



City of Oskaloosa
City Council Meeting Regular Session
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
December 19, 2016

Call to Order and Roll Call - 6:00 P.M.

1. Invocation: Brant Bollman, Worship Leader, New Hope Church and JourneyLife

2. Pledge of Allegiance.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

3. Roll Call

_____ Mayor David Krutzfeldt, Council Members:

_____ Burnett, _____ Caligiuri, _____ Jimenez, _____ Moore, _____ Ver Steeg,

_____ Walling, _____ Yates.

Documents:

[20161219 AGENDA ITEMS 1 TO 3 BURST.DOCX](#)

4. Community Comments.

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Any questions are to be asked of the City Staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

Documents:

[20161219 COMMUNITY COMMENTS BURST.DOCX](#)

5. Consider Adoption of Consent Agenda as Presented or Amended.

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

Documents:

[20161219 CONSENT AGENDA PAGE BURST BW.DOCX](#)

A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.

1. December 5, 2016 Regular City Council Meeting Minutes
2. December 19, 2016 Agenda

Documents:

[20161219 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)
[CITY COUNCIL MINUTES DECEMBER 5, 2016.DOC](#)

B. Receive and file minutes of Boards and Commissions

Any recommendations contained in minutes become effective only upon separate Council action.

The minutes of various city boards and commissions are contained in the agenda packet to receive and file.

Who is submitting this City Manager Department
item.

Documents:

[20161219 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)
[20161201OHTF MINUTES EDITED.DOCX](#)
[20161203 BAND BOARD MINUTES.DOCX](#)
[NOV 2016 LIB MINUTES.DOC](#)
[20161206 PZ MINUTES EDITED.DOCX](#)
[CIVIL SERVICE MINUTES NOVEMBER 17, 2016.DOCX](#)
[09-30-16 FINANCIAL REPORT.PDF](#)
[09-30-16 PRIOR YEAR BALANCE SHEET.PDF](#)
[09-30-16 REVENUE AND EXPENSE REPORT.PDF](#)
[09-30-16 YEAR TO DATE BALANCE SHEET.PDF](#)

C. Consider approval of an application for a Special Class C Liquor License (Beer/Wine) with Sunday Sales and Outdoor Service Area from Oskaloosa Area Chamber and Development Group and the use of the city-owned alley located between Smokey Row and Bridal Dreams to host various events from December 1, 2016 through November 30, 2017.

Who is submitting this City Clerk/Finance Department
item.

Documents:

[CITY COMM THE ALLEY 12012016 FULL YEAR.DOCX](#)

D. Consider a motion to receive and file financial reports for November 2016.

Who is submitting this City Clerk/Finance Department
item.

Documents:

[CITY COMM FINANCIAL REPORTS.DOCX](#)
[OSKALOOSA IA TREASURERS REPORT NOVEMBER 2016.PDF](#)

E. Consider approval of Pay Request No. 7 in the amount of \$472,447.98 to DDVI, Inc. for work completed on the Oskaloosa Fire Department Expansion and Renovation Project.

Who is submitting this Fire Department
item.

Documents:

[DDVI PAY APP NO. 7 EXPLANATION.DOCX](#)
[DDVI PAY APP 7.PDF](#)

F. Consider the adoption of a temporary road closure resolution for 2017 street improvements and emergency closures.

Who is submitting this Public Works Director
item.

Documents:

[EXPLANATION TEMPORARY ROAD CLOSURE 2016 \(1\).DOCX](#)
[RESOLUTION TEMP ROAD CLOSURE.DOCX](#)

G. Consider appointment to the Airport Commission.

Who is submitting this City Manager Department
item.

Documents:

[20161219 - AIRPORT COMMISSION APPOINTMENT.DOCX](#)
[VAN HULZEN 2016 APPLICATION FOR AIRPORT COMMISSION.PDF](#)

H. Consider appointments to the Board of Adjustment.

Who is submitting this City Manager Department
item.

Documents:

I. Consider appointments to the Historic Preservation Commission.

Who is submitting this City Manager Department
item.

Documents:

[20161219 ITEM HISTORIC PRESERVATION COMMISSION
APPOINTMENT.DOCX](#)
[SHULLAW APPLICATION FOR HPC 2016.PDF](#)

J. Consider an ordinance amending the Zoning Ordinance of the City of Oskaloosa, Iowa, that would change minimum lot requirements in the R-1, R-2, and R-3 zoning districts. (Third Reading)

Who is submitting this Planning and Zoning Commission
item.

Documents:

[20161219_ZONING CODE EXPLANATION \(1\).DOCX](#)
[NEW TABLE 17.08C.DOCX](#)
[20161219_ZONING_CODE ORD.DOCX](#)

K. Consider an ordinance amending the Oskaloosa Municipal Code section 13.08.190 that would consider two-family dwellings as separate buildings for the purposes of sewer connections. (Third Reading)

Who is submitting this Development Services Department
item.

Documents:

[20161219_SEPARATE BUILDING SEWER EXPLANATION.DOCX](#)
[20161219_SEPARATE_BUILDING_SEWER ORD.DOCX](#)

L. Consider a resolution approving the mortar testing services on the professional services agreement with Curtis Architecture & Design PC.

Who is submitting this Development Services Department
item.

Documents:

[FACADE DECEMBER 2016 MORTAR TESTING
COMMUNICATION.DOCX](#)

- M. **Consider approval of payments of \$1,782.22 to Area 15 RPC and \$30,603.75 to Curtis Architecture & Design, totaling \$32,385.97, for work completed on the Façade Improvement Project.**

Who is submitting this Development Services Department
item.

Documents:

FACADE DECEMBER 2016 PAYMENT EXPLANATION.DOCX
16DTR001 DRAW 2 INVOICES.PDF
16DTR001 DRAW 2 BALANCE SHEET.PDF
PROGRESS REPORT 04 - 201612.DOCX

- N. **Consider a resolution scheduling a public hearing for January 17, 2017 to consider levying a special assessment against private property for nuisance abatement in accordance with Iowa Code 384.60, and directing notice to the owners of the property to be assessed.**

Who is submitting this City Clerk/Finance Department
item.

Documents:

CITY COMM PH 913 NORTH MARKET.DOCX
RESOLUTION NO PH NUISANCE 10242016_1.DOCX
ASSESSMENT SCHEDULE - 913 N MARKET ST.DOCX
TIMELINE FOR 913 NORTH MARKET.DOCX
TIMELINE PHOTOS.PDF

- O. ----- **END OF CONSENT AGENDA** -----

6. Regular Agenda

Documents:

20161219 REGULAR AGENDA BURST.DOCX

- A. **Consider a resolution levying a special assessment against private property for cutting and removal of weeds by the city of Oskaloosa, Iowa in accordance with Title 8, Chapter 8.20 of the City Code of the city of Oskaloosa, Iowa. (PUBLIC HEARING)**

Who is submitting this City Clerk/Finance Department
item.

Documents:

CITY COMM WEED ASSESSMENT.DOCX
RESOLUTION ASSESSMENT SEPTEMBER 2016.DOCX
COPY OF EXHIBIT A SEPTEMBER 2016.XLSX

B. Consider a resolution approving a contract with Snyder & Associates Inc. for a comprehensive traffic study along the Highway 92, Highway 63, and Highway 23 corridors.

Who is submitting this item. Public Works Director

Documents:

EXPLANATION TRAFFIC STUDY_1 (2).DOCX
OPTION 0 RESOLUTION.DOCX
MEMO.DOCX
PSA OSKALOOSA TEAP STUDY.PDF

C. Consider that the City Council may revise the frost footing requirement to grant exempt status to auxiliary buildings on residential private property as governed by the 2009 International Building Code namely Section R403.1.4.1 restricting all buildings to 600 sq. ft.

