CONNECT	MARCH PHONE	103.16
283210.5450.000	ALLIANCE CONNECT	MARCH PHONE	33.84

283210.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
283210.5450.000	ALLIANCE CONNECT	MARCH PHONE	35.48
290113.5450.000	ALLIANCE CONNECT	MARCH PHONE	241.80
510531.5450.000	ALLIANCE CONNECT	MARCH PHONE	14.86
520590.5450.000	ALLIANCE CONNECT	MARCH PHONE	22.28
520520.5450.000	ALLIANCE CONNECT	MARCH PHONE	110.98
550780.5450.000	ALLIANCE CONNECT	MARCH PHONE	66.02
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	34.91
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	128.40
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	17.58
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	17.58
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	134.54
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.00
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.83
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	38.88
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	56.75
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	16.52
520590.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	75.70
101170.5480.000	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	18.41
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	16.39
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.50
520520.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	16.39
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	24.57
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	128.23
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	17.58
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	25.85
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	24.59
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.83
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	43.52
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	33.79
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	38.78
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	39.57
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	139.57
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	62.17
101170.5480.000	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	89.00
101881.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	1435.88
101881.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	591.46
152451.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	565.70
152451.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	888.22
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	89.90
101140.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	604.09
101140.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	621.02
101880.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	40.63
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	78.60
101110.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	1576.12
101110.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	865.10
101880.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	865.11
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	38.06
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.94

206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	36.35
101480.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	1024.83
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	9.67
101480.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	851.52
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	24.19
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	37.47
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	16.97
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	29.06
101770.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	367.92
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	12.11
281690.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	10.84
281690.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	10.13
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.61
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	36.99
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	29.83
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.92
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	17.10
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.35
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	51.26
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	79.52
233410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	48.50
520590.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	323.27
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	32.81
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	38.06
101440.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	17.56
101440.5480.020	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	18.03
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	58.62
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	15365.26
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.87
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	10.69
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	18.14
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.08
520590.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	102.41
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	116.29
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	45.99
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	63.31
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	33.32
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	33.22
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	152.72
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	28.09
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	21.52
206160.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	23.35
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	26.77
206120.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	27.42
101410.5480.010	ALLIANT UTILITIES IES	GAS &OR ELECTRIC	24.33
101000.4520.000	ALYSON HUGHES	OVERPAID PARKING TICKET	75.00
101000.4493.010	AMANDA MERICAL	LIBRARY COL	41.01
101310.5732.300	AMAZON.COM	AUDIO BOOK	4.00
101310.5732.300	AMAZON.COM	AUDIO BOOK	4.73

101310.5732.300	AMAZON.COM	BOOK	10.54
101310.5732.300	AMAZON.COM	BOOK	8.48
101310.5732.300	AMAZON.COM	BOOKS	10.94
101310.5732.300	AMAZON.COM	BOOKS	5.44
101310.5732.300	AMAZON.COM	BOOKS	13.20
101310.5732.300	AMAZON.COM	BOOKS	5.98
101310.5732.300	AMAZON.COM	BOOKS	5.95
101310.5732.300	AMAZON.COM	BOOKS	5.85
101310.5732.300	AMAZON.COM	BOOKS	9.18
101310.5732.300	AMAZON.COM	BOOKS	4.00
101310.5732.300	AMAZON.COM	BOOKS	9.90
101310.5732.300	AMAZON.COM	BOOKS	8.96
101310.5732.300	AMAZON.COM	BOOKS	10.97
101310.5732.300	AMAZON.COM	BOOKS	6.71
101310.5732.300	AMAZON.COM	BOOKS	10.12
101310.5732.300	AMAZON.COM	BOOKS	17.36
101310.5732.300	AMAZON.COM	BOOKS	4.00
101310.5732.300	AMAZON.COM	BOOKS	8.28
101310.5732.300	AMAZON.COM	BOOKS	49.93
101310.5732.300	AMAZON.COM	BOOKS	38.10
101310.5732.300	AMAZON.COM	BOOKS	0.43
101310.5732.300	AMAZON.COM	BOOKS	13.63
101310.5732.300	AMAZON.COM	BOOKS	20.14
101310.5732.300	AMAZON.COM	BOOKS	6.22
101310.5732.300	AMAZON.COM	BOOKS	26.10
101310.5732.300	AMAZON.COM	BOOKS	26.83
206710.5703.000	AMAZON.COM	COMPUTER	212.77
520590.5703.000	AMAZON.COM	COMPUTER	212.78
101310.5732.300	AMAZON.COM	DVDS	18.96
101310.5732.300	AMAZON.COM	DVDS	150.14
101310.5732.300	AMAZON.COM	DVDS	14.99
242310.5732.300	AMAZON.COM	GENEALOGY BOOK	22.99
101110.5600.000	AMAZON.COM	LAPTOP CARRIER	28.54
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	16.46
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	16.98
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	14.33
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	31.90
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	44.83
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	21.33
101310.5732.320	AMAZON.COM	LOST/MEM BOOK	37.98
101310.5600.000	AMAZON.COM	MAILERS	26.99
101310.5600.000	AMAZON.COM	MAILERS	24.99
101142.5600.000	AMAZON.COM	MEMORY CARD	13.78
101142.5600.000	AMAZON.COM	MEMORY CARD	111.59
101142.5600.000	AMAZON.COM	MEMORY CARD	14.97
101142.5600.000	AMAZON.COM	MEMORY CARD	41.34
101545.5600.000	AMAZON.COM	MET12	38.90
206120.5600.000	AMAZON.COM	op supplies	3.72
206120.5600.000	AMAZON.COM	op supplies	3.26

206710.5600.000	AMAZON.COM	op supplies	27.91
101310.5732.250	AMAZON.COM	REFERENCE BOOK	33.87
101310.5732.300	AMAZON.COM	REFUND	-0.26
101310.5732.300	AMAZON.COM	REFUND	-2.84
101310.5600.000	AMAZON.COM	SCOTCH TAPE	41.16
101110.5132.000	AMAZON.COM	SHOES - POLICE	120.00
101000.4520.000	AMBER SUE GROSS	OVERPAID PARKING TICKET	65.00
101000.4520.000	AMBER WOLKEN	OVERPAID PARKING TICKET	135.00
278690.5240.570	AMELIA WOOD	ASSISTANCE	30.00
283210.5460.010	AMERICAN AIRLINES	AIRFARE LEA	259.60
283210.5460.010	AMERICAN AIRLINES	AIRFARE LEA	259.60
101310.5280.000	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	209.00
101310.5460.000	AMERICAN LIBRARY ASSOCIATION	REGISTRATIO	255.00
278690.5240.510	AMES RENTAL PROPERTIES COOP	RENT ASSIST	105.00
278690.5240.510	ANDY CHOATE	RENT ASSIST	233.00
101240.5331.500	ANIMAL RESCUE LEAGUE	MONTHLY PAYMENT	4000.00
101110.5331.500	ANIMAL RESCUE LEAGUE	DOG BOARDING	684.00
101140.5132.000	ANN'S ALTERATIONS & GIFTS	HEM PANTS	14.00
520520.5718.000	APPLIED INDUSTRIAL TECHNOLOGIES	SKIMMER DRIVE WPCP	2439.93
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	466.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	455.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	371.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	321.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	265.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	130.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	120.00
278690.5240.510	ARLINGTON INVESTMENTS	RENT ASSIST	100.00
206710.5570.000	ARNOLD MOTOR SUPPLY	12V BATTERY	105.88
101110.5570.000	ARNOLD MOTOR SUPPLY	AIR FILTER	11.36
101110.5570.000	ARNOLD MOTOR SUPPLY	BATTERY POLICE CAR	131.08
206710.5570.000	ARNOLD MOTOR SUPPLY	CNTRL ARM ASSY	61.75
206710.5570.000	ARNOLD MOTOR SUPPLY	CONTROL ARM	42.56
101110.5570.000	ARNOLD MOTOR SUPPLY	CORE RETURN	-45.08
206710.5570.000	ARNOLD MOTOR SUPPLY	ELECTRIC FUSE	226.48
550780.5570.000	ARNOLD MOTOR SUPPLY	FUEL/OIL FILTERS	183.87
206710.5600.000	ARNOLD MOTOR SUPPLY	MIRROR	10.77
206710.5570.000	ARNOLD MOTOR SUPPLY	OIL FILTER	3.87
101110.5570.000	ARNOLD MOTOR SUPPLY	OIL FILTERS	6.37
206710.5570.000	ARNOLD MOTOR SUPPLY	OP PARTS/LA	25.79
206710.5600.000	ARNOLD MOTOR SUPPLY	OP SUPPLIES	27.23
101110.5570.000	ARNOLD MOTOR SUPPLY	PART	15.07
101110.5570.000	ARNOLD MOTOR SUPPLY	PARTS	64.68
101110.5570.000	ARNOLD MOTOR SUPPLY	PARTS	239.92
101110.5570.000	ARNOLD MOTOR SUPPLY	PARTS	15.07
101410.5562.000	ARNOLD MOTOR SUPPLY	SPARK PLUG	6.47
101110.5570.000	ARNOLD MOTOR SUPPLY	TERMOSTAT	18.24
550780.5570.000	ARNOLD MOTOR SUPPLY	TIE ROD EXC	-10.53
550780.5570.000	ARNOLD MOTOR SUPPLY	TIE RODS	114.13
206120.5570.000	ARNOLD MOTOR SUPPLY	vehicle mai	32.34

101140.5570.000	ARNOLD MOTOR SUPPLY	WINDOW REGU	96.76
101000.4520.000	ARTURO MANZO	OVERPAID PA	195.00
101410.5340.010	ARAMARK	P&R/COLISEUM	16.45
101410.5340.010	ARAMARK	P&R/COLISEUM	10.98
101410.5340.010	ARAMARK	P&R/COLISEUM	10.98
152451.5340.010	ARAMARK	P&R/COLISEUM	3.36
152451.5340.010	ARAMARK	P&R/COLISEUM	8.83
152451.5340.010	ARAMARK	P&R/COLISEUM	8.83
101410.5340.010	ARAMARK	PARK SHELTER	28.60
101410.5340.010	ARAMARK	PARK SHELTER	28.60
101410.5340.010	ARAMARK	PR&COLISEUM	9.15
152451.5340.010	ARAMARK	PR&COLISEUM	7.36
999.1125.000	AVESIS THIRD PARTY ADMIN	SECURITY LIFE	338.86
999.1125.000	AVESIS THIRD PARTY ADMIN	VISION PLAN	297.55
999.1131.000	AXA EQUITABLE	RETIREMENT	450.00
999.1131.000	AXA EQUITABLE	RETIREMENT	450.00
278690.5240.510	B & B RENTALS	RENT ASSIST	196.00
281690.5410.000	B & G HVAC	SSU SWITCH	112.00
101110.5600.000	B&H PHOTO VIDEO	2 IPOD TOUCH	71.92
101110.5600.000	B&H PHOTO VIDEO	DVR, 2 IPOD	439.41
278690.5240.510	BARBARA BROWN	RENT ASSIST	59.00
278690.5240.510	BARRY & RENEE SEDLACEK	RENT ASSIST	372.00
278690.5240.510	BARTT WEICHERS	RENT ASSIST	73.00
101110.5600.000	BAUDVILLE INC	ID CARDS	180.43
101110.5600.000	BDH INFORMATION TECH	3 COMPUTER TOWERS	91.93
150891.5600.100	BDH INFORMATION TECH	3 COMPUTER TOWERS	2889.14
101110.5340.150	BDH INFORMATION TECH	FEB FEE/DNS SUBS/SERVERS	1266.25
101310.5340.150	BDH INFORMATION TECH	FEB FEE/DNS SUBS/SERVERS	633.13
101891.5340.100	BDH INFORMATION TECH	FEB FEE/DNS SUBS/SERVERS	313.50
101891.5340.150	BDH INFORMATION TECH	FEB FEE/DNS SUBS/SERVERS	3165.62
101891.5340.150	BDH INFORMATION TECH	FEB FEE/DNS SUBS/SERVERS	375.00
101110.5600.000	BDH INFORMATION TECH	LAPTOP	999.00
684990.5230.000	BERNIE LOWE & ASSOCIATES, INC	FEBRUARY CONSULTING	2215.50
681110.5230.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	6.39
681110.5339.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	70.45
681110.5230.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	4.18
681110.5339.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	189.30
681140.5230.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	16.77
681140.5339.000	BERNIE LOWE & ASSOCIATES, INC	MEDICAL CLAIMS	194.95
801110.5114.000	BETTY GOODING	MONTHLY PENSION	728.85
278690.5240.510	BILLY ARMSTRONG	RENT ASSIST	178.00
101000.4520.000	BLAKE LUCAS	OVERPAID PARKING TICKET	50.00
101770.5410.000	BLUEGLOBES, INC	60 RUNWAY LIGHTS	333.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	419.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	278.00
278690.5240.510	BLUFFWOOD PARTNERS LLC	RENT ASSIST	243.00
278690.5240.510	BOULDER COOPERATIVE HOUSING	RENT ASSIST	270.00
278690.5240.510	BOULDER COOPERATIVE HOUSING	RENT ASSIST	227.00
101421.5600.010	BOUNCEHOUSENOW.COM	Deflator	169.00

278690.5240.510	BRANT LUENSE	RENT ASSIST	500.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	419.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	416.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	305.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	271.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	110.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	104.00
278690.5240.510	BRANT LUENSE	RENT ASSIST	90.00
206710.5132.000	BROWN'S SHOE FIT CO	clothing	179.97
520520.5132.000	BROWN'S SHOE FIT CO	DRAPER - WORK BOOTS	121.50
278690.5240.510	BRYNGELSON CORP	RENT ASSIST	290.00
520520.5410.000	C H MCGUINESS CO INC	BOILERS 2/3	357.00
101110.5132.000	CARPENTER UNIFORM COMPANY	HERMSEN-HAT	26.99
101110.5132.000	CARPENTER UNIFORM COMPANY	PULS-NAMEPLATES	38.99
290113.5460.000	CASANDRA ANDRADE	CONFERENCE LUNCHES	15.99
520520.5570.010	CASEY'S	FUEL FOR FUEL TRUCK	107.88
101000.4520.000	CASTILLO DE YEPEZ, MARIA LETICIA	OVERPAID PARKING TICKET	305.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	124.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	107.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	107.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	107.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	106.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	54.00
278690.5240.510	CENTRAL IA RESIDENTIAL SERV INC	RENT ASSIST	30.00
520520.5410.000	CENTRAL IOWA MACHINE SHOP INC	CUT WATER SEPTER STEEL	35.65
550780.5703.000	CENTRAL OFFICE SUPPLY	2 INK CARTRIDGES	71.68
101561.5600.000	CENTRAL OFFICE SUPPLY	6 FLASH DRIVES	65.16
206760.5600.000	CENTRAL OFFICE SUPPLY	BINDER CLIPS	1.02
206760.5600.000	CENTRAL OFFICE SUPPLY	ENVELOPES	16.60
101110.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	122.08
101561.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	12.17
278690.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	35.92
278690.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	78.51
283210.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	17.96
283210.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	10.54
283210.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	52.34
283210.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	66.92
283210.5600.000	CENTRAL OFFICE SUPPLY	OFFICE SUPPLIES	4.82
101110.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	42.73
101140.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	9.85
101310.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	11.28
101420.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	4.99
101480.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.75
101560.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.06
101561.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.76
101581.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.70
101790.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.70
101820.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	2.86
101831.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	6.08