Who is submitting this item. City Manager's Office on behalf of City Council

Documents:

CITY COUNCIL REQUEST ITEM.PDF

7. Report on Items from City Staff.

- a) City Manager
- b) City Clerk.

- c) City Attorney.

This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

Documents:

20161219 REPORTS FROM STAFF BURST.DOCX

8. City Council Information

This item is reserved to receive reports from the Mayor and City Council. This is an opportunity for the members of the City Council to provide updates on activities, events, or items of note to the public. This is also the opportunity for the City Council to request future agenda items, or request items to be sent to Committee for review and discussion.

Documents:

20161219 CITY COUNCIL INFORMATION BURST.DOCX

9. Adjournment

THE REQUIREMENT THAT AN ORDINANCE BE READ THREE (3) TIMES BEFORE PASSAGE MAY BE WAIVED BY COUNCIL UPON AN AFFIRMATIVE VOTE OF SIX (6) OF THE SEVEN (7) COUNCIL MEMBERS. THE PUBLIC IS ADVISED TO TAKE NOTE OF THIS PROCESS AND BE PREPARED TO SPEAK EITHER FOR OR AGAINST ANY ORDINANCE AT THE TIME OF FIRST READING.

If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.



City Council Communication
Meeting Date: December 19, 2016
Requested By: Mayor & City Council

Item Title: Call to Order and Roll Call – 6:00 p.m.

1. Invocation: Brant Bollman, Worship Leader, New Hope Church and JourneyLife
2. Pledge of Allegiance
3. Roll Call: _____ Mayor David Krutzfeldt, Council Members:
____ Burnett, _____ Caligiuri, _____ Jimenez, _____ Moore,
____ Ver Steeg, _____ Walling, _____ Yates.

Explanation:

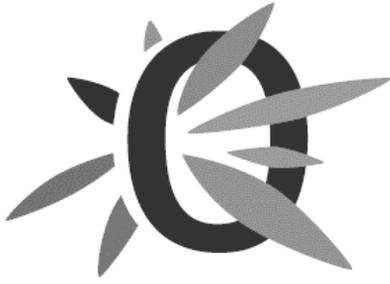
Not applicable.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: December 19, 2016
Requested By: Mayor & City Council

Item Title: Community Comments

Explanation:

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Time shall be limited to no more than three minutes. Any questions are to be asked of the City staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: December 19, 2016

Item Title: CONSENT AGENDA

Explanation:

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.

Explanation:

1. December 5, 2016 City Council Regular Meeting Minutes
2. December 19, 2016 Agenda

Budget Consideration:

Not applicable.

Attachments:

December 5, 2016 City Council Regular Meeting Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
December 5, 2016

The Oskaloosa City Council met in regular session on Monday, December 5, 2016, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates. Absent: Jimenez.

Mayor Krutzfeldt administered the Oath of Office to new Police Officer Jordon Ammons.

Mayor Krutzfeldt presented longevity plaques to Mark Neff, Craig Alexander, Nicky Witt and Kim Weiss.

It was moved by Moore, seconded by Ver Steeg to approve the consent agenda:

1. November 21, 2016 City Council Regular Meeting Minutes
2. December 5, 2016 Agenda
3. Receive and file reports and communications from advisory and operating boards and commissions:
 - a. October 17, 2016 Water Board Minutes
 - b. November 22, 2016 Board of Adjustment Minutes
 - c. October 11, 2016 South Central Regional Airport Agency Minutes
 - d. November 17, 2016 Civil Service Commission Minutes
4. Payment of claims for November 2016.

The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

Moore introduced Resolution No. 16-12-167 entitled "RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE MATTER OF LEVYING A SPECIAL ASSESSMENT AGAINST THAT PROPERTY OWNED BY MELODY ANN COCHRANE AND BRIAN HOLLIDAY AT 115 SOUTH M STREET IN OSKALOOSA, IOWA FOR CLEAN UP TO ABATE A NUISANCE EXISTING PURSUANT TO THE ORDER OF THE MAHASKA COUNTY DISTRICT COURT" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Moore introduced Resolution No. 16-12-168 entitled "RESOLUTION ADOPTING REVISED FEE SCHEDULE FOR THE CITY OF OSKALOOSA" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Moore, seconded by Ver Steeg to approve Change Order No. 2 in the amount of \$970.50 and Pay Application No. 2 in the amount of \$34,874.21 to DeLong Construction for work completed on the Safe Route to School Sidewalk Improvement Project. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Moore, seconded by Ver Steeg to approve payment of \$142,401.20 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement Project. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

Moore introduced Resolution No. 16-12-169 entitled "RESOLUTION AMENDING RESIDENCY REQUIREMENTS WITHIN THE OSKALOOSA EMPLOYEE HANDBOOK" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced there were vacancies on the Airport Commission, Board of Adjustment, Civil Service Commission, Historic Preservation Commission and the Municipal Housing Agency.

Ver Steeg introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA BY AMENDING TABLE 17.08C – "SUMMARY OF SITE DEVELOPMENT REGULATIONS" and moved its approval on the second reading. Moore seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said ordinance approved on the second reading.

Moore introduced "AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 13.08.190 – CONNECTION-SEPARATE BUILDING SEWER" and moved its approval on the second reading. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said ordinance approved on the second reading.

The item to consider that the City Council may grant a variance to the Oskaloosa Municipal building code after the Board of Adjustment died for lack of a motion.

The item to consider that the City Council may revise the frost footing requirement to grant exempt status to auxiliary buildings on residential private property as governed by the 2009 International Residential Building Code namely Section R403.1.4.1 restricting all buildings to 600 sq. ft. died for lack of a motion.

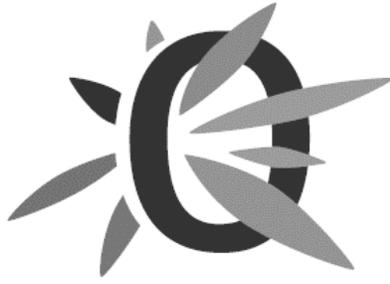
Council Member Ver Steeg presented a corrected item regarding item "City Council may revise the frost footing requirement to grant exempt status to auxiliary buildings on residential private property as governed by the 2009 International Residential Building Code namely Section R403.1.4.1 restricting all buildings to 600 sq. ft." that will be considered at the next city council meeting.

It was moved by Caligiuri, seconded by Moore that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 6:34 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Receive and file reports and communications from advisory and operating boards and commissions.

Explanation:

1. December 1, 2016 Housing Trust Fund Committee Minutes
2. December 3, 2016 City Band Board Minutes
3. November 28, 2016 Library Board Minutes
4. December 6, 2016 Planning and Zoning Commission Minutes
5. November 17, 2016 Civil Service Commission Minutes
6. September 30, 2016 Water Department Financial Report
7. September 30, 2016 Water Department Prior Year Balance Sheet
8. September 30, 2016 Water Department Revenue and Expense Report
9. September 30, 2016 Water Department Year to Date Balance Sheet

Budget Consideration:

Not applicable.

Attachments:

December 1, 2016 Housing Trust Fund Committee Minutes
December 3, 2016 City Band Board Minutes
November 28, 2016 Library Board Minutes
November 17, 2016 Civil Service Commission Minutes
December 6, 2016 Planning and Zoning Commission Minutes
September 30, 2016 Water Department Financial Report
September 30, 2016 Water Department Prior Year Balance Sheet
September 30, 2016 Water Department Revenue and Expense Report
September 30, 2016 Water Department Year to Date Balance Sheet

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, December 1, 2016 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chair Adams at 12:10 p.m. with the following members present: Dan Adams, Joe Caligiuri, Valinn McReynolds, Tamera Sauer, Royce Spoelstra and Carri Vande Ree. Members absent: Randell Davis, Bernice Hahn, Noel C. Stahle and Mark Willett. Staff present: Andrew Jensen, Development Services Director, and Marilyn Johannes. Others present: Joan Kunz.

Adams administered the oath of office to Royce Spoelstra, new Housing Trust Fund Committee member.

Jensen informed the committee that David Polkowske had resigned from the committee.

It was moved by Caligiuri, seconded by Sauer to approve the October 27, 2016 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Consider a request for demolition grant I for a house located at 603 A Avenue East.

Jensen said the house was acquired by the city and sold to DeRonde with the understanding that he planned to rebuild on the property. It was moved by Sauer, seconded by VandeRee to approve the request for a demolition grant I for up to \$4,000 for a house located at 603 A Avenue East. Motion carried unanimously.

Consider a request for a demolition grant II for a house located at 501 G Avenue West.

Joan Kunz, representative of R.T. Mant, has applied for funds for a demolition grant II for the property located at 501 G Avenue West. A demolition grant II is a grant/loan program where the structure is demolished and the property left as green space but a portion of the grant funds is to be repaid to the city. Kunz indicated the property is being acquired to demolish the structure and donate the property to the Christian school for a parking lot. Kunz asked how long they are required to keep the property after the grant/loan is approved before they can donate the property. Caligiuri indicated at least until the loan is repaid but thought staff should find out and let Kunz know for sure. Spoelstra asked if the lot can be turned into a parking lot or does it have to remain green space. Jensen said he knew of no provision restricting the title but he did not know the requirements. Jensen indicated he would confer with staff to find out the answer to the questions and get back to Kunz.

It was moved by VandeRee, seconded by Caligiuri to approve the request for a demolition grant II for up to \$4,000 for a house located at 501 G Avenue West. Motion carried unanimously.

Discussion of Data Request/Key Contact Memorandum for the Housing Needs Analysis.

At the October 27, 2016 OHTF meeting the OHTF Committee approved moving forward with a Comprehensive Housing Needs Analysis with Maxfield Research & Consulting, which the Oskaloosa City Council approved on November 7, 2016.

Jensen told the committee that Matt Mullins from Maxfield Research & Consulting is the primary contact at Maxfield regarding the analysis. Mullins has submitted a memorandum (included in the December 1, 2016 OHTF Committee meeting agenda) asking for data and key contacts to assist the firm with their analysis. Jensen also said Mullins wants to schedule a

kickoff meeting with the committee in January.

Jensen went over the memorandum with the committee regarding information requested by Mullins and key contacts that could assist the firm in completing the analysis. Jensen noted information provided by the committee and will submit that information to Mullins.

Following is a summary of the information provided:

McReynolds: Chamber has a list of some rental properties.

Jensen: Maxfield will contact the rental housing community. Do not have vacant lot inventory at this time. Could expand some of the current subdivisions, some still have room for development. For employment information, will need to work with MCDG and the Chamber. Will include information about the OHTF and RHTF programs.

McReynolds: Perhaps LOVE, Inc. could provide some assistance.

Jensen: Will provide information for the Oskaloosa Public Works Department. The County GIS Coordinator could help with mapping. Marty Ryan at the Oskaloosa Municipal Housing Agency will be a contact.

Spoelstra asked for a definition of neighborhood organizations. Jensen: Some subdivisions have covenants but Oskaloosa does not have a network of community-based neighborhood organizations like larger cities in the state. Spoelstra: Perhaps contact the Alley Kat organization.

Jensen said that he would reach out to the Oskaloosa School District, Russ Reiter. Jensen asked for contacts for Great Southern Bank, Community 1st Credit Union, State Bank of Bussey, and the Leighton State Bank. Need to provide Maxfield with a list of realtors in Oskaloosa. It was noted that OHTF no longer has a realtor on the OHTF Committee.

McReynolds: Chamber has a list of employers.

Jensen asked what other stakeholders should be contacted. The Committee suggested reaching out to builders. Caligiuri: List of people who flip homes? Spoelstra: Not a major item in Oskaloosa.

McReynolds: The fire department does code enforcement, need to contact them.

Adams: Major landlords? Jensen: Do not have an inventory of rentals. McReynolds: Chamber has a list. Sauer: How about property managers? Spoelstra: Chris Roach is really the only big property manager. Sauer: Chris probably has a list of realtors and property managers.

McReynolds: Contact William Penn University regarding the need for housing.

Jensen: Could have kickoff meeting as a Monday lunch to discuss the outline of the project the first of the year. McReynolds asked if others should be included in the kickoff. Jensen said there are tradeoffs involved with specifically inviting other groups to the meeting. Of course the meeting will be open to the public, but if the conversation and presentation is primarily for

the OHTF Committee, there will be an opportunity for more interaction and discussion. The consultant will be holding many meetings with various stakeholders around the community. The consensus of the committee was that a Monday lunch would be satisfactory.

Jensen told the committee that after the kickoff meeting, he will put an update item on OHTF agendas.

It was moved by VandeRee, seconded by Sauer to approve the November claims for payment. Motion carried unanimously.

Jensen explained that City Clerk Amy Miller would not be attending OHTF meetings on a regular basis, and explained that he is the staff contact now so if the committee has any questions regarding the claims or accounting reports, he will pass it on to the city clerk's staff.

The meeting adjourned at 12:50 p.m.

Minutes by Marilyn Johannes

OSKALOOSA CITY BAND BOARD

December 3, 2016

City Band Room

8:30 a.m.

Present were Carolyn Brickley, Doug Nimtz, Prudy Olson, Bruce Peiffer, Nathan Smith and Tom Richardson.

Tom called the meeting to order.

We reviewed the 2016 band season. The food vendors and events ahead of time perhaps helped attendance at our concerts.

Idea:

Have a social in the Alley after a Monday night rehearsal with pizza and pop.

We discussed the budget:

In the 2016 summer season the Oskaloosa Municipal Band had an audience for our concerts larger than any other year for the past 20+ years.

We are looking forward to the 2017 season and want to continue the tradition of a high quality performance by attracting and keeping the highest quality musicians in the area to attend our rehearsal and performance each week. The increase in budget requested comes from an increase of \$2.50 per person to attend each rehearsal and \$2.50 per person to attend each performance. Also an increase of \$25.00 for the director to prepare and attend each rehearsal and \$25.00 to prepare and attend each performance. The Oskaloosa Municipal Band Board met on 12/3/2016 to discuss the below proposal.

2017 Oskaloosa Municipal Band Budget Proposal:

\$3,300 Director (\$300x11, 1 concert Memorial Day, 10 concerts at Bandstand)

\$1,800 Secretary

\$500 Personnel/Media liaison/Facebook page

\$500 Memorial Day Concert (40 people x \$12.50)

\$15,000 Bandstand Concerts (50 people x \$30 x 10 concerts)

\$0 Singer for concerts – volunteers

\$0 announcer for concerts – volunteers

\$0 Set up/Tear down for concerts – volunteers

\$21,100 Total Salaries and Wages. This does not include payroll taxes.

\$2,500 Total Operating Supplies (music/stand/chairs/instruments/other items for rehearsal room)

The board has no plans at this time to use the Gift Fund for projects.

Doug Nimtz moved to set the 2017 budget. Carolyn Brickley seconded. Motion was passed unanimously.

Tom adjourned the meeting.

Respectfully submitted,

Prudy Olson

Secretary

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—NOVEMBER 28, 2016—4:00 P.M.

The meeting was called to order by Board President Michael Collins. Roll call was taken by Board secretary Susan Hasso with Trustees Ken Allsup, Judy Bishop, Keith Comfort, Chris Harbour, Jane Ireland, Sally Posovich, Kathy Rothfus, and Mike Sytsma present. Also present at the meeting was Library Director Nicole Morgan. Bryan Johnson and Ray Becze from the Friends and Shaylyn Walker from the Teen Advisory Board were also present.