101840.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	1.71
101850.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	3.97
101870.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	0.34
101890.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	3.00
206710.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	2.23
206760.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	6.13
278690.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	6.95
283210.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	3.34
290113.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	30.21
510531.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	3.73
520520.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	6.16
520590.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	2.48
550780.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	8.31
101480.5450.000	CENTURYLINK	1/20-2/19 LONG DISTANCE	55.34
290113.5450.000	CENTURYLINK	MARCH POLICE LINES	418.00
290113.5450.000	CENTURYLINK	MARCH POLICE LINES	76.00
290113.5450.000	CENTURYLINK	MARCH POLICE LINES	606.78
290113.5450.000	CENTURYLINK	MARCH POLICE LINES	20.37
510531.5340.230	CESSFORD CONSTRUCTION	PROJECT BALANCES	140.56
510531.5340.230	CESSFORD CONSTRUCTION	PROJECT BALANCES	1616.44
510531.5340.230	CESSFORD CONSTRUCTION	PROJECT BALANCES	2284.10
206750.5340.230	CESSFORD CONSTRUCTION	M'TOWN 'O' LOT	547.00
206750.5340.230	CESSFORD CONSTRUCTION	M'TOWN 'O' LOT	15841.12
206750.5340.230	CESSFORD CONSTRUCTION	STATE STR PARKING LOT	7500.00
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSIST	535.00
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSIST	471.00
278690.5240.510	CHAD & TINA EUBANKS	RENT ASSIST	268.00
101110.5132.000	CHAD A HILLERS	SHOE ALLOWANCE	85.95
283210.5600.010	CHANNING BETE	HOUSING PROMOTIONAL	899.25
278690.5240.510	CHERYL BOWN	RENT ASSIST	135.00
101110.5600.000	CHIEF SUPPLY CORPORATION	STEERING WHEEL	26.94
101000.4520.000	CHRISTINA MURPHY	OVERPAID PARKING TICKET	120.00
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	9.45
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	9.45
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	9.45
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	9.45
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	28.06
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	28.06
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	28.06
206120.5132.000	CITY LAUNDERING COMPANY	UTILITY DEPT UNIFORMS	28.06
101110.5460.000	CITY OF DES MOINES	CONFERENCE REGISTRATION	100.00
460770.5230.030	CLAPSADDLE GARBER ASSOC INC	AIRPORT REHAB	2775.75
417756.5230.030	CLAPSADDLE GARBER ASSOC INC	S18THAVE IMPROVEMENTS	6285.00
291531.5781.230	CLARA HINDERS	INGELDUE ST EASEMENT	316.00
283210.5320.000	CLEANING BY STEPHANIE	CLEAN SAFE HOUSES	281.28
101110.5340.010	CLEANING BY STEPHANIE	POLICE JANITORIAL	1000.00
278690.5240.510	CMHC INVESTMENTS	RENT ASSIST	295.00
152451.5600.450	COCA COLA ENTERPRISES INC	CONCESSION COLISEUM	541.39
999.1129.000	COLONIAL LIFE	SHORT TERM INSURANCE	323.11

999.1129.000	COLONIAL LIFE	SHORT TERM INSURANCE	323.11
101110.5600.000	COMCAST	FRADULENT CHARGE	300.93
550780.5570.000	COMMUNITY TRANSP ASSOC OF AM	MEMBERSHIP	255.00
278690.5240.510	CONNIE WARREN	RENT ASSIST	227.00
206120.5480.010	CONSUMERS ENERGY CO-OP	1/1-2/1 MARSHALLTOWN	63.95
206160.5480.010	CONSUMERS ENERGY CO-OP	1/1-2/1 MARSHALLTOWN	438.84
520520.5810.000	CRBT - CEDAR RAPIDS BANK & TRUST	PERFORMANCE EDGE	8120.24
520520.5820.000	CRBT - CEDAR RAPIDS BANK & TRUST	PERFORMANCE EDGE	587.33
101310.5600.000	CRESCENT ELECTRIC SUPPLY CO	op supplies	26.50
101770.5600.000	CRESCENT ELECTRIC SUPPLY CO	op supplies	66.25
283210.5600.010	CRESTLINE	HOUSING PROMOTIONAL	643.97
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	295.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	295.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	293.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	289.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	274.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	266.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	259.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	253.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	253.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	253.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	253.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	244.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	236.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	233.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	230.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	200.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	200.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	198.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	195.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	183.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	176.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	174.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	147.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	107.00
278690.5240.510	CRESTVIEW APT LLC	RENT ASSIST	102.00
550780.5570.020	CROP PRODUCTION SERVICES	1BX MOBILE	320.00
520520.5600.000	CROP PRODUCTION SERVICES	4DRUMS OIL	3036.00
550780.5570.020	CROP PRODUCTION SERVICES	ANTI FREEZE	441.00
520520.5600.000	CROP PRODUCTION SERVICES	DELUAC OIL	71.00
101141.5460.000	CURTIS CECAK	INSPECTOR CONFERENCE	109.20
101141.5460.000	CURTIS RAUE	CONFERENCE	163.80
278690.5240.510	D & D RENTALS INC	RENT ASSIST	454.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	257.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	250.00
278690.5240.510	D & D RENTALS INC	RENT ASSIST	97.00
278690.5240.510	D&J RENTALS COOPERATIVE	RENT ASSIST	6.00
278690.5240.510	DALEEN MICHEL	RENT ASSIST	347.00
101110.5132.000	DANNER LACROSSE SHOES	CREDIT FOR TAX	-6.64

101000.4520.000	DARIUS ZEIGLER	OVERPAID PARKING TICKET	25.00
278690.5240.510	DAVID GIMER	RENT ASSIST	534.00
278690.5240.510	DAVID M PYLE	RENT ASSIST	115.00
278690.5240.510	DEBRA J OETKER	RENT ASSIST	259.00
278690.5240.510	DEBRA J OETKER	RENT ASSIST	146.00
278690.5240.510	DEBRA J OETKER	RENT ASSIST	74.00
101142.5600.000	DIAMOND VOGEL PAINTS	34GALLONS PAINT	85.34
283210.5480.070	DIRECTV	DIRECT TV-LEAD HOUSE	46.49
283210.5480.070	DIRECTV	DIRECT TV-LEAD HOUSE	46.49
277660.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
281690.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
281690.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
281690.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
281690.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
283210.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
283210.5261.750	DONALD W PRESTON JR	SNOW REMOVAL-HOUSING	20.00
278690.5240.510	DOUGLAS HAGELE	RENT ASSIST	117.00
101140.5410.000	ED M FELD EQUIPMENT CO INC	NOZZLE REPAIR	35.06
520520.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	455.64
101310.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	125.07
101770.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	18.35
206160.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	56.67
206160.5600.000	ELECTRIC SUPPLY OF M'TOWN	OP SUPPLIES	18.14
206710.5340.010	ELECTRONIC ENGINEERING CO INC	MARCH GPS RENTAL	1038.70
510531.5340.010	ELECTRONIC ENGINEERING CO INC	MARCH GPS RENTAL	63.92
520590.5340.010	ELECTRONIC ENGINEERING CO INC	MARCH GPS RENTAL	95.88
101000.4472.000	ELIZABETH PEDRON	RENTAL CANCELLATION	90.00
278690.5240.510	ELWAYNE INC	RENT ASSIST	256.00
278690.5240.510	ELWAYNE INC	RENT ASSIST	252.00
278690.5240.510	ELWAYNE INC	RENT ASSIST	246.00
101420.5340.640	EMILY HAZEN	2/15-3/6 CL	165.00
283210.5600.031	ENVIRONMENTAL HAZARDS SERV	LEAD WIPE 1	94.25
283210.5600.031	ENVIRONMENTAL HAZARDS SERV	LEAD WIPE 1	94.25
283210.5600.031	ENVIRONMENTAL HAZARDS SERV	LEAD WIPE T	72.00
283210.5600.031	ENVIRONMENTAL HAZARDS SERV	LEAD WIPES	66.00
283210.5600.032	ENVIRONMENTAL HAZARDS SERV	SOIL TEST 1	14.50
283210.5600.032	ENVIRONMENTAL HAZARDS SERV	SOIL TEST 2	12.00
283210.5600.032	ENVIRONMENTAL HAZARDS SERV	SOIL TEST 4	7.25
283210.5600.032	ENVIRONMENTAL HAZARDS SERV	SOIL TEST 5	6.00
278690.5240.510	ERIC STAFF	RENT ASSIST	126.00
278690.5240.510	F & C RENTALS LLC	RENT ASSIST	355.00
101310.5210.000	FACEBOOK	ADVERTISING	3.61
101110.5600.000	FAREWAY STORES INC	EVIDENCE BAGS	35.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	219.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	219.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	214.00
278690.5240.510	FARRELL PROPERTIES, INC	RENT ASSIST	195.00
550780.5570.000	FASTENAL COMPANY	BOLTS	15.60
520520.5600.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	161.29

550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	31.01
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	13.50
101770.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	4.37
206160.5600.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	15.77
206710.5600.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	46.91
520520.5600.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	172.58
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	20.79
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	34.79
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	3.00
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	3.00
550780.5570.000	FASTENAL COMPANY	OP SUPPLIES/PARTS	7.13
283210.5360.000	FEDEX	PRIORITY SHIPPING	115.87
283210.5410.000	FEXSTEVE LIMITED COMPANY	508 SHARON AVE	4700.00
999.1109.000	FIRE UNION DUES #61-401-7 LOCAL 16 IAF	FIRE UNION	1200.00
101340.5331.500	FISHER COMMUNITY CENTER	MONTHLY APPROPRIATION	6396.63
520520.5230.030	FOX ENGINEERING ASSOCIATES INC	12/23-1/30	67.00
528590.5230.030	FOX ENGINEERING ASSOCIATES INC	PR#12 SANITATION SEWER	7310.80
528590.5230.030	FOX ENGINEERING ASSOCIATES INC	PR#34 TURNER ST INTERCEPTOR	6532.50
528590.5230.030	FOX ENGINEERING ASSOCIATES INC	PR#36 IA RVR WEST	305.00
522590.5230.030	FOX ENGINEERING ASSOCIATES INC	PR#4 MTOWN TELEVISING	4932.00
520520.5230.030	FOX ENGINEERING ASSOCIATES INC	WPCP BIO GAS	18170.00
520520.5230.030	FOX ENGINEERING ASSOCIATES INC	WPCP PERF EDGE	411.00
527520.5230.030	FOX ENGINEERING ASSOCIATES INC	WPCP ULTRAVIOLET	199.25
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSIST	132.00
278690.5240.510	FRIENDLY VALLEY APARTMENTS LLC	RENT ASSIST	103.00
101110.5132.000	GALLS LLC	DUTY BELT	48.12
999.1160.000	GALLS LLC	POLO SHIRT	47.00
101140.5132.000	GALLS LLC	ZIPPER BOOT	118.90
278690.5240.510	GARWIN TRUST % S KIENZLE	RENT ASSIST	127.00
283210.5410.000	GARY BOWEN	116 1/2 N 1ST AVE	6425.00
278690.5240.510	GARY W FERNEAU	RENT ASSIST	334.00
101820.5460.000	GET ME REGISTERED	WELLNESS CONFERENCE	295.00
278690.5240.510	GLADBROOK HOUSING	RENT ASSIST	183.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	537.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	528.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	478.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	448.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	414.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	351.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	347.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	315.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	296.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	68.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	14.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	282.00
278690.5240.510	GLENDA DRIVE LLC	RENT ASSIST	561.00
206710.5600.000	GLOBAL INDUSTRIES	op supplies	247.09
101140.5600.000	GOLDEN WEST INDUSTRIAL SUPPLY	LIGHT STAND	223.04
550780.5280.000	GOVT PROCUREMENT	DUES	599.00

278690.5240.510	GRANT PARK LLC	RENT ASSIST	391.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	314.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	292.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	281.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	275.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	269.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	253.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	253.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	250.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	230.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	221.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	203.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	194.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	194.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	159.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	135.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	129.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	122.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	96.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	76.00
278690.5240.510	GRANT PARK LLC	RENT ASSIST	74.00
278690.5240.510	GREGORY J SPECHT	RENT ASSIST	393.00
101561.5231.000	GRIMES BUCK SCHOELL & BEACH	2/9-2/25 SERVICES	750.00
101860.5231.000	GRIMES BUCK SCHOELL & BEACH	2/9-2/25 SERVICES	2550.00
478581.5231.000	GRIMES BUCK SCHOELL & BEACH	2/9-2/25 SERVICES	75.00
520520.5600.030	HACH COMPANY	EZ COD RECYCLING	286.89
101110.5132.000	HAIX NORTH AMERICA	BOOTS-BROOK	149.00
278690.5240.510	HALA VENTURES LLC	RENT ASSIST	253.00
278690.5240.510	HALA VENTURES LLC	RENT ASSIST	238.00
278690.5240.510	HALA VENTURES LLC	RENT ASSIST	173.00
101880.5410.000	HARTWIG PLUMBING & HEATING INC	MENS LOCKER	48.00
290113.5450.000	HEART OF IOWA COMM	3/1-3/31 BUSINESS SERVICE	450.00
206710.5450.000	HEART OF IOWA COMM	3/1-3/31 PUBLIC WORKS	473.21
510531.5450.000	HEART OF IOWA COMM	3/1-3/31 PUBLIC WORKS	95.30
520590.5450.000	HEART OF IOWA COMM	3/1-3/31 PUBLIC WORKS	142.32
550780.5450.000	HEART OF IOWA COMM	3/1-3/31 PUBLIC WORKS	236.58
290113.5450.000	HEART OF IOWA COMM	3/1-3/31 SPECIAL CIRCUIT	88.00
206710.5340.290	HIBBS FORESTRY LLC	TREE ASSESSMENTS	250.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	244.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	239.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	239.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	222.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	201.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	187.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	113.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	112.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	98.00
278690.5240.510	HILLTOP VILLAGE	RENT ASSIST	65.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	449.00