Minutes: Motion was made by Bishop, seconded by Harbour, to approve the minutes from the October 18, 2016, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: Collins welcomed Shaylyn Walker from the Teen Advisory Board and Bryan Johnson and Ray Becze from the Friends. Johnson, president of the Friends, gave a report for the Friends, which included revenue and expenditures. He talked about the many library programs that the Friends sponsor and the ways in which the Friends support the library. Becze, a member of the Friends, talked about the Friends taking over responsibility for the maintenance of the Reading Garden, which includes planting, pruning, weed control, and general clean-up. He estimated the annual cost of maintaining the Reading Garden at about \$1000.00 a year with 1-2 hours of work a week from April to October. He said that the two problems with the garden are no water and no electricity. The Friends are looking into these. Collins then shared an anonymous letter with the Board expressing a concern that the library does not provide adequate space for teens.

Director's Report: Nicole highlighted some of the items in her director's report to the Board.

Programs and Events: Nicole said that three staff members attended the free Summer Reading Workshop presented by the State Library of Iowa in Johnston. On November 1st, Nicole presented to PEO Chapter IO with several book talks on new release popular fiction and nonfiction. Nicole was named Chair of the Iowa Library Association subdivision Library Leadership and Management at the Iowa Library Association Annual Conference. Harbour congratulated her on being elected to the position. The library partnered with the William Penn University students majoring in Elementary Education. Students were given a tour of the library, especially the children's collection, and they observed Toddler Story Time. The teens are continuing to work on their float for the Lighted Christmas parade. Nicole told the Board that a member of the Golden Goose will be presenting a library project for possible funding at the next meeting on December 13th. While the scope of the project has not yet been determined, the request will be for funding for additional books. Mike Collins suggested that in the future if staff or the director are attending workshops, it should be talked about with the Board in advance rather than sending it in an email.

Committee Reports:

Staff Committee – Jane Ireland, chair: Ireland said that she had met the new Youth Librarian, and she was very sweet. She is doing a good job.

Budget & Finance Committee – Michael Collins, chair: Comfort said that the Budget and Finance Committee had met and discussed revisions to the library's amended budget for this year. He said that they also discussed the fee charge to Rose Hill. He said that the committee is leaning toward a flat fee with a constant 3% increase each year. This would be the same for all contracting cities; therefore, the cities could better plan for their budgets. The committee met a second time to discuss the library's proposed budget for FY18.

Policy & Planning Committee – Judy Bishop, chair: Bishop said that the Policy and Planning Committee had met to discuss the Credit Card Policy. The policy has been sent to City Clerk Amy Miller and to City Attorney David Dixon for review. Allsup said that before reaching out to other agencies for funding, the director should notify the Board.

Technology Committee – Ken Allsup, chair: Allsup said that for several months he has asked for a report of the figures on how Constant Contact is working. He said that he has not received those figures, and therefore, he asked for them again. Nicole said that she would send them to him.

Building & Grounds – Chris Harbour, chair: Harbour said that the Building and Grounds Committee met. They discussed new security cameras with recording capabilities. They also talked about upgrading the library's indoor cameras to color and recording capabilities. Harbour said that the committee also discussed the Winger bill for work completed on AHU #1 and #4.

Unfinished Business:

Toilet Repair: Motion was made by Harbour, seconded by Bishop, to have Winger come in and repair the toilet based on the itemized bill submitted by Winger. Motion passed.

New Business:

Approval of 2017 Library Holiday Closings: Nicole presented to the Board for their approval the Library Holiday Closings for 2017. These closings are in keeping with the City's holiday closings.

| | |
|---|--|
| New Year's Day Monday, January 2, 2017 | Day Before Veteran's Day Friday, November 10, 2017 |
| MLK Day Monday, January 16, 2017 | Thanksgiving Thursday, November 23, 2017 |
| President's Day Monday, February 20, 2017 | Day after Thanksgiving Friday, November 24 |
| Memorial Day Monday, May 29, 2017 | Christmas Eve Monday, December 25, 2017 |
| Independence Day Tuesday, July 4, 2017 | |
| Labor Day Monday, September 4, 2017 | |

Motion was made by Bishop, seconded by Rothfus, to approve Library Holiday Closings for 2017. One closing date that was added was December 26 to compensate for Christmas Eve being on Sunday. The motion was amended to include this date. Motion passed.

Approval of work completed by Winger: Motion was made by Harbour, seconded by Posovich, to approve payment of the Winger bill for work done on AHU #1 and #4. Motion passed.

Approval of Claims: Motion was made by Allsup, seconded by Bishop, to approve payment of claims. Rothfus said that there were claims for mileage and Best Western, and to repeat what Collins had said earlier, bring those items to the Board in advance.

President's Remarks: None

Strategic Planning: The Board then began a discussion of the goals and objectives for the Library's Strategic Plan. Becky Heil from the State Library facilitated the discussion.

Adjournment: Motion was made by Ireland, seconded by Comfort, to adjourn. Motion passed.

The next regular meeting will be on Monday, December 19, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board

CITY OF OSKALOOSA
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
December 6, 2016

A regularly-scheduled meeting of the Planning and Zoning (P&Z) Commission for the City of Oskaloosa was called to order at 4:32 p.m. on Tuesday, December 6, 2016, by Vice Chair R. D. Keep at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell (at 4:34 p.m.), R. D. Keep, David Kurtz, Stephen Tews and Gabriel Wagner. COMMISSION MEMBERS ABSENT: None. CITY STAFF PRESENT: Andrew Jensen and Marilyn Johannes. Also present: Mark Tennison (chair of the Historic Preservation Commission), Eric Stout (representing owner of 202 1st Avenue East) and Ken Allsup (Oskey News).

Wyndell arrived at the meeting and directed Keep to continue to chair the meeting.

Minutes from the November 8, 2016 Planning and Zoning Commission meeting.

It was moved by Blomgren, seconded by Campbell to approve the November 8, 2016 Planning and Zoning Commission minutes. Motion carried unanimously.

Consider approval of a Certificate of Appropriateness for the property located at 202 1st Avenue East.

Oskaloosa Downtown Development applicant for 202 1st Avenue East has applied for a Certificate of Appropriateness to remove plywood and install 3 Kolbe windows rustic in color along the south wall on the second floor of the building.

Jensen explained that normally the Historic Preservation Commission deals with these matters. However, according to Oskaloosa Municipal Code 2.84.050 if no quorum exists at the Historic Preservation Commission meeting, the application will be forwarded to the next meeting of the planning commission.

It was moved by Blomgren, seconded by Campbell to approve the Certificate of Appropriateness for the property located at 202 1st Avenue East with the five conditions.

Keep questioned the need for the reference to signs in condition No. 1. Jensen said it is an error so the sentence should end with the word "drawings."

Keep asked about Council approval. Jensen said these matters do not go to the City Council, the Historic Preservation Commission, or in this case, the Planning and Zoning Commission, makes the decision.

Tennison said he strongly recommends approval of the design because it is consistent with the original design of the building.

Campbell said staff recommends approval of the design.

Tews asked about consistency with the Swim's building next door. Stout explained the upper level of the building did not extend to the alley so do not need to be consistent with the original design

because there is no precedent to follow in the back of of the alley. Stout said all work will be done according to the drawings.

It was moved by Blomgren to amend her motion to remove the phrase, “as long as the signs meet the requirements” from condition No. 1. Campbell agreed to amend his second to reflect the change. Keep called for a roll call vote. The vote was: YES – Blomgren, Campbell, Keep, Kurtz and Wagner. NAYS – Tews. Motion carried.

Keep mentioned the agenda included the attendance record. Campbell said there is an opening on the commission due to the resignation of Sarah Tarbell who had resigned from the commission due to personal reasons and he asked commission members to let her know her service was appreciated.