278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	419.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	350.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	305.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	303.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	259.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	259.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	259.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	253.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	253.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	253.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	253.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	226.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	221.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	211.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	210.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	185.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	179.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	152.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	82.00
278690.5240.510	HISTORIC TALLCORN TOWERS LLP	RENT ASSIST	51.00
206710.5600.000	HOME RENTAL CENTER	100lb PROPA	76.64
520520.5600.000	HOME RENTAL CENTER	PUMP SUPPLI	176.00
291180.5230.030	HOWARD R GREEN COMPANY, INC	LEVEE GATEWAY	6205.25
101000.4520.000	HOWARD STANLEY	OVERPAID PARKING TICKET	50.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	430.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	200.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	200.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	181.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	170.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	134.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	38.00
278690.5240.510	HUBBARD MAPLE STREET APT	RENT ASSIST	435.00
291531.5781.230	HUSEBOE, SHARON & RICHARD	INGELDUE ST EASEMENT	595.00
528590.5340.010	HYDRO-KLEAN LLC	2014 SANITARY SEWER	241366.60
230110.5460.000	HY-VEE ACCOUNTS RECEIVABLE	HOSPITALITY	18.45
101310.5600.000	HY-VEE ACCOUNTS RECEIVABLE	SUPPLIES	27.79
101561.5600.000	HY-VEE ACCOUNTS RECEIVABLE	SUPPLIES	5.01
101890.5300.000	ICAP	ANNUAL PREMIUMS	116834.91
101890.5290.000	ICAP	ANNUAL PREMIUMS	64062.55
520520.5216.000	IA CRIMINAL RECORD CHECKS	WPCP BACKGROUND	15.00
206760.5280.000	IA PROFESSIONAL LICENSE	PUBLIC WORKS	125.00
101140.5112.010	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	707.71
101140.5112.010	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	707.71
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	3423.99
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	509.79
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	1978.93
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	3473.98
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	509.79
999.1130.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	1978.93

999.1150.000	ICMA RETIREMENT 457	RETIREMENT DEPOSITS	31337.74
150891.5340.150	IMAGETEK	MONTHLY SUBSCRIPTION	587.00
101140.5210.000	INDEED		96.33
101310.5732.250	INGRAM LIBRARY SERVICES	REFERENCE BOOK	34.22
101770.5480.000	INNOVATIVE AG SERVICES	AIRPORT PROPANE	476.42
101140.5600.000	INTERSTATE ALL BATTERY CENTER	PKGS BATTERIES	142.32
101550.5280.000	IOWA CHAPTER IAEI	license	120.00
101140.5280.000	IOWA FIRE CHIEFS ASSN	ANNUAL DUES	25.00
283210.5251.000	IOWA LEAD	training	100.00
101890.5600.000	IOWA OFFICE INTERIORS, INC	50 CS WHITE PAPER	1399.50
101110.5460.040	IOWA PRISON INDUSTRIES	ILEA UNIFORMS	225.00
101110.5460.040	IOWA PRISON INDUSTRIES	ILEA UNIFORMS	225.00
101110.5460.040	IOWA PRISON INDUSTRIES	ILEA UNIFORMS	225.00
290113.5600.000	IOWA PRISON INDUSTRIES	LATERAL FILE CABINET	782.00
999.1106.000	IOWA PUBLIC EMPLOYEE'S RETIREMENT S'	EMPLOYEE RETIREMENT	63911.82
101890.5980.000	IOWA RIVER BREWING CO	PERMIT OVERPAID	150.00
101850.5470.000	IOWA STATE UNIVERSITY	ACCOUNTING CONFERENCE	290.00
101545.5010.080	IOWA VALLEY COMM COLLEGE DIST	OCT-DEC 2015 CABLE 12	5244.24
101545.5010.080	IOWA VALLEY COMM COLLEGE DIST	OCT-DEC 2015 CABLE 12	1990.00
101545.5199.080	IOWA VALLEY COMM COLLEGE DIST	OCT-DEC 2015 CABLE 12	2612.10
101545.5230.000	IOWA VALLEY COMM COLLEGE DIST	OCT-DEC 2015 CABLE 12	1875.00
520520.5460.000	IOWA WATER ENVIRONMENT	2016 IAWEA	105.00
520520.5460.000	IOWA WATER ENVIRONMENT	2016 IAWEA	180.00
101880.5600.000	IOWA WHOLESALE SUPPLY	op supplies	15.75
999.1116.000	IUPAT PPME LOCAL 2003	STREET DEPT	921.21
278690.5240.510	J&N HOME RENTALS LLC	RENT ASSIST	403.00
278690.5240.510	JAMES HATCH	RENT ASSIST	530.00
278690.5240.510	JAMES HATCH	RENT ASSIST	450.00
278690.5240.510	JAMES HATCH	RENT ASSIST	419.00
278690.5240.510	JAMES HATCH	RENT ASSIST	226.00
278690.5240.510	JAMMIE HOWARD	RENT ASSIST	111.00
510531.5340.010	JAY E. HANSEN	JAN/FEB CLE	40.00
520520.5340.010	JAY E. HANSEN	JAN/FEB CLE	1134.00
520590.5340.010	JAY E. HANSEN	JAN/FEB CLE	60.00
278690.5240.510	JAY HANSEN	RENT ASSIST	321.00
278690.5240.510	JAY HANSEN	RENT ASSIST	161.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST	255.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST	202.00
278690.5240.510	JBI COOPERATIVE ASSOCIATION	RENT ASSIST	12.00
278690.5240.510	JEAN CLAWSON	RENT ASSIST	246.00
283210.5472.000	JOEL S CHANDLER	MILEAGE	15.60
278690.5240.510	JOHN E NOVAK	RENT ASSIST	311.00
520520.5980.000	JOHN FOX	WATER PIPE	109.00
101000.4520.000	JOSHUA WILFORD	OVERPAID PARKING TICKET	50.00
101000.4520.000	JUDITH IMGRUND	OVERPAID PARKING TICKET	35.00
101310.5410.000	KAPAUN & BROWN INC	repairs	402.05
101310.5410.000	KAPAUN & BROWN INC	repairs	166.94
101420.5340.640	KAREN GALE	2/15-3/6 ZUMBA CLASSES	315.00
101110.5570.010	KATHERINE, HERMSEN	MILEAGE ILEA TRAINING	227.29

101110.5570.000	KEN WISE CHRYSLER, DODGE, JEEP	FLASHER	59.74
101110.5570.000	KEN WISE CHRYSLER, DODGE, JEEP	SEAT COVERS	902.18
520520.5600.030	KEYSTONE LAB INC	MERCURY ANALYSIS	29.00
290113.5600.000	KINDLE UNLIMITED	CREDIT-UNAUTHORIZED	-9.99
101000.4520.000	KIRK RUNDALL	OVERPAID PARKING TICKET	40.00
999.1160.000	KWIK STAR #607	EMPLOYEE REPAID	8.62
278690.5240.510	L&M INVESTMENTS	RENT ASSIST	367.00
101000.4520.000	LACEY VOIGT	OVERPAID PARKING TICKET	50.00
290113.5450.000	LANGUAGE LINE SERV INC	PHONE INTERPRETER	115.20
278690.5240.510	LARRY BROWN	RENT ASSIST	538.00
278690.5240.510	LARRY R BAHR	RENT ASSIST	430.00
278690.5240.510	LARRY R BAHR	RENT ASSIST	15.00
278690.5240.510	LARRY VEST	RENT ASSIST	236.00
278690.5240.510	LAVERNA WARDEN	RENT ASSIST	270.00
278690.5240.510	LAVERNA WARDEN	RENT ASSIST	126.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	484.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	460.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	370.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	305.00
278690.5240.510	LAWTHERS PROPERTY MANAGEMENT	RENT ASSIST	256.00
278690.5240.570	LEISA KROENER	ASSISTANCE	4.00
206750.5340.240	LEROY MORFORD	COLISEUM SI	1775.65
278690.5240.510	LESLIE SCOTT	RENT ASSIST	454.00
278690.5240.510	LINDA WIEBENSOHN	RENT ASSIST	106.00
101310.5600.010	LITTLE CAESARS PIZZA	YOUTH PROGRAM	12.50
101110.5570.000	L-TRON CORP	IN CAR PRIN	257.60
283210.5431.000	LUISA ORTEGA	SPANISH INTREPTER	487.50
278690.5240.510	LYLE MATNEY	RENT ASSIST	184.00
101840.5360.000	MAIL SERVICES	CITY ADMINISTRATION	71.06
101840.5360.000	MAIL SERVICES	CITY ADMINISTRATION	122.94
101840.5360.000	MAIL SERVICES	CITY ADMINISTRATION	291.60
283210.5360.000	MAIL SERVICES	LEAD ABATEMATEMENT	23.49
283210.5360.000	MAIL SERVICES	LEAD ABATEMATEMENT	9.93
283210.5360.000	MAIL SERVICES	LEAD ABATEMATEMENT	79.16
283210.5360.000	MAIL SERVICES	LEAD ABATEMATEMENT	23.66
278690.5360.000	MAIL SERVICES	RENT ASSIST	31.21
278690.5360.000	MAIL SERVICES	RENT ASSIST	16.16
278690.5360.000	MAIL SERVICES	RENT ASSIST	89.20
101561.5360.000	MAIL SERVICES	RENTAL INSPECTIONS	10.96
101561.5360.000	MAIL SERVICES	RENTAL INSPECTIONS	6.74
101561.5360.000	MAIL SERVICES	RENTAL INSPECTIONS	14.55
278690.5240.510	MARCIA SCHULER-VAN LANGEN	RENT ASSIST	221.00
278690.5240.510	MARION MANOR II	RENT ASSIST	385.00
278690.5240.510	MARION MANOR INC	RENT ASSIST	263.00
101110.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	2855.74
101140.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	327.73
101410.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	250.00
101410.5570.060	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	112.29
101560.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	69.98

101581.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	19.88
206120.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	149.78
206710.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	557.28
206712.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	2046.88
206760.5570.000	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	23.82
510531.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	108.15
510531.5570.060	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	10.69
520520.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	90.21
520520.5570.060	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	13.89
520590.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	162.22
520590.5570.060	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	16.03
550780.5570.010	MARSHALL COUNTY ENGINEER	FEBRUARY GAS/DIESEL	2630.72
206710.5600.000	MARSHALL COUNTY LANDFILL	APPLIANCE	20.00
101410.5340.010	MARSHALL COUNTY LANDFILL	PARK TRASH	43.45
290113.5340.150	MARSHALL COUNTY TREASURER	INTERNET ACCESS/MONITOR	804.95
101440.5251.000	MARSHALL COUNTY TREASURER	POOL INSPECTIONS	868.50
101170.5331.500	MARSHALL CTY EMERGENCY MGMT	MONTHLY PAYMENT	2325.42
101410.5410.000	MARSHALL GLASS INC	INSULATED GLASS	191.36
101770.5340.070	MARSHALLTOWN AVIATION INC	MANAGERS FEE	642.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	311.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	253.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	249.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	239.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	205.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	161.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	134.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	123.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	101.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	51.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	42.00
278690.5240.510	MARSHALLTOWN SENIOR RES	RENT ASSIST	38.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	638.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	266.00
278690.5240.510	MARSHALLTOWN SUNDANCE APTS	RENT ASSIST	509.00
152451.5480.030	MARSHALLTOWN WATER WORKS	12/18-2/17 SEWER	127.30
101540.5220.000	MARSHALLTOWN WATER WORKS	4888 LANDFILL BILLS	244.40
520520.5480.030	MARSHALLTOWN WATER WORKS	FEBRUARY PLANT WATER	1239.35
520520.5220.000	MARSHALLTOWN WATER WORKS	JANUARY SANITARY SEWER	7745.43
510531.5220.000	MARSHALLTOWN WATER WORKS	JANUARY STORM WATER	239.70
999.1190.010	MARSHALLTOWN WATER WORKS	OFFSET REFUND	21.49
278690.5240.510	MARY JASPERS	RENT ASSIST	128.00
101000.4520.000	MARY ROBB	OVERPAID PARKING TICKET	36.00
101110.5280.000	MATAI	MATAI DUES-	31.20
101110.5280.000	MATAI	MATAI DUES-	31.20
278690.5240.510	MAX & VELMA NELSON	RENT ASSIST	284.00
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	2 TIRES	200.02
101110.5410.000	MCATEE TIRE SALES & SERVICE INC	TIRE REPAIR	18.50
101110.5570.000	MCATEE TIRE SALES & SERVICE INC	TIRE ROTATION	79.50
101310.5450.000	MEDIACOM	INTERNET SERVICE	75.90

247410.5450.000	MEDIACOM	RIVERVIEW PARK	69.95
510531.5450.000	MEDIACOM	WPCP ONLINE	10.72
520520.5450.000	MEDIACOM	WPCP ONLINE	87.45
520590.5450.000	MEDIACOM	WPCP ONLINE	10.72
681110.5338.000	MEDTRAK SERVICES LLP	2/1-2/16 PRESCRIPTIONS	32.49
681140.5338.000	MEDTRAK SERVICES LLP	2/1-2/16 PRESCRIPTIONS	835.00
681110.5338.000	MEDTRAK SERVICES LLP	2/16-2/29 PRESCRIPTIONS	280.66
681140.5338.000	MEDTRAK SERVICES LLP	2/16-2/29 PRESCRIPTIONS	336.07
101110.5600.000	MENARDS	AMMO	34.80
520520.5600.030	MENARDS	CELLULOSE	17.88
101880.5600.000	MENARDS	OP SUPPLIES	45.44
101880.5600.000	MENARDS	OP SUPPLIES	5.96
101880.5600.000	MENARDS	OP SUPPLIES	14.83
101880.5600.000	MENARDS	OP SUPPLIES	40.75
101880.5600.000	MENARDS	OP SUPPLIES	8.46
206710.5600.000	MENARDS	OP SUPPLIES	60.83
206710.5600.000	MENARDS	OP SUPPLIES	71.76
206710.5600.000	MENARDS	OP SUPPLIES	12.34
206710.5600.000	MENARDS	OP SUPPLIES	6.99
206710.5600.000	MENARDS	OP SUPPLIES	22.99
206710.5600.000	MENARDS	OP SUPPLIES	12.98
206710.5600.000	MENARDS	OP SUPPLIES	13.99
206710.5600.000	MENARDS	OP SUPPLIES	12.31
206710.5600.000	MENARDS	OP SUPPLIES	28.85
510531.5600.000	MENARDS	OP SUPPLIES	8.57
510531.5600.000	MENARDS	OP SUPPLIES	28.78
520590.5600.000	MENARDS	OP SUPPLIES	12.86
520590.5600.000	MENARDS	OP SUPPLIES	43.18
101410.5600.080	MENARDS	SCREENS	27.97
101140.5600.000	MENARDS	OP SUPPLIES	25.25
101142.5600.000	MENARDS	OP SUPPLIES	106.50
520520.5600.000	MENARDS	UTILITY PUMP	106.45
206711.5570.000	MENARDS	VECHICLE MAINTENANCE	15.92
278690.5240.510	MERLIN REID	RENT ASSIST	167.00
278690.5240.510	MERLIN REID	RENT ASSIST	128.00
278690.5240.510	MERLIN REID	RENT ASSIST	55.00
278690.5240.510	MICHAEL P MURPHY	RENT ASSIST	159.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSIST	287.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSIST	202.00
278690.5240.510	MICHAEL SCHMIDT	RENT ASSIST	167.00
101420.5340.640	MICHAEL WICKHAM	CLASSES	350.00
101110.5280.000	MID STATE ORGANIZED CRIME	MOCIC DUES	200.00
520520.5600.030	MIDLAND SCIENTIFIC INC	AMMONIA ELEMENTS	557.70
520520.5600.030	MIDLAND SCIENTIFIC INC	BOTTLETOP DISPENSERS	472.80
520520.5600.030	MIDLAND SCIENTIFIC INC	DESICCATOR	120.30
520520.5600.030	MIDLAND SCIENTIFIC INC	NITRATE MODULE	258.29
520520.5600.030	MIDLAND SCIENTIFIC INC	WHATMAN FILTER	416.20
278690.5240.510	MIKE TAYLOR	RENT ASSIST	150.00
290113.5450.000	MINERVA VALLEY TELEPHONE	3/1-3/31 COUNTY 911	50.00

206710.5600.000	MINUTEMAN INC	OP SUPPLIES	19.50
101310.5600.000	MINUTEMAN INC	TAX BOOKLET	11.10
206710.5570.000	NAPA	ADAPTERS	3.57
206710.5570.000	NAPA	ALARM/OIL	31.40
206710.5600.000	NAPA	ALARM/OIL	76.54
206710.5570.000	NAPA	BULBS	19.54
206710.5570.000	NAPA	FITTINGS/FREIGHT	273.58
520520.5600.000	NAPA	GREASE GUN	26.51
520520.5600.000	NAPA	HOSE, FITTINGS	209.44
520520.5600.000	NAPA	INVERTER	38.99
101140.5600.000	NAPA	METAL POLISH	58.76
101880.5600.000	NAPA	op supplies	81.64
206710.5600.000	NAPA	SAND PAPER	39.42
206710.5600.000	NAPA	SHOP SUPPLIES	19.59
206710.5600.000	NAPA	SUPPLIES	46.16
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	287.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	264.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	247.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	246.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	224.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	208.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	208.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	203.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	200.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	200.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	165.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	130.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	109.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	104.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	100.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	98.00
278690.5240.510	MTOWN WESTOWN, LLP	RENT ASSIST	41.00
999.1105.000	MUNICIPAL FIRE & POLICE RETIREMENT	FIRE&POLICE	120720.84
278690.5240.510	NANCY JO SMITH	RENT ASSIST	200.00
278690.5240.510	NANCY JO SMITH	RENT ASSIST	167.00
278690.5240.510	NANCY JO SMITH	RENT ASSIST	140.00
283210.5460.030	NATIONAL ENVIRO HEALTH ASSOC	LEAD CONF REGISTRATION	400.00
283210.5460.030	NATIONAL ENVIRO HEALTH ASSOC	LEAD CONF REGISTRATION	400.00
101110.5600.000	NEWEGG INC	USB HUB-CAR	63.99
101142.5460.000	NFPA	TRAINING MA	108.00
278690.5240.570	NIKKI WAGNER	ASSISTANCE	13.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	176.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	172.00
278690.5240.510	NORTH TAMA HOUSING, INC	RENT ASSIST	145.00
152451.5600.450	NORTHERN LIGHTS DIST	CONCESSION	166.79
101410.5216.000	ONE SOURCE	NEW HIRE CH	25.00
550780.5216.000	ONE SOURCE	NEW HIRE CH	245.00
101110.5370.000	ON-SITE INFORMATION DESTRUCTION SERV	SHREDDING S	40.00
278690.5340.070	ON-SITE INFORMATION DESTRUCTION SERV	SHREDDING S	40.00

101110.5570.000	O'REILLY AUTOMOTIVE INC	BATTERY #511	158.49
101110.5570.000	O'REILLY AUTOMOTIVE INC	CLEANING SUPPLIES	17.47
101000.4520.000	PAIGE HUGHES	OVERPAID PARKING TICKET	80.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	522.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	360.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	250.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	234.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	202.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	134.00
278690.5240.510	PARK ELMS LLC	RENT ASSIST	111.00
278690.5240.510	PETER MURPHY	RENT ASSIST	160.00
283210.5410.000	PETTENGILL CONSTRUCTION	102 N 10TH AVE	7235.00
283210.5410.000	PETTENGILL CONSTRUCTION	401 W BOONE ST	2849.00
101000.4520.000	PHYLISS TROUTNER	OVERPAID PARKING TICKET	50.00
101440.5331.500	PHYSIO-CONTROL INC	ADULT DIFUBULATOR PADS	64.80
101440.5331.500	PHYSIO-CONTROL INC	CHILD DIFUBULATOR PADS	150.00
278690.5240.510	PINECREST MOBILE HOME PARK	RENT ASSIST	141.00
278690.5240.510	PRAIRIE HOME PROPERTIES	RENT ASSIST	261.00
206760.5340.070	PREMIER OFFICE EQUIPMENT	MONTHLY MAINT AGRMENT	69.96
471110.5230.030	PROCHASKA & ASSOC INC	ARCHITECTURE FEES	6604.01
101140.5718.000	PRS,INC.	ORANGE ROPE	725.00
101310.5732.300	PUBLIC BROADCAST SYSTEM	DVDS	60.68
101310.5732.300	PUBLIC BROADCAST SYSTEM	DVDS	24.29
520520.5600.000	QUILL CORPORATION	MISC OFFICE	21.98
520520.5600.000	QUILL CORPORATION	MISC OFFICE	208.39
278690.5240.510	R&A RENTAL PROPERTIES LLC	RENT ASSIST	536.00
278690.5240.510	R&A RENTAL PROPERTIES LLC	RENT ASSIST	343.00
101110.5570.000	RACOM CORPORATION	CAMERA MOUNT	125.00
290113.5749.000	RACOM CORPORATION	COLLINS REPETER	70763.71
290113.5380.000	RACOM CORPORATION	EDACS AIRTIME	67.65
290113.5749.000	RACOM CORPORATION	EDACS TO P2	7424.50
550780.5410.000	RACOM CORPORATION	EXTERNAL SPEAKER	44.25
101110.5132.000	RACOM CORPORATION	SPEAKER MIC	135.00
101000.4520.000	RAFAEL MENDONZA	OVERPAID PARKING TICKET	35.00
283210.5472.000	RANDY VAUGHN	CONFERENCE MILEAGE	100.62
101831.5057.100	RANDY WETMORE	PHONE ALLOWANCE	62.50
999.0110.160	RANDY WETMORE	CAR ALLOWANCE/IPERS	114.55
278690.5240.510	RD TOLEDO LLP	RENT ASSIST	332.00
278690.5240.510	RD TOLEDO LLP	RENT ASSIST	300.00
101140.5570.000	RELIANT FIRE APPARATUS	LIGHT MARKE	22.93
278690.5240.510	REM HOMES LLC	RENT ASSIST	222.00
278690.5240.510	REM HOMES LLC	RENT ASSIST	108.00
278690.5240.510	REM HOMES LLC	RENT ASSIST	95.00
278690.5240.510	RICK SESKER	RENT ASSIST	197.00
550780.5340.010	RIDE SYSTEMS	MONTHLY GPS	850.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	625.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	575.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	476.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	277.00

278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	203.00
278690.5240.510	RIVER BIRCH APTS	RENT ASSIST	160.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	575.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	547.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	406.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	255.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	237.00
278690.5240.510	RIVER OAKS APARTMENTS	RENT ASSIST	108.00
278690.5240.510	ROBERT EAKIN	RENT ASSIST	154.00
278690.5240.510	ROBERT FISCHELS	RENT ASSIST	234.00
278690.5240.510	ROBERT FISCHELS	RENT ASSIST	170.00
278690.5240.510	ROBERT HESSENIUS	RENT ASSIST	84.00
278690.5240.510	ROBIN WEIDNER	RENT ASSIST	223.00
278690.5240.510	RODNEY W LAWSON	RENT ASSIST	237.00
278690.5240.510	RODNEY W LAWSON	RENT ASSIST	103.00
278690.5240.510	ROGER HATCH	RENT ASSIST	219.00
278690.5240.510	RONALD J IOLE	RENT ASSIST	122.00
101580.5562.000	RON'S LAWN & GARDEN REPAIR	CHAIN REEL	55.95
278690.5240.510	ROSA ANAYA	RENT ASSIST	187.00
278690.5240.570	ROXSAND HARRIS	ASSISTANCE	4.00
278690.5240.510	S & E INVESTMENT LLC	RENT ASSIST	251.00
278690.5240.510	S & E INVESTMENT LLC	RENT ASSIST	237.00
101110.5570.000	S&S AUTOBODY AND FRAME	REPLACE LF DOOR	100.00
101110.5460.000	SADIE WEEKLEY	CONFERENCE LUNCH	8.00
101310.5600.000	SAFETY SUPPLIES OF FL INC.	op supplies	46.16
206710.5340.010	SAFETY-KLEEN SYSTEMS INC	WASHER SOLVENT	840.64
152451.5600.450	SAM'S CLUB	COLISEUM CONCESSION	172.80
101140.5600.000	SAM'S CLUB	MULTIFOLD TOWELS	103.12
235140.5718.000	SANDRY FIRE SUPPLY LLC	5 GAS METERS	2192.35
278690.5240.570	SARAH LUAL	ASSISTANCE	63.00
278690.5240.510	SCENIC RENTALS	RENT ASSIST	168.00
520520.5380.000	SCHARNWEBER WATER CONDITIONING IN	WPCP WATER	27.00
101880.5410.000	SCHENDEL PEST CONTROL COMPANY	CITYHALL/POLICE/P&R	58.00
101880.5340.070	SCHUMACHER ELEVATOR COMPANY	CARNEGIE BLDG	202.77
101881.5340.070	SCHUMACHER ELEVATOR COMPANY	CITY HALL	198.73
101480.5340.070	SCHUMACHER ELEVATOR COMPANY	SENIOR CITIZEN	187.82
278690.5240.510	SERINA STABENOW	RENT ASSIST	392.00
278690.5240.510	SERINA STABENOW	RENT ASSIST	140.00
206710.5340.010	SERVICEMASTER OF M'TOWN INC	NOVEMBER PUBLIC WORKS	312.00
206710.5340.010	SERVICEMASTER OF M'TOWN INC	OCTOBER PUBLIC WORKS	312.00
278690.5240.510	SHANE ECKLOR	RENT ASSIST	288.00
278690.5240.510	SHANE ECKLOR	RENT ASSIST	260.00
684990.5230.000	SHEAKLEY	ACA DASHBOARD	328.52
278690.5240.510	SHEILA JARED	RENT ASSIST	250.00
278690.5240.510	SHEILA JARED	RENT ASSIST	183.00
278690.5240.510	SHEILA JARED	RENT ASSIST	164.00
290113.5290.000	SHOMO-MADSEN INSURANCE	2/16-2/17 E911 INSURANCE	8642.00
401410.5230.000	SNYDER & ASSOCIATES, INC.	IOWA RIVER INTERCEPTOR	8127.28
101410.5600.080	SPAHN & ROSE LUMBER CO	2x10-12' HeX	28.50

101850.5230.000	SPEER FINANCIAL,INC.	GO DEB 2015 BOND FEES	425.00
520520.5230.030	STANLEY CONSULTANTS INC.	SANITARY SEWER FEES	2090.00
101110.5600.000	STAPLES	BATH TISSUE	97.98
101110.5600.000	STAPLES	CALENDAR	18.29
101110.5600.000	STAPLES	CALENDARS	31.78
101110.5600.000	STAPLES	COPY PAPER	127.96
101110.5600.000	STAPLES	CREDIT-CALENDARS	-43.77
101110.5600.000	STAPLES	OFFICE SUPPLIES	63.67
290113.5600.000	STAPLES	OFFICE SUPPLIES	168.43
101850.5280.000	STATE OF IOWA AUDITOR	ANNUAL FINAL AUDIT FEE	850.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	484.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	466.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	264.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	214.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	214.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	214.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	200.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	183.00
278690.5240.510	STEELSMITH INVESTMENTS, LLC	RENT ASSIST	132.00
278690.5240.510	STEPHEN IRVINE	RENT ASSIST	62.00
152451.5340.070	STERLING FIRE & SAFETY INC	COLISEUM	20.00
101140.5340.070	STERLING FIRE & SAFETY INC	EXTINGUISHER CHECK	45.00
101310.5340.070	STERLING FIRE & SAFETY INC	LIBRARY EXTINGUISHER CK	20.00
101480.5340.070	STERLING FIRE & SAFETY INC	SENIOR CENTER EXT CK	20.00
520520.5600.000	STETSON BLDG PRODUCTS INC	MEADOW PATC	74.46
278690.5240.510	STEVEN AMES	RENT ASSIST	410.00
278690.5240.510	STEVEN AMES	RENT ASSIST	400.00
278690.5240.510	STEVEN AMES	RENT ASSIST	211.00
278690.5240.510	STEVEN AMES	RENT ASSIST	121.00
278690.5240.510	STEVEN AMES	RENT ASSIST	340.00
278690.5240.510	STICHTER CONSTRUCTION	RENT ASSIST	547.00
278690.5240.510	STICHTER CONSTRUCTION	RENT ASSIST	310.00
101140.5340.010	STONE SANITATION	3/1-3/31 CITY PICKUP	101.83
101480.5340.010	STONE SANITATION	3/1-3/31 CITY PICKUP	101.83
101880.5340.010	STONE SANITATION	3/1-3/31 CITY PICKUP	155.49
206710.5340.010	STONE SANITATION	3/1-3/31 CITY PICKUP	101.83
520520.5340.010	STONE SANITATION	3/1-3/31 CITY PICKUP	101.83
101580.5340.010	STONE SANITATION	FEBRUARY GARBAGE	214.00
520520.5340.010	STONE SANITATION	FEBRUARY GRIT SCREENING	984.55
999.1160.000	STREICHER'S	CLIPBOARD DESKMATE	14.99
101110.5600.000	STREICHER'S	PROJECTILES	314.99
101140.5600.000	STUCKYS VACUUM STORE	VACUUM BELT	5.50
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST	101.00
278690.5240.510	SUNRISE APARTMENTS, INC	RENT ASSIST	38.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	448.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	408.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	384.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	134.00
278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	106.00