Campbell told the commission he has heard there may be a group trying to develop a tiny home community in Oskaloosa so Campbell believes the commission needs to address the matter sooner than later.

Jensen said other potential items for commission discussion are changes in the code to allow minor modifications that may reduce some of the burden of proof needed to receive a variance. The other matter that needs addressed is code changes to allow minor changes in subdivisions. Jensen said he is not certain if this item falls under the code handled by the commission.

It was moved by Kurtz, seconded by Blomgren that the meeting adjourn. Motion carried unanimously.

The meeting adjourned at 4:51 p.m.

Minutes by Marilyn Johannes

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
NOVEMBER 17, 2016

The City of Oskaloosa Civil Service Commission met Thursday, November 17, 2016 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Police Chief Jake McGee, Police Lieutenant Gary McClun and City Clerk Amy Miller.

It was moved by Seemann, seconded by Huyser to approve the September 21, 2016 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Seemann to approve the attached Police Lieutenant promotional process. Motion carried unanimously.

It was moved by Seemann, seconded by Huyser to adjourn. Motion carried unanimously. The meeting adjourned at 4:15 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk

FINANCIAL NOTES

09/30/2016

25% of year completed

financial notes.xls

COMPARISON TO LAST YEAR'S INCOME

| | 2015/2016 | | 2016/2017 | | Budget | % of | DIFFERENCE |
|---------------------|---------------|---------------|---------------|-----------------|--------|---------------|------------|
| | SEPTEMBER | YTD | SEPTEMBER | YTD | | | |
| ALL REVENUES | \$ 292,979.96 | \$ 742,097.88 | \$ 336,432.32 | \$ 1,012,381.36 | 26.94% | \$ 270,283.48 | |
| metered sales | \$ 230,739.34 | \$ 573,130.84 | \$ 246,092.81 | \$ 748,376.53 | 27.28% | \$ 175,245.69 | |
| Billed units | | 105,281 | | 111,030 | | 5,749 | |

Notes:

We have billed 5,749 units of water more during the current time period to date as compared to last year, and increased total billed water sales by \$174,687.66.
Billed units - up from last year 5.46%

COMPARISON TO LAST YEAR'S EXPENSES

| EXPENSES | 2015/2016 | | 2016/2017 | | Budget | % of | DIFFERENCE |
|--------------------|---------------|---------------|---------------|---------------|--------|---------------|------------|
| | SEPTEMBER | YTD | SEPTEMBER | YTD | | | |
| Operating Expenses | \$ 144,606.37 | \$ 394,251.87 | \$ 138,864.76 | \$ 443,742.70 | 29.19% | \$ 49,490.83 | |
| Capital Expenses | \$ 83,895.49 | \$ 395,826.38 | \$ 165,824.99 | \$ 514,270.73 | - | \$ 118,444.35 | |
| SRF Loan Payments | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | |
| Total | \$ 228,501.86 | \$ 790,078.25 | \$ 304,689.75 | \$ 958,013.43 | 25.69% | \$ 167,935.18 | |

Notes:

September-15
Plant Production 53,661
Metered Consumption 42,347
Water Loss 21.08%

September-16
Plant Production 46,429
Metered Consumption 36,421
Water Loss 21.56%

| 600-WATER FUND | ACCOUNT# | TITLE | 2015-2016 BALANCE | 2016-2017 BALANCE |
|----------------|----------|-------|----------------------|----------------------|
|----------------|----------|-------|----------------------|----------------------|

| ASSETS | | | | |
|--------------|--|--------------------------------|--------------|--------------|
| 600-1113 | | Cash - Checking | 177,263.64 | 502,755.15 |
| 600-1120 | | Petty Cash | 300.00 | 300.00 |
| 600-1161 | | Investments | 460,420.80 | 460,226.66 |
| 600-1162 | | Money Mkt Funds | 343,716.73 | 362,134.22 |
| 600-1210 | | Accounts Receivable - Sales Ta | 19,674.87 | 15,597.19 |
| 600-1221 | | Accounts Receivable - Water | 257,066.95 | 230,510.05 |
| 600-1222 | | Accounts Receivable - City Sew | 267,736.55 | 195,677.20 |
| 600-1223 | | Accounts Receivable - Meter Re | 1,807.68 | 2,088.66 |
| 600-1224 | | Accounts Receivable - Late Fee | 5,198.01 | 4,509.16 |
| 600-1226 | | Due To Customer | 9,202.06 | 9,400.88 |
| 600-1229 | | Accounts Rec - Stormwater Fee | 26,351.51 | 17,934.99 |
| 600-1231 | | Accounts Receivable - Misc | 60.00 | 160.00 |
| 600-1232 | | RECEIVABLES-RETURNED CHECK | 0.00 | 20.00 |
| TOTAL ASSETS | | | 1,550,394.68 | 1,782,512.40 |

| LIABILITIES | | | | |
|-------------------|--|-------------------------------|------------|------------|
| 600-2080 | | Oskaloosa City Sewer Payable | 399,208.69 | 390,339.87 |
| 600-2140 | | Iowa Sales Tax Payable | 18,624.69 | 17,060.76 |
| 600-2141 | | Iowa Service Tax Payable | 71.32 | 266.21 |
| 600-2181 | | Osky Stormwater Fee - Payable | 42,139.88 | 38,294.21 |
| TOTAL LIABILITIES | | | 460,044.58 | 445,961.05 |

| EQUITY | | | | |
|---------------------------------------|--|----------------|--------------|--------------|
| 600-3800 | | Earned Surplus | 1,252,287.40 | 1,391,427.50 |
| TOTAL BEGINNING EQUITY | | | 1,252,287.40 | 1,391,427.50 |
| TOTAL REVENUE | | | 611,904.63 | 882,041.26 |
| TOTAL EXPENSES | | | 773,841.93 | 936,917.41 |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | | | (161,937.30) | (54,876.15) |
| TOTAL EQUITY & REV. OVER/(UNDER) EXP. | | | 1,090,350.10 | 1,336,551.35 |

| | | | | |
|--|--|--|--------------|--------------|
| TOTAL LIABILITIES, EQUITY & REV. OVER/(UNDER) EXP. | | | 1,550,394.68 | 1,782,512.40 |
|--|--|--|--------------|--------------|

AS OF: SEPTEMBER 30TH, 2016

| ACCOUNT# | TITLE | 2015-2016 BALANCE | 2016-2017 BALANCE |
|----------|-------|----------------------|----------------------|
|----------|-------|----------------------|----------------------|

ASSETS

| | | | |
|----------|-----------------|-----------|-----------|
| 601-1113 | Cash - Checking | 21,738.88 | 27,695.11 |
| 601-1161 | Investments | 65,000.00 | 65,000.00 |

TOTAL ASSETS 86,738.88 92,695.11

LIABILITIES

| | | | |
|----------|---------------------------|-----------|-----------|
| 601-2210 | Consumer Deposits Reserve | 86,730.00 | 92,685.00 |
|----------|---------------------------|-----------|-----------|

TOTAL LIABILITIES 86,730.00 92,685.00

EQUITY

| | | | |
|-------------------------------------|--|------|-------|
| TOTAL REVENUE | | 8.88 | 10.11 |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | | 8.88 | 10.11 |