278690.5240.510	SUPERIOR RENTALS LLC	RENT ASSIST	44.00
278690.5240.510	SWAN ESTATES LLC	RENT ASSIST	302.00
101110.5570.010	TANNER, HUNT	MILEAGE ILEA TRAINING	87.83
999.1128.010	TASC	FLEX BENEFITS	4989.86
999.1128.010	TASC	FLEX BENEFITS	4969.03
999.1128.010	TASC	FLEX BENEFITS	140.81
999.1128.020	TASC	FLEX BENEFITS	2037.47
999.1128.020	TASC	FLEX BENEFITS	-0.23
999.1128.020	TASC	FLEX BENEFITS	1829.14
999.1128.020	TASC	FLEX BENEFITS	-0.23
101890.5339.100	TASC	TERRY GRAY	372.46
999.1108.000	TEAMSTERS LOCAL 238	POLICE/WPCP	1579.52
999.1110.000	TEAMSTERS LOCAL 238	POLICE/WPCP	167.00
101110.5450.000	TELE DIFFERENCE	PROGRAM POL	80.00
101000.4520.000	TERESA URBINA	OVERPAID PARKING TICKET	40.00
278690.5240.510	TERRY ENGLAND	RENT ASSIST	234.00
278690.5240.510	TERRY SHAFFAR	RENT ASSIST	174.00
101140.5132.000	THE GRAPHIC EDGE	TEE SHIRTS	300.33
684990.5337.000	THE HARTFORD-PRIORITY ACCTS	MARCH EMPLOYEE INSUR	6433.39
520520.5132.000	THEISEN'S	DRAPER - 4 JEANS	162.96
520520.5132.000	THEISEN'S	GJETLEY - 5 JEANS	177.95
101140.5600.000	THEISEN'S	OIL DRY, CL	59.28
206710.5600.000	THEISEN'S	op supplies	12.98
206710.5600.000	THEISEN'S	op supplies	27.01
206710.5600.000	THEISEN'S	op supplies	45.47
206710.5600.000	THEISEN'S	op supplies	44.94
206710.5600.000	THEISEN'S	op supplies	7.98
206710.5600.000	THEISEN'S	op supplies	169.99
510531.5570.000	THEISEN'S	op supplies	3.16
520590.5570.000	THEISEN'S	op supplies	4.73
101140.5600.000	THEISEN'S	PRICE CORRE	-1.40
520520.5132.000	THEISEN'S	RANSON - 3 JEANS	96.97
520520.5600.000	THEISEN'S	STEEL TAPE	21.99
101310.5600.000	THOMPSON'S TRUE VALUE	PHONE CORD	4.99
101840.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	804.44
283210.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	117.42
473710.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	131.43
520520.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	147.50
520520.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	88.17
520590.5210.000	TIMES-REPUBLICAN	FEBRUARY PUBLICATIONS	33.37
510531.5570.000	TITAN MACHINERY, INC.	op supplies	90.78
520590.5570.000	TITAN MACHINERY, INC.	op supplies	136.16
101110.5230.000	TLO TRANSUNION	DEC INTEL REQUESTS	17.25
278690.5240.510	TOM G PATTERSON	RENT ASSIST	388.00
278690.5240.510	TOM G PATTERSON	RENT ASSIST	231.00
278690.5240.510	TOM HARRIS	RENT ASSIST	324.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST	373.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST	330.00
278690.5240.510	TOM SWITZER RENTAL ACCOUNT	RENT ASSIST	210.00

278690.5240.510	TONY REED	RENT ASSIST	695.00
278690.5240.510	TONY REED	RENT ASSIST	550.00
278690.5240.510	TONY REED	RENT ASSIST	419.00
278690.5240.510	TONY REED	RENT ASSIST	384.00
278690.5240.510	TONY REED	RENT ASSIST	355.00
278690.5240.510	TONY REED	RENT ASSIST	258.00
278690.5240.510	TONY REED	RENT ASSIST	253.00
278690.5240.510	TONY REED	RENT ASSIST	253.00
278690.5240.510	TONY REED	RENT ASSIST	249.00
278690.5240.510	TONY REED	RENT ASSIST	234.00
278690.5240.510	TONY REED	RENT ASSIST	227.00
278690.5240.510	TONY REED	RENT ASSIST	210.00
278690.5240.510	TONY REED	RENT ASSIST	191.00
278690.5240.510	TONY REED	RENT ASSIST	162.00
278690.5240.510	TONY REED	RENT ASSIST	134.00
278690.5240.510	TR HOMES RENTALS LLC	RENT ASSIST	315.00
000844.1520.010	TREASURER ST OF IOWA	SALES TAX	45.00
000844.1520.020	TREASURER ST OF IOWA	SALES TAX	8.00
520520.5440.000	TREASURER ST OF IOWA	SALES TAX	12931.00
520520.5441.000	TREASURER ST OF IOWA	SALES TAX	2155.00
101110.5460.040	TREASURER STATE OF IOWA	3 BASIC LEVEL POLICE TRGS	18855.00
278690.5240.510	TREVRON, LLC	RENT ASSIST	259.00
278690.5240.510	TRI-SQUARE RENTALS, LLC	RENT ASSIST	79.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST	259.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST	229.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST	193.00
278690.5240.510	TT & C COOPERATIVE HOUSING	RENT ASSIST	158.00
999.1117.000	U A W LOCAL 893	PARK&REC DUES	75.17
206120.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	59.08
206710.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	55.34
206760.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	157.84
510531.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	22.14
520590.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	33.20
550780.5450.000	U S CELLULAR	2/12-3/11 PUBLIC WORKS	29.54
520520.5450.000	U S CELLULAR	2/22-3/21 WPCP	226.35
101560.5360.000	U S POST OFFICE	DD PROG POSTAGE	314.47
520520.5360.000	U S POST OFFICE	SAMPLE SHIPMENT	7.55
520520.5360.000	U S POST OFFICE	STAMPS	111.20
283210.5460.010	UNITED AIRLINES	AIRFARE -HOUSING	164.60
283210.5460.010	UNITED AIRLINES	AIRFARE -HOUSING	164.60
999.1112.000	UNITED WAY	PAYROLL WITHHOLDINGS	795.66
101410.5151.000	UNITY POINT-SIOUX CITY	DOT TESTING	37.00
101580.5562.000	VAN WALL EQUIPMENT	Blade	66.79
101580.5562.000	VAN WALL EQUIPMENT	WINDOWS&FREIGHT	191.37
206760.5450.000	VERIZON WIRELESS	1/11-2/10 ENGINEERING	200.07
510531.5450.000	VERIZON WIRELESS	1/11-2/10 SEWER	32.01
520590.5450.000	VERIZON WIRELESS	1/11-2/10 SEWER	48.01
101140.5450.000	VERIZON WIRELESS	1/14-2/13 FIRE DEPT	67.28
101560.5450.000	VERIZON WIRELESS	1/14-2/13 HOUSING	43.76

101561.5450.000	VERIZON WIRELESS	1/14-2/13 HOUSING	21.70
278690.5450.000	VERIZON WIRELESS	1/14-2/13 HOUSING	138.40
283210.5450.000	VERIZON WIRELESS	1/14-2/13 HOUSING	181.82
520520.5450.100	VERIZON WIRELESS	1/22-2/21 WPCP	90.58
101110.5450.100	VERIZON WIRELESS	1/26-2/25 POLICE	680.17
290113.5450.000	VERIZON WIRELESS	1/26-2/25 POLICE	34.34
101140.5450.000	VERIZON WIRELESS	12/13-2/13 FIRE DEPT	101.68
101110.5600.000	VISTA PRINT. COM	BUSINESS CARDS	14.98
101310.5600.000	VISTA PRINT. COM	BUSINESS CARDS	127.90
101310.5600.000	VISTA PRINT. COM	BUSINESS CARDS	40.21
290113.5340.070	WAHLTEK INC	4/1/16-3/31 EQUIPMENT	3848.00
520520.5600.000	WAL MART STORES INC	CLEANING &OP SUPPLIES	163.24
101110.5600.000	WAL MART STORES INC	CREDIT-BATH SUPPLIES	-19.97
101110.5600.000	WAL MART STORES INC	LOCKER ROOM	104.53
101820.5600.000	WAL MART STORES INC	PICTURE FRAMES	22.56
283210.5433.000	WAL MART STORES INC	RELOCATION ITEMS HOUSING	177.27
101421.5600.010	WAL MART STORES INC	SPECIAL OLYMPICS	35.61
101140.5600.000	WAL MART STORES INC	SUPPLIES	59.80
101140.5600.000	WAL MART STORES INC	SUPPLIES	23.82
101140.5600.000	WAL MART STORES INC	SUPPLIES	51.70
283210.5600.000	WAL MART STORES INC	SUPPLIES	27.52
999.1160.000	WAL MART STORES INC	TAX	0.35
101110.5600.000	WAL MART STORES INC	USB CABLE	4.96
278690.5240.510	WB REAL ESTATE INVESTMENTS	RENT ASSIST	188.00
101580.5562.000	WEB TIRE SALES	Cross Chain	259.52
283210.5460.030	WEIL CONSULTING & CONFERENCING	LEAD CONF REGISTRATION	300.00
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	27143.31
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	47646.38
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	13754.47
684990.5339.000	WELLMARK INC	MEDICAL CLAIMS	34153.07
684990.5230.000	WELLMARK INC	PREMIUMS&4WK CLAIMS	9954.62
684990.5337.000	WELLMARK INC	PREMIUMS&4WK CLAIMS	22417.34
684990.5339.000	WELLMARK INC	PREMIUMS&4WK CLAIMS	43601.50
278690.5240.510	WILLIAM C. WILSON	RENT ASSIST	290.00
278690.5240.510	WILLIAM HAVELKA	RENT ASSIST	500.00
278690.5240.510	WILLIAM HAVELKA	RENT ASSIST	159.00
278690.5240.510	WILLIAM L HOBSON	RENT ASSIST	208.00
290113.5450.000	WINDSTREAM	1/19-2/18 POLICE DEPT	76.44
520520.5132.000	WW GRAINGER	DRAPER - 2	86.30
520520.5600.000	WW GRAINGER	HOOP BLDG D	136.25
520520.5600.030	WW GRAINGER	LAB GLOVES	42.88
283210.5600.000	WW GRAINGER	PSYCHROMETER	205.88
520520.5600.000	WW GRAINGER	SAFETY SUPPLIES	276.40
101110.5570.010	WYATT, SHELANGOSKI	CONFERENCE MILEAGE	46.96
520520.5340.070	XEROX CORPORATION	FEBRUARY MA	70.16
278690.5240.510	ZAYN PROPERTIES LLC	RENT ASSIST	311.00
206710.5600.000	ZEE MEDICAL, INC	SUPPLIES	204.90
101770.5570.000	ZIEGLER INC	AIRPORT-NUTS	408.44
520520.5600.000	ZIEGLER INC	CAT STARTER	310.80

520520.5410.000	ZIEGLER INC	CAT399 SERVICED	7807.51
			1,396,543.50

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
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FINANCE DEPARTMENT

March 10, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Diana Steiner, Finance Director

Re: Updating City's investment policy and depository resolution.

Policy Issue: Financial policies updates and changes must be approved by the City Council. Also, the Cities depository resolution must be approved by Council.

Recommendation: Staff and the investment committee recommend approving the updated investment policy and depository resolution.

Background: The Cities investment policy has not been updated since 2010, and current policy states the policy will be reviewed every three years. The Finance Department and Investment committee have prepared and reviewed the changes that better fit the Cities investment strategies and allows the Accounting Manager to be part of investment activities. The depository resolution names depositories, and establishes maximum deposits at each depository.

Budget Impact: At this time no direct budget impact is noted but the updated policy will allow for additional investment types to be made, thus leading to the possibility of higher investment earnings.

Attachment: Updated Investment Policy and Depository Resolution

cc: Randy Wetmore, City Administrator

#2016-____

RESOLUTION TO NAME DEPOSITORIES, ESTABLISH MAXIMUM DEPOSIT AMOUNTS, AND IDENTIFY POSITIONS AUTHORIZED TO CONDUCT BUSINESS ON BEHALF OF THE CITY OF MARSHALLTOWN

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. That the City Council of Marshalltown, Iowa does hereby name the following as official depositories for City funds and sets the maximum amount of deposit opposite the name of each institution:

DEPOSITORY NAME	**MAXIMUM DEPOSIT**
Great Western Bank Marshalltown, IA	$25,000,000
Home Federal Savings Bank Marshalltown, IA	$25,000,000
US Bank Marshalltown, IA	$25,000,000
Wells Fargo Marshalltown, IA	$25,000,000
Pinnacle Bank Marshalltown, IA	$25,000,000
Farmers Savings Bank Marshalltown, IA	$25,000,000
United Bank & Trust Marshalltown, IA	$25,000,000
Citizens Savings Bank Marshalltown, IA	$25,000,000
Central State Bank State Center, IA	$25,000,000
GNB Bank Marshalltown, IA	$25,000,000

Section 2. That the City Council of Marshalltown, Iowa does hereby name the following positions as having authority to invest funds: City Administrator, City Treasurer, City Accounting Manager.

Passed this ___ day _________, 2016, and signed this ___ day of _______ ,2016.

CITY OF MARSHALLTOWN, IOWA

James L. Lowrance, Mayor

ATTEST:

Shari L. Coughenour, CMC, City Clerk

INVESTMENT POLICY
OF
THE CITY OF MARSHALLTOWN

PURPOSE

It is the purpose of this investment policy to not only make a clear and unequivocal statement concerning policies and procedures relative to Marshalltown investments, but to be in compliance with the Code of Iowa Chapter 12B.10B for investment of public funds..

SECTION 1 - SCOPE OF INVESTMENT POLICY

The Investment Policy of Marshalltown shall apply to all checking and savings accounts, operating funds, bond proceeds and other funds accounted for in the financial statements of Marshalltown. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution and bond covenants.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body (Council and Mayor), City Treasurer, City Accounting Manager, and City Administrator of Marshalltown to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of Marshalltown.
3. The auditor engaged to audit any fund of Marshalltown.
4. Investment Committee - Marshalltown.

~~In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of Marshalltown.~~

SECTION 2 - DELEGATION OF AUTHORITY

~~In accordance with Section 12B.10(1) t~~The responsibility for conducting investment transactions resides with the City Treasurer and City Administrator of Marshalltown. Only the City Treasurer and City Administrator and others authorized by ordinance or resolution may invest public funds. A copy of any empowering ordinance or resolution shall be attached to this Investment Policy.

~~All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for Marshalltown, shall require the outside person to notify Marshalltown in writing within thirty days of receipt of any communication from the auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of~~

~~the outside person or regulatory orders or sanctions regarding the type of services being provided to Marshalltown by the outside person.~~

The records of investment transactions made by or on behalf of Marshalltown are public records and are the property of Marshalltown, whether in the custody of Marshalltown or in the custody of a fiduciary or other third party.

The City Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of Marshalltown responsible for elements of the investment process, and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body~~.~~:

1. Investing public funds.

2. Advising on the investment of public funds.

3. Directing the deposit or investment of public funds.

4. Acting in a fiduciary capacity for this public body.

A ~~B~~bank~~, Savings and Loan Association or Credit Union~~ providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The City Treasurer and City Administrator of Marshalltown and all employees authorized to place investments shall be bonded in the amount of $1,000,000.00.

SECTION 3 - OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of Marshalltown shall be the following:

1. ***Safety*** - Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. ***Liquidity*** - Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. ***Return*** - Obtaining a reasonable return is the third investment objective.

SECTION 4 - PRUDENCE

The City Treasurer and City Administrator of Marshalltown, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the City Treasurer and City Administrator shall consider the role that the investment or deposit plays within the portfolio of assets of Marshalltown and the investment objectives stated in Section 3.

When investing operating and reserve funds, the City Treasurer and City Administrator shall request competitive bids for specified period(s) and amount(s). Operating and reserve funds do not include checking or savings funds.

SECTION 5 - INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of Marshalltown may be invested in the following:

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank properly declared as a depository by the governing body of Marshalltown and not exceeding the amount allowed by Council resolution.~~, savings and loan association or credit union in the State of Iowa.~~ Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa, or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. ~~Each financial institution shall be properly declared as a depository by the governing body of Marshalltown.~~

2. Obligations of the United States Government, its agencies and instrumentalities, either an implicit or explicit backing of the full faith of the United States Government.

3. Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to Iowa Code Chapter 12C.6(3) shall draw rates not less than the minimum rate set under Iowa Code section 12.C.6 for state funds.

4. Iowa Public Agency Investment Trust (IPAIT) or Iowa Schools Joint Investment Trust (SJIT) as appropriate.

~~5. Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.~~

~~6. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking~~

5~~7~~. Repurchase agreements, whose underlying collateral consists of obligations of the United States Government, its agencies and instrumentalities and Marshalltown takes delivery of the collateral either directly or through an authorized custodian.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7~~8~~ - Investment Maturity Limitations and Section 8~~9~~ - Diversification Requirements.

Upon the departure of the City Treasurer or City Administrator from office, only the following instruments authorized as eligible for investment in Section 5 shall be authorized for investment until further action is taken by the governing body of Marshalltown~~.~~:

1. Interest bearing savings accounts, interest bearing money market accounts and interest bearing checking accounts at any bank properly declared as a depository by the governing body of Marshalltown and not exceeding the amount allowed by Council resolution.~~, savings and loan association or credit union in the State of Iowa.~~

Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa, or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. ~~Each financial institution shall be properly declared as a depository by the governing body of Marshalltown. Deposits in an approved financial institution shall not exceed that amount allowed by Council resolution.~~

2. Obligations of the United States Government, its agencies and instrumentalities, either an implicit or explicit backing of the full faith of the United States Government..

3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.6(3) shall draw rates not less than the minimum rate set under section 12C.6 for state funds.

Upon departure of the City Treasurer, an acting City Treasurer or replacement shall be appointed immediately. The City Administrator may be appointed acting City Treasurer or another person.

SECTION 6 - PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of Marshalltown shall not be invested in the following, according to Code of Iowa 12B.10 (5) and 12B.10 (9):

1. Reverse repurchase agreements.

2. Futures and options contracts.

All assets, of every kind and character, owned by the City of Marshalltown shall be owned or registered in the name of the City of Marshalltown as owner and not a third party, including an investment ~~a~~adviser or custodian.

Assets of Marshalltown shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.

2. ~~Pursuant to a~~ A contract providing for the investment or deposit of public funds shall not provide for compensation of an agent or fiduciary based upon investment ~~the~~ performance ~~of the invested assets~~.

3. If a fiduciary or other third party with custody of public investment transaction records of Marshalltown fails to produce requested records when requested by this public body within a reasonable time, Marshalltown shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

4. Contrary to existing bond covenants or investment resolutions and policy statements.

~~SECTION 7 – MASTER REPURCHASE AGREEMENTS~~

~~A repurchase agreement is a contractual transaction agreement between an investor and an issuing financial institution. The investor exchanges cash for temporary ownership or control of collateral securities with an agreement between the parties that on a future date, the financial institution will repurchase the securities. A signed master repurchase agreement shall be on file with the financial institution with which repurchase transactions are made.~~

1. ~~The underlying collateral shall be limited to the United States Government, agency and instrumentalities.~~

2. ~~Collateral shall be marked to market daily by the custodian and shall be maintained at a value equal to or greater than the cash investment.~~

3. ~~At the time of purchase, the market value of the collateral shall represent 102% of the cash investment.~~

4. ~~An authorized third party custodian or safekeeping agent shall hold all securities purchased under a repurchase agreement.~~

SECTION 7~~8~~ - INVESTMENT MATURITY LIMITATIONS

Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.

2. The City Treasurer and City Administrator may invest funds of Marshalltown that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of Marshalltown shall have maturities that are consistent with the needs and use of Marshalltown.

SECTION 8~~9~~ - DIVERSIFICATION

~~Investments of Marshalltown are subject to the following diversification requirements:~~

~~*Prime bankers' acceptances:*~~

1. ~~At the time of purchase, no more than ten percent (10%) of the investment portfolio of Marshalltown shall be invested in prime bankers' acceptances, and~~

2. ~~At the time of purchase, no more than five percent (5%) of the investment portfolio of Marshalltown shall be invested in the securities of a single issuer.~~

~~*Commercial paper or other short-term corporate debt:*~~

1. ~~At the time of purchase, no more than ten percent (10%) of the investment portfolio of Marshalltown shall be in commercial paper or other short-term corporate debt.~~

~~2. At the time of purchase, no more than five percent (5%) of the investment portfolio of Marshalltown shall be invested in the securities of a single issuer, and~~

~~3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.~~

Where possible, it is the policy of Marshalltown to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issue, or a specific class of securities. In establishing specific diversification strategies, the following general policies and contracts shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

~~3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.~~

SECTION 9~~10~~ - COLLATERALIZATION OF CERTAIN OF MONIES

A. ~~Banks or Savings and Loan – ~~Collateralization of deposits in banks~~ or savings and loans,~~ which deposits are in excess of the insurance of a federal agency or instrumentality, shall be collateralized pursuant to the provisions of Section 12C , Subsection 22 of the Code of Iowa, related sections, and any future amendments thereto.

~~B. Credit Union - Collateralization of deposits in a credit union, which deposits are in excess of the insurance of a federal agency or instrumentality, shall be collateralized pursuant to the provisions of Iowa Code Section 12C.16, related sections, and any future amendments thereto.~~

SECTION 10~~1~~ - SAFEKEEPING AND CUSTODY

All invested assets of Marshalltown involving the use of public funds custodial agreement as defined in Iowa Code Section 12C, shall comply with all rules adopted pursuant to Iowa Code Section 12C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

~~All invested assets of Marshalltown eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out in Section 10 of this Investment Policy. All items of value representing collateral required by Section 10 (A) herein shall be physically held by Marshalltown or a third party custodian.~~

SECTION 11~~2~~ - INVESTMENT COMMITTEE

There has been established an investment committee composed of three persons, who are not City officers or employees, to be appointed by the Mayor, with Council approval, and possessing financial and investment backgrounds. The committee shall meet on a timely basis, not less than quarterly, to review the City investments and their compliance with this policy.

Appointments to the committee shall be for ~~one~~four years and the appointees shall serve without pay.

SECTION 12~~3~~ - REPORTING

The City Treasurer shall submit quarterly~~monthly~~ an investment report that summarizes ~~recent market conditions and investment strategies employed since the last investment report.~~balances and any changes in activity since the last investment report to the Investment Committee referred to in Section 11. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

SECTION 13~~4~~ - INVESTMENT POLICY REVIEW AND AMENDMENT

The Investment Policy shall be reviewed every four~~three~~ years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

SECTION 14~~5~~ - AUDIT AND REPORTING

There shall be an annual audit performed by an independent public accounting firm or auditors of the State of Iowa. Auditing services shall include unannounced investment verifications at least once annually as established by the City Council and the auditors.

SECTION 15~~6~~ - DEFERRED COMPENSATION

The Marshalltown Investment Policy shall not apply to deferred compensation held by the City of Marshalltown for individual employees.

James L. Lowrance, Mayor
Randy Wetmore, Administrator
Diana Steiner, Finance Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5760
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FINANCE DEPARTMENT

March 7, 2016

To: Mayor James L. Lowrance
Members of the City Council

From: Finance Department

Re: January 2016 Monthly Financial Statements

Policy Issue: N/A

Recommendation: Staff recommends approving the January 2016 monthly financial statements.

Background: The finance department has prepared and reconciled the January 2016 financial statements for your review. During January the City collected 246,094 in general fund revenues and expended 1,037,833 in the general fund. See summary by fund report for all other funds revenues and expenditures for the month.

Budget Impact: N/A

Attachment: January 2016 FS

cc: Randy Wetmore, City Administrator

CITY OF MARSHALLTOWN
MONTHLY BALANCE SHEET
FOR THE MAYOR AND CITY COUNCIL
As of January 31, 2016

DESCRIPTION	CASH AND INVESTMNTS (ASSETS)	ACCOUNTS RECEIVABLE (ASSETS)	FIXED ASSETS (ASSETS)	LIABILITES & NET ASSETS	NET (INCOME) / EXPENSE
FUND NUMBER & NAME					
101 - GENERAL	354,834.75	262,637.48	.00	<1,487,445.79>	869,973.56
150 - CAPITAL RESERVE FUND	147,906.70	.00	.00	<157,973.65>	10,066.95
151 - CASH FLOW RESERVE FUND	1,836,025.20	.00	.00	<1,832,069.64>	<3,955.56>
152 - COLISEUM ACTIVITY	20,990.47	.00	.00	<25,755.19>	4,764.72
153 - BLDG MAINT FUND	462,795.29	.00	.00	<479,721.78>	16,926.49
201 - GRANTS FRM STATE AGNCY	3,748.70	.00	.00	<3,742.98>	<5.72>
204 - HERSHEY RECREATION	7,173.10	.00	.00	<7,199.96>	26.86
205 - EMERGENCY FUND	112,168.47	.00	.00	.00	<112,168.47>
206 - ROAD USE TAX	2,966,658.36	.00	.00	<2,360,097.78>	<606,560.58>
218 - COPS FAST GRANT	<8,261.62>	4,867.30	.00	<1,317.30>	4,711.62
219 - DEPT OF JUSTICE GRANTS	<2,036.81>	.00	.00	5,187.35	<3,150.54>
220 - POLICE UNDESGNTD GRANTS	<32,383.90>	27,923.59	.00	<18,850.63>	23,310.94
221 - EMPLOYEE BENEFIT FUND	2,055,632.61	.00	.00	<1,781,247.69>	<274,384.92>
223 - POLICE/FIRE RETIREMENT	458,876.52	.00	.00	<363,156.10>	<95,720.42>
230 - POLICE DONATION FUND	36,006.49	.00	.00	<32,540.19>	<3,466.30>
233 - SOFTBALL ASSOCIATION	22,139.77	<155.00>	.00	<38,732.48>	16,747.71
235 - FIRE DEPT DONATION FUND	2,605.80	.00	.00	<3,379.15>	773.35
236 - M'TOWN TENNIS ASSOC	1,653.72	.00	.00	<1,820.11>	166.39
238 - CITY TORT LIABILITY	127,697.00	345.45	.00	<127,626.39>	<416.06>
242 - LIBRARY DONATION FUND	81,957.42	.00	.00	<68,097.06>	<13,860.36>
246 - SEIZED ASSETS FUND	24,265.90	.00	.00	<33,063.27>	8,797.37
247 - P & R DONATION FUND	54,962.47	.00	.00	<50,880.86>	<4,081.61>
248 - ECONOMIC DEVELOPMENT	49,040.37	.00	.00	<48,964.52>	<75.85>
249 - SUBDIVIDER ESCROW	10,231.15	.00	.00	<10,215.26>	<15.89>
250 - TAX INCREMNT FINANCING	900,795.24	.00	.00	<227,900.97>	<672,894.27>
271 - HOUSING GRANTS	36,687.63	.00	.00	<35,992.28>	<695.35>
275 - HUD LEAD GRANT #3	<161.00>	.00	.00	161.00	.00
276 - LEAD GRANT #4	9,428.11	1,043.95	.00	86,078.80	<96,550.86>
277 - HUD EDI GRANTS	<9,916.50>	.00	.00	9,016.50	900.00
278 - LOW RENT VOUCHER PROGRM	63,017.03	97,599.80	.00	<207,511.92>	46,895.09
281 - CBDG NSP HSNG	<96,305.72>	.00	.00	92,033.16	4,272.56
282 - HUD LEAD MATCH	40,262.42	.00	.00	<40,262.42>	.00
283 - LEAD GRANT #5	<111,342.10>	.00	.00	53,716.05	57,626.05
290 - E911 SURCHARGE	306,622.81	.00	.00	<291,919.60>	<14,703.21>
291 - LOCAL OPTION SALES TAX	2,993,847.81	.00	.00	<2,470,384.26>	<523,463.55>
311 - GO BONDS DEBT FUND	1,308,341.85	.00	.00	<22,040.74>	<1,286,301.11>
401 - BIKE PATH - PHASE II	84,554.70	.00	.00	<97,727.04>	13,172.34
416 - FEDERAL STREET GRANTS	<28,712.44>	.00	.00	18,437.11	10,275.33
417 - RISE STREET GRANTS	<145,203.01>	.00	.00	.00	145,203.01
450 - CIP COLLECTION FUND	567,972.05	.00	.00	<539,457.38>	<28,514.67>
460 - AIRPORT PROJECT	<53,540.99>	.00	.00	<423.04>	53,964.03
462 - SPEC ASSMNT PROJECTS	<61,573.95>	49,422.50	.00	28,532.45	<16,381.00>
471 - POLICE AND FIRE BUILD	75,330.84	.00	.00	<109,429.67>	34,098.83
473 - 2014 GO BONDS	1,023,549.60	.00	.00	<1,996,772.64>	973,223.04
477 - TREES FOREVER PROJECT	3,309.63	.00	.00	<3,415.42>	105.79
478 - 2015 GO BONDS	2,055,572.54	.00	.00	.00	<2,055,572.54>

CITY OF MARSHALLTOWN
MONTHLY BALANCE SHEET
FOR THE MAYOR AND CITY COUNCIL
As of January 31, 2016

	--ASSETS--				
DESCRIPTION	CASH AND INVESTMNTS	ACCOUNTS RECEIVABLE	FIXED ASSETS	LIABILITES & NET ASSETS	NET (INCOME) / EXPENSE
484 - 2013 BONDS CAP PRJ FUND	<177,984.33>	.00	.00	.00	177,984.33
489 - CAPITAL STREET PROJECTS	178,716.63	.00	.00	<178,440.15>	<276.48>
490 - GO BOND CAPITAL PRJS	<54,378.90>	3,690.00	.00	<8,467.00>	59,155.90
491 - TIF DISTRICT II CAP PRJ	<57,321.86>	.00	.00	444,707.26	<387,385.40>
492 - TIF DISTRICT 3 CAP PRJS	3,251.74	.00	.00	<7,798.45>	4,546.71
494 - PUBLIC WORKS FACILITY	9,710.93	.00	.00	<17,741.30>	8,030.37
510 - STORM SEWER	818,451.29	41,010.07	12,225,299.30	<12,771,426.86>	<313,333.80>
520 - WPCP OPERATING FUND	200.00	.00	30,542,830.02	<30,538,465.91>	<4,564.11>
521 - WPCP REVENUE FUND	7,583,987.95	706,644.66	.00	<7,369,852.40>	<920,780.21>
522 - WPCP SEW REV FUND	5,902,959.03	.00	.00	.00	<5,902,959.03>
526 - WPCP CAP IMPR RESERVE	1,000,517.66	.00	.00	<1,134,665.04>	134,147.38
528 - SANITARY SEWER REHAB	44,401.68	.00	.00	<574,472.41>	530,070.73
529 - SEWER NEW CONSTRUCTION	27,723.61	.00	.00	<12,800.00>	<14,923.61>
530 - COMPOSTING	184,934.63	712.76	84,272.58	<249,397.26>	<20,522.71>
540 - P&R CONCESSIONS	12,561.28	.00	.00	<25,949.09>	13,387.81
550 - TRANSIT OPERATING	123,860.50	566.00	1,549,310.42	<1,740,123.67>	66,386.75
681 - OCCUP INSUR ESCROW	127,791.53	.00	.00	<146,858.03>	19,066.50
684 - GRP HEALTH INS ESCROW	2,621,960.44	27,066.95	.00	<2,774,567.58>	125,540.19
686 - W.C. DEDUCTIBLE	37,603.72	.00	.00	<37,545.61>	<58.11>
801 - POLICE PENSION	<728.85>	.00	.00	.00	728.85
844 - SALES TAX	120.29	.00	.00	<120.29>	.00
870 - SURETY BONDS/DEPOSITS	1,168.56	.00	.00	<1,168.56>	.00
871 - IA STATE SLEUTH	14,874.97	.00	.00	<14,874.97>	.00
991 - CAPITAL ASSET FUND	.00	.00	44,865,056.30	<44,865,056.30>	.00
999 - PAYROLL LIABILITY ACCTS	142,615.06	.00	.00	<142,615.06>	.00
GRAND TOTAL	36,304,222.04	1,223,375.51	89,266,768.62	<116,851,671.42>	<9,942,694.75>