TOTAL EQUITY & REV. OVER/(UNDER) EXP. 8.88 10.11

TOTAL LIABILITIES, EQUITY & REV. OVER/(UNDER) EXP. 86,738.88 92,695.11

| | | | |
|----------------------------|-------|-----------|-----------|
| 603-WATER REV SINKING FUND | | 2015-2016 | 2016-2017 |
| ACCOUNT# | TITLE | BALANCE | BALANCE |

| | | | |
|----------|-------------|------------|------------|
| ASSETS | | | |
| ===== | | | |
| 603-1161 | Investments | 139,579.20 | 139,773.34 |

| | | | |
|--------------|--|------------|------------|
| TOTAL ASSETS | | 139,579.20 | 139,773.34 |
| ===== | | ===== | ===== |

| | | | |
|-------------|--|--|--|
| LIABILITIES | | | |
| ===== | | | |
| EQUITY | | | |

| | | | |
|------------------------|----------------|-----------|-----------|
| 603-3800 | Earned Surplus | 34,894.83 | 34,943.35 |
| TOTAL BEGINNING EQUITY | | 34,894.83 | 34,943.35 |

| | | | |
|-------------------------------------|--|------------|------------|
| TOTAL REVENUE | | 104,684.37 | 104,829.99 |
| TOTAL REVENUE OVER/(UNDER) EXPENSES | | 104,684.37 | 104,829.99 |

| | | | |
|---------------------------------------|--|------------|------------|
| TOTAL EQUITY & REV. OVER/(UNDER) EXP. | | 139,579.20 | 139,773.34 |
|---------------------------------------|--|------------|------------|

| | | | |
|---|--|------------|------------|
| TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. | | 139,579.20 | 139,773.34 |
| ===== | | ===== | ===== |

600-WATER FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

| CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|---------------------|-------------|----------------|
|----------------|----------------|---------------------|-------------|----------------|

REVENUE SUMMARY

| | | | | | |
|----------------|--------------|------------|------------|-------|--------------|
| ALL REVENUE | 3,236,746.00 | 292,985.47 | 882,041.26 | 27.25 | 2,354,704.74 |
| TOTAL REVENUES | 3,236,746.00 | 292,985.47 | 882,041.26 | 27.25 | 2,354,704.74 |

EXPENDITURE SUMMARY

| | | | | | |
|-------------------------|--------------|------------|------------|-------|------------|
| Plant Operations | 588,441.00 | 33,882.62 | 108,769.26 | 18.48 | 479,671.74 |
| Water Distribution | 1,564,294.00 | 183,827.36 | 579,927.28 | 37.07 | 984,366.72 |
| Water Office | 670,115.00 | 48,673.08 | 153,474.78 | 22.90 | 516,640.22 |
| Waste Water Treatment | 169,325.00 | 13,438.82 | 44,707.47 | 26.40 | 124,617.53 |
| Waste Water Collections | 217,398.00 | 14,540.98 | 48,628.78 | 22.37 | 168,769.22 |
| Waste Water Storm Water | 0.00 | 204.15 | 1,409.84 | 0.00 | 1,409.84 |

TOTAL EXPENDITURES 3,209,573.00 294,567.01 936,917.41 29.19 2,272,655.59

REVENUES OVER/(UNDER) EXPENDITURES 27,173.00 (1,581.54) (54,876.15) 82,049.15

OSKALOOSA WATER DEPARTMENT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

600-WATER FUND

25.00% OF YEAR COMP.

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE | |
|------------------|----------------------|----------------|---------------------|-------------|----------------|--------------|
| 600-4-8001-14521 | MATERIAL SALES | 2,500.00 | 387.32 | 1,770.12 | 70.80 | 729.88 |
| 600-4-8001-14522 | LABOR CHARGES | 3,500.00 | 520.00 | 1,780.00 | 50.86 | 1,720.00 |
| 600-4-8001-14531 | LATE FEES - WATER | 38,000.00 | 7,826.11 | 16,989.05 | 44.71 | 21,010.95 |
| 600-4-8001-14555 | METERED SALES | 2,743,288.00 | 246,092.81 | 748,376.53 | 27.28 | 1,994,911.47 |
| 600-4-8001-14761 | OTHER INCOME | 7,500.00 | 62.10 | 1,021.11 | 13.61 | 6,478.89 |
| 600-4-8001-24710 | REIMBURSEMENTS - CIT | 386,723.00 | 32,227.00 | 96,681.00 | 25.00 | 290,042.00 |
| 600-4-8001-44300 | INTEREST | 0.00 | 669.22 | 1,965.63 | 0.00 | (1,965.63) |
| 600-4-8001-44312 | HOUSE RENTAL | 360.00 | 30.00 | 90.00 | 25.00 | 270.00 |
| 600-4-8001-44317 | METER RENTAL | 20,250.00 | 2,265.18 | 6,814.91 | 33.65 | 13,435.09 |
| 600-4-8001-44318 | SPRINKLER & HYDRANT | 5,125.00 | 0.00 | 0.00 | 0.00 | 5,125.00 |
| 600-4-8001-44518 | MISC INCOME | 29,500.00 | 2,905.73 | 6,552.91 | 22.21 | 22,947.09 |

TOTAL REVENUES 3,236,746.00 292,985.47 882,041.26 27.25 2,354,704.74

600-WATER FUND
Plant Operations

25.00% OF YEAR COMP.

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---------------------------|----------------|----------------|---------------------|-------------|----------------|
|---------------------------|----------------|----------------|---------------------|-------------|----------------|

| | | | | | | |
|------------------|------------------------|-----------|----------|-----------|-------|-----------|
| SALARIES & WAGES | LABOR - PLANT | 89,165.00 | 6,290.88 | 22,744.89 | 25.51 | 66,420.11 |
| 600-5-8000-6014 | TOTAL SALARIES & WAGES | 89,165.00 | 6,290.88 | 22,744.89 | 25.51 | 66,420.11 |

| | | | | | | |
|-------------------------|-------------------------------|-----------|----------|----------|-------|-----------|
| EMPLOYEE BENEFITS/COSTS | EMPLOYER'S SHARE-SOC | 5,528.00 | 390.04 | 1,410.20 | 25.51 | 4,117.80 |
| 600-5-8000-6110 | EMPLOYER'S SHARE - ME | 1,293.00 | 91.21 | 329.73 | 25.50 | 963.27 |
| 600-5-8000-6120 | EMPLOYER'S SHARE - | 7,963.00 | 561.77 | 2,031.13 | 25.51 | 5,931.87 |
| 600-5-8000-6130 | TOTAL EMPLOYEE BENEFITS/COSTS | 14,784.00 | 1,043.02 | 3,771.06 | 25.51 | 11,012.94 |

| | | | | | | |
|-------------------|-------------------------|----------|--------|--------|-------|----------|
| STAFF DEVELOPMENT | EDUCATION/SEMINARS | 2,122.00 | 280.00 | 280.00 | 13.20 | 1,842.00 |
| 600-5-8000-6240 | TOTAL STAFF DEVELOPMENT | 2,122.00 | 280.00 | 280.00 | 13.20 | 1,842.00 |

| | | | | | | |
|------------------------|------------------------------|------------|-----------|-----------|-------|------------|
| REPAIR, MAINT. & UTIL. | MAINTENANCE - BUILDI | 15,000.00 | 85.55 | 1,160.81 | 7.74 | 13,839.19 |
| 600-5-8000-6310 | MAINTENANCE - WELLS | 82,400.00 | 836.92 | 855.03 | 1.04 | 81,544.97 |
| 600-5-8000-6311 | MAINTENANCE - GROUND | 21,218.00 | 2,975.00 | 6,445.00 | 30.38 | 14,773.00 |
| 600-5-8000-6320 | MAINTENANCE - MACHIN | 40,000.00 | 28.75 | 3,844.00 | 9.61 | 36,156.00 |
| 600-5-8000-6350 | ELECTRIC / GAS | 84,872.00 | 7,441.29 | 24,060.98 | 28.35 | 60,811.02 |
| 600-5-8000-6371 | TOTAL REPAIR, MAINT. & UTIL. | 243,490.00 | 11,367.51 | 36,365.82 | 14.94 | 207,124.18 |