Enter Information to Graph for Council
As of January 31, 2016

DESCRIPTION		INVESTMNTS
0214.000 WELLS FARGO MONEY MARKET		
00999 CITY-MARSHALLTWN POOLED CASH		
	.15	12,552,477.25
0214.000 WELLS FARGO MONEY MARKET		12,552,477.25
0215.000 IPAIT MONEY MARKET		
00478 2015 GO BONDS		
00031134 2015B GO BONDS - STREET, DIP/DANG BUIL	.036	2,094,444.24
00522 (D) WPCP REVENUE BOND FUND		
00059007 2015 SEWER REVENUE BONDS	.036	3,000,183.85
0215.000 IPAIT MONEY MARKET		5,094,628.09
0228.000 HOME FED CD(0-90 DAYS)		
00059007 2015 SEWER REVENUE BONDS	.15	1,000,369.86
0228.000 HOME FED CD(0-90 DAYS)		1,000,369.86
0247.000 FRMRS SVGS BK CD (91-365)		
00059007 2015 SEWER REVENUE BONDS	.44	1,000,723.41
0247.000 FRMRS SVGS BK CD (91-365)		1,000,723.41
0248.000 HOME FEDERAL CD (91-365DY		
00059007 2015 SEWER REVENUE BONDS	.25	1,000,616.44
0248.000 HOME FEDERAL CD (91-365DY		1,000,616.44
0265.000 IPAIT CD (> 1 YR)		
00521 WPCP REVENUE		
	.43	1,000,000.00
0265.000 IPAIT CD (> 1 YR)		1,000,000.00
0266.000 CENTRAL STATE BANK CD (> 1 YR)		
00291 LOCAL OPTION SALES TAX		
89099012 LOST - Storm Sewer/Street Improvements	.45	1,000,000.00
0266.000 CENTRAL STATE BANK CD (> 1 YR)		1,000,000.00
0267.000 FARMERS CD (> 1 YR)		
00151 CASH FLOW RESERVE FUND		
	.36	1,002,666.17
00684 GROUP HEALTH INSURANCE ESCROW		
	.36	1,002,666.17

Enter Information to Graph for Council
As of January 31, 2016

DESCRIPTION		INVESTMNTS
0267.000	FARMERS CD (> 1 YR)	
0267.000	FARMERS CD (> 1 YR)	2,005,332.34
		.58 1,000,000.00
0268.000	PINNACLE CD (> 1 YR)	1,000,000.00
0273.000	IPAIT GOV SEC(> 1 YR)	
00521 WPCP REVENUE		
		.41 1,005,004.00
0273.000	IPAIT GOV SEC(> 1 YR)	1,005,004.00
		26,659,151.39

For the Seven Months Ending January 31, 2016

	DESCRIPTION	THIS MONTH ACTUAL	ORIGINAL BUDGET	Y-T-D ACTUAL	REMAINING BUDGET	% USED
REVENUES						
4010	PROPERTY TAXES	103,307.53	10,329,114	5,157,692.46	5,171,421.54	50.07 %
4090	TIF TAXES	4,248.02	1,408,940	692,321.97	716,618.03	50.86 %
4100	OTHER CITY TAXES	331,722.27	4,601,695	3,092,046.24	1,509,648.76	32.81 %
4200	LICENSES & PERMITS	15,762.94	242,350	183,083.50	59,266.50	24.45 %
4600	USE OF MONEY & PROPERTY	13,848.42	152,120	81,648.85	70,471.15	46.33 %
4300	INTERGOVERNMENTAL REVENUE	502,395.28	8,165,205	4,793,393.43	3,371,811.57	41.29 %
4400	CHARGES FOR SERVICES	488,191.06	8,503,124	4,514,337.81	3,988,786.19	46.91 %
4500	FINES & FORFEITURES	7,837.09	168,500	68,444.20	100,055.80	59.38 %
4700	SPECIAL ASSESSMENTS	.00	26,678	12,883.00	13,795.00	51.71 %
4800	MISCELLANEOUS REVENUES	12,220.48	748,100	699,558.11	48,541.89	6.49 %
4900	OTHER FINANCING SOURCES	.00	22,500,000	8,094,421.80	14,405,578.20	64.02 %
**TOTAL REVENUES		1,479,533.09	56,845,826	27,389,831.37	29,455,994.63	51.82 %
EXPENDITURES						
PUBLIC SAFETY						
5005	SALARIES	410,878.24	5,636,071	3,296,159.71	2,339,911.29	58.48 %
5100	BENEFITS	201,985.16	2,609,600	1,472,349.17	1,137,250.83	56.42 %
5205	OPERATING	67,763.85	767,878	511,550.45	256,327.55	66.62 %
5700	CAPITAL OUTLAY	19,096.89	481,791	387,813.55	93,977.45	80.49 %
**TOTAL PUBLIC SAFETY		699,724.14	9,495,340	5,667,872.88	3,827,467.12	59.69 %
PUBLIC WORKS						
5005	SALARIES	83,575.15	1,095,095	658,841.36	436,253.64	60.16 %
5100	BENEFITS	36,994.43	506,312	268,390.36	237,921.64	53.01 %
5205	OPERATING	96,858.36	1,895,212	758,896.08	1,136,315.92	40.04 %
5700	CAPITAL OUTLAY	38,403.64	488,000	327,660.77	160,339.23	67.14 %
5800	DEBT SERVICE	.00	0	187.50	<187.50>	.00 %
**TOTAL PUBLIC WORKS		255,831.58	3,984,619	2,013,976.07	1,970,642.93	50.54 %
HEALTH AND SOCIAL SERVICES						
5005	SALARIES	35,434.44	492,860	283,575.51	209,284.49	57.54 %
5100	BENEFITS	10,959.83	155,608	82,256.19	73,351.81	52.86 %
5205	OPERATING	40,978.29	1,058,532	446,383.84	612,148.16	42.17 %
5700	CAPITAL OUTLAY	.00	150	25.96	124.04	17.31 %
**TOTAL HEALTH & SOCIAL SERVS		87,372.56	1,707,150	812,241.50	894,908.50	47.58 %

	DESCRIPTION	THIS MONTH ACTUAL	ORIGINAL BUDGET	Y-T-D ACTUAL	REMAINING BUDGET	% USED
CULTURE AND RECREATION						
5005	SALARIES	85,896.10	1,208,557	707,044.48	501,512.52	58.50 %
5100	BENEFITS	25,306.01	410,118	210,454.35	199,663.65	51.32 %
5205	OPERATING	20,956.91	1,081,910	565,312.64	516,597.36	52.25 %
5700	CAPITAL OUTLAY	13,343.56	194,378	124,569.96	69,808.04	64.09 %
5865	OTHER EXPENDITURES	.00	0	60.06	<60.06>	.00 %
**TOTAL CULTURE & RECREATION		145,502.58	2,894,963	1,607,441.49	1,287,521.51	55.53 %
COMMUNITY & ECONOMIC DEVELMNT						
5005	SALARIES	14,370.53	246,688	105,286.35	141,401.65	42.68 %
5100	BENEFITS	4,921.20	79,548	33,817.29	45,730.71	42.51 %
5205	OPERATING	108,763.02	1,136,343	684,498.41	451,844.59	60.24 %
5700	CAPITAL OUTLAY	.00	2,000	.00	2,000.00	.00 %
5800	DEBT SERVICE PAYMENTS	.00	0	62.50	<62.50>	.00 %
**TOTAL COMM & ECONOMIC DV		128,054.75	1,464,579	823,664.55	640,914.45	56.24 %
GENERAL GOVERNMENT						
5005	SALARIES	45,253.90	835,638	338,139.91	497,498.09	40.46 %
5100	BENEFITS	20,818.32	224,914	161,559.45	63,354.55	71.83 %
5205	OPERATING	24,814.64	349,648	229,748.67	119,899.33	65.71 %
5700	CAPITAL OUTLAY	.00	236,665	7,011.12	229,653.88	2.96 %
5865	OTHER EXPENDITURES	8.80	0	1,304.16	<1,304.16>	.00 %
**TOTAL GENERAL GOVERNMENT		90,895.66	1,646,865	737,763.31	909,101.69	44.80 %
ENTERPRISES						
5005	SALARIES	115,042.65	1,779,582	981,562.31	798,019.69	55.16 %
5100	BENEFITS	41,993.92	635,238	323,765.38	311,472.62	50.97 %
5205	OPERATING	157,448.60	4,120,603	1,983,336.63	2,137,266.37	48.13 %
5700	CAPITAL OUTLAY	42,692.90	5,885,300	80,379.26	5,804,920.74	1.37 %
5800	DEBT SERVICE PAYMENTS	8,707.57	1,842,640	495,167.29	1,347,472.71	26.87 %
5865	OTHER EXPENDITURES	100.00	4,000	1,590.08	2,409.92	39.75 %
**TOTAL ENTERPRISES		365,985.64	14,267,363	3,865,800.95	10,401,562.05	27.10 %
5000	**DEBT SERVICE	.00	3,467,146	205,940.00	3,261,206.00	5.94 %

801-878 and 999

For the Seven Months Ending January 31, 2016

	DESCRIPTION	THIS MONTH ACTUAL	ORIGINAL BUDGET	Y-T-D ACTUAL	REMAINING BUDGET	% USED
5000	**CAPITAL PROJECTS	102,157.90	17,985,051	1,567,158.44	16,417,892.56	8.71 %
***TOTAL EXPENDITURES		1,875,524.81	56,913,076	17,301,859.19	39,611,216.81	30.40 %
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		<395,991.72>	<67,250>	10,087,972.18	<10,155,222.18>	15,000.70 %

For the Seven Months Ending January 31, 2016

	DESCRIPTION	PERSONAL SERVICES	OPERATING	CAPITAL OUTLAY	DEBT/OTHER COSTS	TOTAL EXPENSES	ORIGINAL BUDGET	% USED
2015								
100	PUBLIC SAFETY							
110	Police Administratio	2,590,454	227,924	148,332	0	2,966,710	5,255,242	56.45 %
113	Police Dispatch	541,053	121,183	236	0	662,472	1,218,494	54.37 %
140	Fire Protection	1,562,955	36,289	239,246	0	1,838,490	2,797,006	65.73 %
141	Fire Training Divisi	74,046	2,349	0	0	76,395	138,124	55.31 %
142	Fire Prevention Bure	0	3,077	0	0	3,077	4,500	68.38 %
170	Civil Defense	0	20,165	0	0	20,165	29,580	68.17 %
180	Flood Control	0	68,563	0	0	68,563	394	17,401.78 %
240	Animal Control	0	32,000	0	0	32,000	52,000	61.54 %
100	PUBLIC SAFETY	4,768,508	511,550	387,814	0	5,667,872	9,495,340	59.69 %
200	PUBLIC WORKS							
120	Traffic Safety	86,161	25,987	0	0	112,148	237,158	47.29 %
160	Street Lighting	14,108	118,172	0	0	132,280	250,972	52.71 %
540	Solid Waste	0	57,285	0	0	57,285	113,708	50.38 %
710	Street Maintenance	525,952	228,509	322,124	188	1,076,773	1,737,509	61.97 %
711	Street Cleaning	0	1,634	0	0	1,634	7,500	21.79 %
712	Snow Removal	51,398	116,903	0	0	168,301	250,728	67.12 %
740	Sidewalks	0	87,819	0	0	87,819	55,000	159.67 %
750	Street Construction	0	46,643	0	0	46,643	711,000	6.56 %
760	Engineering	223,971	23,347	5,537	0	252,855	490,437	51.56 %
770	Airport	0	51,492	0	0	51,492	70,490	73.05 %
790	Parking System	25,642	1,105	0	0	26,747	60,117	44.49 %
200	PUBLIC WORKS	927,232	758,896	327,661	188	2,013,977	3,984,619	50.54 %
300	HEALTH AND SOCIAL SER							
210	Community Health	160,185	409,531	0	0	569,716	1,167,344	48.80 %
480	Senior Citizens Prog	0	21,073	0	0	21,073	137,732	15.30 %
550	Electrical Inspectio	42,338	54	26	0	42,418	76,174	55.69 %
560	Building Inspection	106,678	1,699	0	0	108,377	188,728	57.42 %
561	Rental Inspection	56,631	5,450	0	0	62,081	93,877	66.13 %
581	Nuisance Cleanup	0	8,577	0	0	8,577	43,295	19.81 %
300	HEALTH AND SOCIAL SER	365,832	446,384	26	0	812,242	1,707,150	47.58 %
400	CULTURE AND RECREATIO							
310	Library	445,575	84,868	98,663	60	629,166	1,039,050	60.55 %
330	City Band	6,253	441	0	0	6,694	9,688	69.10 %
340	Fisher Community Cen	0	51,173	0	0	51,173	76,760	66.67 %
410	Parks	303,674	86,675	25,907	0	416,256	827,476	50.30 %
420	Recreation	21,887	22,939	0	0	44,826	171,154	26.19 %
421	Playgrounds/School	92,203	18,891	0	0	111,094	189,440	58.64 %
440	Swimming Pools	18,305	94,410	0	0	112,715	219,183	51.43 %
451	Coliseum	11,435	14,597	0	0	26,032	50,202	51.85 %
460	Convention & Tourism	0	185,000	0	0	185,000	260,390	71.05 %
545	Cable TV	18,166	6,318	0	0	24,484	51,620	47.43 %

For the Seven Months Ending January 31, 2016

	DESCRIPTION	PERSONAL SERVICES	OPERATING	CAPITAL OUTLAY	DEBT/OTHER COSTS	TOTAL EXPENSES	ORIGINAL BUDGET	% USED
400	CULTURE AND RECREATIO							
400	CULTURE AND RECREATIO	917,498	565,312	124,570	60	1,607,440	2,894,963	55.53 %
580	Community Beautifica	3,917	5,855	0	0	9,772	20,796	46.99 %
581	Nuisance Cleanup	0	11,787	0	63	11,850	0	.00 %
660	Economic Development	0	92,317	0	0	92,317	94,000	98.21 %
690	Housing	105,422	561,168	0	0	666,590	1,146,769	58.13 %
715	Tree Removal/Maint	4,662	0	0	0	4,662	0	.00 %
870	Planning & Zoning	25,102	13,372	0	0	38,474	203,014	18.95 %
500	COMMUNITY AND ECONOMI	139,103	684,499	0	63	823,665	1,464,579	56.24 %
600	GENERAL GOVERNMENT							
810	City Council	14,219	0	0	0	14,219	25,407	55.96 %
820	Technical Services	63,946	1,337	0	0	65,283	115,622	56.46 %
830	Mayor	5,106	251	0	0	5,357	13,867	38.63 %
831	City Administrator	72,793	1,477	0	0	74,270	132,532	56.04 %
840	City Clerk	54,662	17,569	0	18	72,249	147,906	48.85 %
850	Finance	259,634	68,168	0	420	328,222	675,826	48.57 %
860	Legal	0	56,660	0	0	56,660	90,000	62.96 %
880	City Hall	6,440	28,796	0	0	35,236	56,400	62.48 %
889	Elections	0	7,779	0	0	7,779	8,900	87.40 %
890	General Government	0	7,369	0	867	8,236	168,063	4.90 %
891	Data Processing	22,900	40,344	7,011	0	70,255	212,342	33.09 %
600	GENERAL GOVERNMENT	499,700	229,750	7,011	1,305	737,766	1,646,865	44.80 %
700	BUSINESS TYPE							
180	Flood Control	0	0	0	0	0	1,380,000	.00 %
430	Pool Concessions	9,888	9,535	200	0	19,623	42,656	46.00 %
440	Swimming Pools	0	10,520	0	0	10,520	0	.00 %
520	Sewage Treatment	674,324	865,549	31,529	182,660	1,754,062	4,536,169	38.67 %
531	Storm Sewer - WPCP	140,130	35,596	14,102	444	190,272	616,965	30.84 %
532	Dike Maintenance	11,868	9,881	0	0	21,749	42,643	51.00 %
533	Storm Sewer - Permit	0	0	0	0	0	8,000	.00 %
540	Solid Waste	15,039	8,776	0	100	23,915	55,561	43.04 %
590	Sanitary Sewers	186,129	931,516	24,443	313,553	1,455,641	6,811,865	21.37 %
780	Bus	267,951	111,963	10,107	0	390,021	773,504	50.42 %
700	BUSINESS TYPE	1,305,329	1,983,336	80,381	496,757	3,865,803	14,267,363	27.10 %
800	DEBT SERVICE							
990	Intragovernmental Se	0	0	0	205,940	205,940	3,467,146	5.94 %
800	DEBT SERVICE	0	0	0	205,940	205,940	3,467,146	5.94 %

For the Seven Months Ending January 31, 2016

	DESCRIPTION	PERSONAL SERVICES	OPERATING	CAPITAL OUTLAY	DEBT/OTHER COSTS	TOTAL EXPENSES	ORIGINAL BUDGET	% USED
900	CAPITAL PROJECTS							
		0	5,213	0	0	5,213	0	.00 %
110	Police Administratio	0	34,204	0	0	34,204	16,500,000	.21 %
140	Fire Protection	0	46	0	0	46	0	.00 %
410	Parks	0	13,316	0	0	13,316	427,051	3.12 %
530	Storm Sewer - Engine	0	517	0	0	517	550,000	.09 %
580	Community Beautifica	0	111	799	0	910	3,000	30.33 %
710	Street Maintenance	0	1,153,521	0	0	1,153,521	0	.00 %
750	Street Construction	0	277,816	0	0	277,816	500,000	55.56 %
770	Airport	0	78,775	0	0	78,775	5,000	1,575.50 %
990	Intragovernmental Se	0	0	2,840	0	2,840	0	.00 %
900	CAPITAL PROJECTS	0	1,563,519	3,639	0	1,567,158	17,985,051	8.71 %
2015		8,923,202	6,743,246	931,102	704,313	17,301,863	56,913,076	30.40 %

For the Period Ending January 31, 2016

DESCRIPTION	REVENUE	EXPENSES
101 - GENERAL	246,094	1,037,883
150 - CAPITAL RESERVE FUND	40	10,250
151 - CASH FLOW RESERVE FUND	520	0
152 - COLISEUM ACTIVITY	1,152	3,338
153 - BLDG MAINT FUND	124	0
201 - GRANTS FRM STATE AGNCY	1	0
204 - HERSHEY RECREATION	2	0
205 - EMERGENCY FUND	1,890	0
206 - ROAD USE TAX	247,782	127,510
218 - COPS FAST GRANT	0	3,339
219 - DEPT OF JUSTICE GRANTS	0	1,027
220 - POLICE UNDESGNTD GRANTS	6,916	9,249
221 - EMPLOYEE BENEFIT FUND	1,969	0
223 - POLICE/FIRE RETIREMENT	10,776	0
230 - POLICE DONATION FUND	130	124
233 - SOFTBALL ASSOCIATION	6	358
235 - FIRE DEPT DONATION FUND	1	213
236 - M'TOWN TENNIS ASSOC	0	0
238 - CITY TORT LIABILITY	34	0
240 - FIRE DEPT GRANTS	0	0
242 - LIBRARY DONATION FUND	424	2,453
246 - SEIZED ASSETS FUND	20	2,200
247 - P & R DONATION FUND	801	327
248 - ECONOMIC DEVELOPMENT	13	0
249 - SUBDIVIDER ESCROW	3	0
250 - TAX INCREMNT FINANCING	4,490	10,000
271 - HOUSING GRANTS	10	60
276 - LEAD GRANT #4	0	0
277 - HUD EDI GRANTS	0	100
278 - LOW RENT VOUCHER PROGRM	100,021	106,031
281 - CDBG NSP HSNG	0	799
282 - HUD LEAD MATCH	0	0
283 - LEAD GRANT #5	96,089	57,680
290 - E911 SURCHARGE	82	34,439
291 - LOCAL OPTION SALES TAX	274,940	0
311 - GO BONDS DEBT FUND	24,448	0
401 - BIKE PATH - PHASE II	23	0
416 - FEDERAL STREET GRANTS	0	41,357
417 - RISE STREET GRANTS	0	0
450 - CIP COLLECTION FUND	4,504	0
460 - AIRPORT PROJECT	0	7,000
462 - SPEC ASSMNT PROJECTS	0	0
471 - POLICE AND FIRE BUILD	20	24,535
473 - 2014 GO BONDS	275	29,341
477 - TREES FOREVER PROJECT	1	0
478 - 2015 GO BONDS	18	0
484 - 2013 BOND PROJECTS	0	0
489 - CAPITAL STREET PROJECTS	48	0
490 - GO BOND CAPITAL PRJS	0	75
491 - TIF DISTRICT II CAP PRJ	0	0
492 - TIF DISTRICT 3 CAP PRJS	1	0

For the Period Ending January 31, 2016

DESCRIPTION	REVENUE	EXPENSES
494 - PUBLIC WORKS FACILITY	3	0
510 - STORM SEWER	84,733	19,253
520 - WPCP OPERATING FUND	0	270,513
521 - WPCP REVENUE FUND	347,104	0
522 - WPCP SEW REV FUND	727	0
526 - WPCP CAP IMPR RESERVE	269	0
528 - SANITARY SEWER REHAB	12	27,569
529 - SEWER NEW CONSTRUCTION	0	0
530 - COMPOSTING	158	1,494
540 - P&R CONCESSIONS	3	405
550 - TRANSIT OPERATING	22,858	46,751
681 - OCCUP INSUR ESCROW	34	1,737
684 - GRP HEALTH INS ESCROW	228,470	274,538
686 - W.C. DEDUCTIBLE	10	0
801 - POLICE PENSION	0	729
844 - SALES TAX	0	0
870 - SURETY BONDS/DEPOSITS	0	0
871 - IA STATE SLEUTH	0	0
991 - CAPITAL ASSET FUND	0	0
999 - PAYROLL LIABILITY ACCTS	0	0
GRAND TOTAL	1,708,049.00	2,152,527.00

COUNCIL PROCEEDINGS
March 14, 2016

The Marshalltown City Council met in regular session on March 14, 2016, at 5:30 PM, in the Council Chambers at City Hall. Mayor Lowrance called the meeting to order and led the Pledge of Allegiance. Mayor Lowrance congratulated the Fraternal Order of Police on raising $8200 to assist their community projects, including the holiday Shop with a Cop. Present: Gowdy, Greer, Hoop, Lamer, Martin, Schubert, Wirin. Schubert moved to approve the agenda, second by Greer. Motion approved 7-0.

CONSENT AGENDA:
Martin moved to approve the Consent Agenda: Approve Council meeting Minutes of February 22, 2016, and Special Meeting minutes of March 7, 2016; Approve Bill List in the amount of $1,968,376.38; Purchases between $10,000 and $35,000 and Vertical Public Improvements below $36,000 Approved by City Administrator: Airport Farm Lease, $20,738.80; Receipt of Civil Service New Hire List, Street Mechanic; Receipt of Building Report for February 2016; Renewal Liquor licenses: Wandering Creek Golf Course, Grocery Store Y Tortilleria La Vecindad, Golden Land, Elmwood Country Club, The Spot; second by Wirin. Consent agenda adopted 7-0.

REPORT:
Kenn Vinson updated the council on the Alliant project, with the project about 70% complete, estimating mechanical completion in the fall of 2016, and start up in the spring of 2017.

Michelle Spohnheimer, Housing & Community Development Director, reviewed progress on the MHS Roundhouse Public Art Project. The 15 person selection committee narrowed the field to four artists and have asked for site specific concept drawings. Grant funding is for public art, landscaping and ground seating. City funds will not be used on the project.

MOTIONS:
Wirin moved to approve HyVee Party Room transfers to Elmwood Country Club for wine club, Thursday nights: - March 17, 2016, July 21, 2016 August 11, September 15th, October 20th, November 17th, January 19, 2017, February 16th, March 16th, April 20th, May 18th, June 15th, second by Greer. Greer amended the motion to include March 24, 2016, second by Wirin. Motion carried 7-0.

Hoop moved to accept Recommendations of Citizens Police and Fire Advisory Committee, provide staff direction to begin environmental and other property analysis and develop costs for council to consider, second by Greer. Motion carried 7-0.

Lamer moved to approve January Financials, second by Wirin. Motion carried 7-0.

RESOLUTIONS:
Lamer moved to adopt Resolution 2016-034 Approving Contract with Tyler Technologies, Inc., for accounting software and implementation, second by Schubert. Resolution adopted 7-0.

Schubert moved to adopt Resolution 2016-035 Approving Umpire Agreement for 2016 Adult Softball Program Season, second by Wirin. Resolution adopted 7-0.

Gowdy moved to adopt Resolution 2016-036 Approving Loan Application through the Firefighting Equipment Revolving Loan Fund, second by Martin. Resolution adopted 7-0.

Lamer moved to adopt Resolution 2016-037 Ordering Construction of the 2016 Mill and Overlay Project 76016004A, second by Greer. Resolution adopted 7-0.

Gowdy moved to adopt Resolution 2016-038 Ordering Construction of the 2015 MicroSurfacing Project 76015003A, second by Schubert. Resolution adopted 7-0.

Lamer moved to adopt Resolution 2016-039 Approving Agreement with the Iowa Department of Transportation for a City Highway Bridge Program, North Center Street Bridge Replacement Project 76016001A, second by Wirin. Resolution adopted 7-0.

PUBLIC HEARING
Mayor Lowrance declared the public hearing open at 6:19 pm. Public Works Director Nickel reviewed the project, being required by the Iowa DNR Consent Order. This project identifies segments of the utility needing repair. Linda Clark, 306 S 2nd Ave, asked questions about the pipe lining project currently underway. Bill Egleston noted his approval. There were no written comments. Mayor Lowrance closed the public hearing at 6:22 pm.

Greer moved to adopt Resolution 2016-040 Approving Plans, Specifications, Form of Contract and Cost for the 2016 Sanitary Sewer Televising Project 59015011A, second by Lamer.

ORDINANCES
Greer moved to adopt the third reading of and Ordinance 14947 Amending Chapter 27 “Vegetation” relating to planting and maintenance of terrace trees and prohibited tree species on or adjacent to any street, terrace, avenue of highway in the city, second by Hoop. Section 27-20 will be corrected to replace the word “compiled” with “complied”. Third reading and Ordinance adopted 7-0.

Wirin moved to adopt the second reading of Ordinance 14948 Amending the Marshalltown Zoning Ordinance Amending the Wandering Creek Planned Unit Development Generally Located on the South Side of 233rd Street West of Campbell Drive, hereafter known as Eagle View at Wandering Creek Planned Unit Development, second by Greer. Second reading adopted 7-0.

Lamer moved to adopt the first reading of Revised Ordinance 14945 Amending Sanitary Sewer Rates, second by Greer. The revision is required to correct a typographical error. The surcharge rate for contributors greater than domestic strength waste water (2016 TKN charge) is listed as $.035 and should be $0.35. Greer moved to waive the second and third readings and adopt the Revised Ordinance, second by Martin. Ordinance adopted 7-0.

DISCUSSION
Request for storm water detention pond funding, city parking lot / alley / Kibbey building, 50% reimbursement of estimated total costs of $110,000, not to exceed $55,000. Public Works Director Nickel reviewed submitted plans and determined the city share of the work is $44,000. The project requires an inspection fee, estimated at $4,840. Other storm water projects are ahead of this one in city priority and need to be rescheduled if the council orders construction of this project. Councilor Lamer said the project should move forward, limiting the city contribution to the public benefit and not use public funds for the private portion of the project. Councilors Greer, Hoop and Schubert indicated they'd like to move forward with the project. A representative from the adjacent business spoke to the alley water drainage issue that presents a problem with their alternate exit in the alley.

Finance Director Steiner reviewed the changes to the Investment policy, last revised in 2010. The depository resolution is also being updated.

Public Works Director Nickel announced the bids for the 2015 Oil Mix Streets project (Hilltop, S 8th Street, Maytag Road, Highland Acres Road areas) came in $102,000 over the engineer's estimate, even though the engineer's estimate was developed with assistance from the bidder. The council discussed reducing the scope of the project to meet the budget target, possibly reducing the quantity by 25%, resulting in eliminating Maytag Road improvement. The council agreed the project should move forward and at least get the Hilltop area improved and to bring back for discussion to see if funds are available for full cost of the bid amount.

PUBLIC COMMENT
Chief Tupper applauded Alliant staffing regarding the intersection at Nevada and S 18th Avenue, as the number of people using the intersection have increased without many accidents. Crimestoppers has been active for six months, receiving 65 tips resulting in several arrests, and publicly thanked Clark Wideman for chairing the organization. Police Citizens Academy starts March 15. City Administrator Wetmore informed the council the demolition of dilapidated projects will be bidding soon. The compost area will open Monday, March 28 for the season. Linda Clark, 306 S 2nd Ave, commented on city issues.

ADJOURNMENT
The meeting adjourned at 7:14 PM.

Respectfully submitted,

____
Shari L. Coughenour, CMC, City Clerk

CITY OF MARSHALLTOWN

____
James L. Lowrance, Mayor

ATTEST:

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Shari L. Coughenour, CMC, City Clerk