| | | | | | | |
|----------------------|----------------------------|-----------|----------|----------|-------|-----------|
| CONTRACTUAL SERVICES | IAB EXPENSES | 18,000.00 | 1,244.58 | 2,551.33 | 14.17 | 15,448.67 |
| 600-5-8000-6450 | TOTAL CONTRACTUAL SERVICES | 18,000.00 | 1,244.58 | 2,551.33 | 14.17 | 15,448.67 |

| | | | | | | |
|-----------------|-------------------|------------|-----------|-----------|-------|------------|
| COMMODITIES | CHEMICALS | 217,485.00 | 13,553.93 | 42,192.03 | 19.40 | 175,292.97 |
| 600-5-8000-6501 | SMALL TOOLS | 1,061.00 | 13.99 | 13.99 | 1.32 | 1,047.01 |
| 600-5-8000-6504 | MISC EXPENSE | 1,061.00 | 52.00 | 751.50 | 70.83 | 309.50 |
| 600-5-8000-6507 | SAFETY SUPPLIES | 530.00 | 0.00 | 0.00 | 0.00 | 530.00 |
| 600-5-8000-6510 | MISC SUPPLIES | 743.00 | 36.71 | 98.64 | 13.28 | 644.36 |
| 600-5-8000-6599 | TOTAL COMMODITIES | 220,880.00 | 13,656.63 | 43,056.16 | 19.49 | 177,823.84 |

| | | | | | | |
|----------------|--|--|--|--|--|--|
| CAPITAL OUTLAY | | | | | | |
|----------------|--|--|--|--|--|--|

| | | | | | | |
|------------------------|--|------------|-----------|------------|-------|------------|
| TOTAL Plant Operations | | 588,441.00 | 33,882.62 | 108,769.26 | 18.48 | 479,671.74 |
|------------------------|--|------------|-----------|------------|-------|------------|

OSKALOOSA WATER DEPARTMENT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

600-WATER FUND
Water Distribution

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
|--|----------------|----------------|---------------------|-------------|----------------|

SALARIES & WAGES

| | | | | | | |
|------------------------|----------------------|------------|-----------|-----------|-------|------------|
| 600-5-8001-6010 | LABOR - DISTRIBUTION | 196,998.00 | 12,921.01 | 44,191.11 | 22.43 | 152,806.89 |
| TOTAL SALARIES & WAGES | | 196,998.00 | 12,921.01 | 44,191.11 | 22.43 | 152,806.89 |

EMPLOYEE BENEFITS/COSTS

| | | | | | | |
|-------------------------------|-------------------------------|-----------|----------|----------|-------|-----------|
| 600-5-8001-6110 | EMPLOYER'S SHARE-SOC | 12,214.00 | 801.10 | 2,739.84 | 22.43 | 9,474.16 |
| 600-5-8001-6120 | EMPLOYERS SHARE - ME | 2,857.00 | 187.34 | 640.74 | 22.43 | 2,216.26 |
| 600-5-8001-6130 | EMPLOYER'S SHARE - UNIFORMS | 17,592.00 | 1,153.85 | 3,946.27 | 22.43 | 13,645.73 |
| 600-5-8001-6181 | TOTAL EMPLOYEE BENEFITS/COSTS | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| TOTAL EMPLOYEE BENEFITS/COSTS | | 35,163.00 | 2,142.29 | 7,326.85 | 20.84 | 27,836.15 |

STAFF DEVELOPMENT

| | | | | | | |
|-------------------------|--------------------|----------|--------|--------|-------|----------|
| 600-5-8001-6240 | EDUCATION/SEMINARS | 2,122.00 | 750.00 | 845.00 | 39.82 | 1,277.00 |
| TOTAL STAFF DEVELOPMENT | | 2,122.00 | 750.00 | 845.00 | 39.82 | 1,277.00 |

REPAIR, MAINT. & UTIL.

| | | | | | | |
|------------------------------|----------------------|------------|-----------|-----------|-------|------------|
| 600-5-8001-6310 | MAINTENANCE - BUILDI | 1,061.00 | 82.86 | 235.28 | 22.18 | 825.72 |
| 600-5-8001-6312 | MAINTENANCE - WATER | 108,150.00 | 7,230.46 | 23,251.92 | 21.50 | 84,898.08 |
| 600-5-8001-6313 | MAINTENANCE - METERS | 5,150.00 | 550.00 | 1,000.00 | 19.42 | 4,150.00 |
| 600-5-8001-6320 | MAINTENANCE - GROUND | 1,061.00 | 0.00 | 29.99 | 2.83 | 1,031.01 |
| 600-5-8001-6331 | GASOLINE | 21,218.00 | 577.11 | 2,176.41 | 10.26 | 19,041.59 |
| 600-5-8001-6332 | TRUCK EXPENSE | 4,244.00 | 2,728.44 | 3,119.56 | 73.51 | 1,124.44 |
| 600-5-8001-6350 | MAINTENANCE - MACHIN | 6,365.00 | 100.86 | 952.93 | 14.97 | 5,412.07 |
| 600-5-8001-6371 | ELECTRIC / GAS | 5,305.00 | 684.42 | 2,082.99 | 39.26 | 3,222.01 |
| TOTAL REPAIR, MAINT. & UTIL. | | 152,554.00 | 11,954.15 | 32,849.08 | 21.53 | 119,704.92 |

CONTRACTUAL SERVICES

COMMODITIES

| | | | | | | |
|-------------------|-----------------|-----------|--------|----------|-------|-----------|
| 600-5-8001-6504 | SMALL TOOLS | 3,183.00 | 90.15 | 662.42 | 20.81 | 2,520.58 |
| 600-5-8001-6507 | MISC EXPENSE | 4,774.00 | 52.00 | 407.24 | 8.53 | 4,366.76 |
| 600-5-8001-6510 | SAFETY SUPPLIES | 2,122.00 | 157.70 | 393.87 | 18.56 | 1,728.13 |
| 600-5-8001-6599 | MISC SUPPLIES | 1,591.00 | 57.81 | 77.00 | 4.84 | 1,514.00 |
| TOTAL COMMODITIES | | 11,670.00 | 357.66 | 1,540.53 | 13.20 | 10,129.47 |

CAPITAL OUTLAY

| | | | | | | |
|----------------------|----------------------|------------|------------|------------|--------|------------|
| 600-5-8001-6750 | NEW / REPLACE BUILDI | 5,000.00 | 2,449.00 | 6,425.68 | 128.51 | 1,425.68 |
| 600-5-8001-6780 | NEW/REPLACE WATER SU | 640,000.00 | 109,809.92 | 356,419.04 | 55.69 | 283,580.96 |
| TOTAL CAPITAL OUTLAY | | 645,000.00 | 112,258.92 | 362,844.72 | 56.25 | 282,155.28 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

600-WATER FUND
Water Distribution

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|----------------|----------------|---------------------|-------------|----------------|
| <u>TRANSFERS</u> | | | | | |
| 600-5-8001-6910603 TRANSFER OUT - SINKI | 418,787.00 | 34,943.33 | 104,829.99 | 25.03 | 313,957.01 |
| 600-5-8001-6910604 TRANSFER OUT - METER | 102,000.00 | 8,500.00 | 25,500.00 | 25.00 | 76,500.00 |
| TOTAL TRANSFERS | 520,787.00 | 43,443.33 | 130,329.99 | 25.03 | 390,457.01 |

TOTAL Water Distribution 1,564,294.00 183,827.36 579,927.28 37.07 984,366.72

600-WATER FUND
Water Office

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
|--|----------------|----------------|---------------------|-------------|----------------|

SALARIES & WAGES

| | | | | | | |
|------------------------|----------------------|------------|-----------|-----------|-------|------------|
| 600-5-8006-6011 | SALARIES - GENERAL M | 52,546.00 | 4,252.40 | 13,764.98 | 26.20 | 38,781.02 |
| 600-5-8006-6012 | SALARIES - OFFICE | 141,884.00 | 10,848.23 | 37,968.78 | 26.76 | 103,915.22 |
| 600-5-8006-6013 | SALARIES - SERVICE T | 56,813.00 | 4,032.56 | 14,220.09 | 25.03 | 42,592.91 |
| 600-5-8006-6020 | SALARIES - TRUSTEES | 5,670.00 | 252.00 | 756.00 | 13.33 | 4,914.00 |
| 600-5-8006-6050 | HEALTH INS. WAGE | 2,088.00 | 174.00 | 522.00 | 25.00 | 1,566.00 |
| TOTAL SALARIES & WAGES | | 259,001.00 | 19,559.19 | 67,231.85 | 25.96 | 191,769.15 |

EMPLOYEE BENEFITS/COSTS

| | | | | | | |
|-------------------------------|----------------------|------------|-----------|-----------|-------|------------|
| 600-5-8006-6110 | EMPLOYER'S SHARE-SOC | 15,929.00 | 1,201.92 | 4,136.13 | 25.97 | 11,792.87 |
| 600-5-8006-6120 | EMPLOYERS SHARE - ME | 3,725.00 | 281.09 | 967.32 | 25.97 | 2,757.68 |
| 600-5-8006-6130 | EMPLOYER'S SHARE - | 22,436.00 | 1,708.60 | 5,889.69 | 26.25 | 16,546.31 |
| 600-5-8006-6150 | HEALTH/LIFE INSURANC | 175,763.00 | 12,386.59 | 36,709.68 | 20.89 | 139,053.32 |
| 600-5-8006-6183 | SELF INSURANCE EXPEN | 6,500.00 | 0.00 | 0.00 | 0.00 | 6,500.00 |
| TOTAL EMPLOYEE BENEFITS/COSTS | | 224,353.00 | 15,578.20 | 47,702.82 | 21.26 | 176,650.18 |

STAFF DEVELOPMENT

| | | | | | | |
|-------------------------|----------------------|-----------|-------|----------|-------|-----------|
| 600-5-8006-6220 | DUES & SUBSCRIPTIONS | 6,896.00 | 60.00 | 1,493.89 | 21.66 | 5,402.11 |
| 600-5-8006-6240 | EDUCATION/SEMINARS | 7,108.00 | 0.00 | 0.00 | 0.00 | 7,108.00 |
| TOTAL STAFF DEVELOPMENT | | 14,004.00 | 60.00 | 1,493.89 | 10.67 | 12,510.11 |

REPAIR, MAINT. & UTIL.

| | | | | | | |
|------------------------------|----------------------|----------|--------|----------|-------|----------|
| 600-5-8006-6310 | MAINTENANCE - BUILDI | 530.00 | 0.00 | 18.37 | 3.47 | 511.63 |
| 600-5-8006-6373 | TELEPHONE | 7,957.00 | 609.45 | 1,822.12 | 22.90 | 6,134.88 |
| TOTAL REPAIR, MAINT. & UTIL. | | 8,487.00 | 609.45 | 1,840.49 | 21.69 | 6,646.51 |

CONTRACTUAL SERVICES

| | | | | | | |
|----------------------------|----------------------|------------|-----------|-----------|-------|------------|
| 600-5-8006-6401 | AUDIT EXPENSE | 8,523.00 | 0.00 | 0.00 | 0.00 | 8,523.00 |
| 600-5-8006-6402 | PUBLICATIONS | 2,652.00 | 75.18 | 791.98 | 29.86 | 1,860.02 |
| 600-5-8006-6408 | INSURANCE | 58,100.00 | 170.00 | 1,505.00 | 2.59 | 56,595.00 |
| 600-5-8006-6409 | JANITORIAL EXPENSE | 2,122.00 | 299.85 | 595.78 | 28.08 | 1,526.22 |
| 600-5-8006-6411 | LEGAL FEES | 10,300.00 | 80.00 | 307.50 | 2.99 | 9,992.50 |
| 600-5-8006-6419 | COMPUTER EXPENSE | 25,750.00 | 190.00 | 680.00 | 2.64 | 25,070.00 |
| 600-5-8006-6492 | METER READING SERVIC | 21,228.00 | 9,228.60 | 13,845.60 | 65.22 | 7,382.40 |
| TOTAL CONTRACTUAL SERVICES | | 128,675.00 | 10,043.63 | 17,725.86 | 13.78 | 110,949.14 |

COMMODITIES

| | | | | | | |
|-------------------|------------------|-----------|----------|-----------|-------|-----------|
| 600-5-8006-6506 | OFFICE SUPPLIES | 6,365.00 | 91.97 | 3,436.49 | 53.99 | 2,928.51 |
| 600-5-8006-6507 | MISC EXPENSE | 5,000.00 | 251.00 | 4,345.99 | 86.92 | 654.01 |
| 600-5-8006-6508 | POSTAGE | 15,450.00 | 1,800.40 | 7,724.88 | 50.00 | 7,725.12 |
| 600-5-8006-6520 | CREDIT CARD FEES | 2,719.00 | 679.24 | 1,963.35 | 72.21 | 755.65 |
| 600-5-8006-6599 | MISC SUPPLIES | 1,061.00 | 0.00 | 9.16 | 0.86 | 1,051.84 |
| TOTAL COMMODITIES | | 30,595.00 | 2,822.61 | 17,479.87 | 57.13 | 13,115.13 |

OSKALOOSA WATER DEPARTMENT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

600-WATER FUND
 Water Office

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------------|----------------|----------------|---------------------|-------------|----------------|
| CAPITAL OUTLAY | | | | | |
| 600-5-8006-6725 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| TOTAL CAPITAL OUTLAY | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |

| | | | | | |
|--------------------|------------|-----------|------------|-------|------------|
| TOTAL Water Office | 670,115.00 | 48,673.08 | 153,474.78 | 22.90 | 516,640.22 |
|--------------------|------------|-----------|------------|-------|------------|

OSKALOOSA WATER DEPARTMENT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

600-WATER FUND
Waste Water Treatment

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE | |
|------------------------|---------------------|----------------|---------------------|-------------|----------------|-----------|
| SALARIES & WAGES | | | | | | |
| 600-5-8009-6014 | LABOR - WASTE WATER | 121,680.00 | 9,721.06 | 32,905.30 | 27.04 | 88,774.70 |
| TOTAL SALARIES & WAGES | | 121,680.00 | 9,721.06 | 32,905.30 | 27.04 | 88,774.70 |

| | EMPLOYER'S SHARE-SOCI | EMPLOYERS SHARE-MEDI | EMPLOYERS SHARE-IPER | HEALTH/LIFE INSURANC | UNIFORMS | SELF INSURANCE EXPEN |
|-------------------------------|-----------------------|----------------------|----------------------|----------------------|-----------|----------------------|
| 600-5-8009-6110 | 7,543.00 | 602.70 | 140.95 | 868.09 | 2,106.02 | 0.00 |
| 600-5-8009-6120 | 1,764.00 | 140.95 | 477.10 | 2,938.41 | 0.00 | 0.00 |
| 600-5-8009-6130 | 10,827.00 | 868.09 | 2,938.41 | 6,346.56 | 0.00 | 0.00 |
| 600-5-8009-6150 | 25,561.00 | 2,106.02 | 6,346.56 | 0.00 | 0.00 | 0.00 |
| 600-5-8009-6181 | 450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 600-5-8009-6183 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EMPLOYEE BENEFITS/COSTS | 47,645.00 | 3,717.76 | 11,802.17 | 24.77 | 35,842.83 | |

STAFF DEVELOPMENT

| | | | | | |
|-----------------------------|------------|-----------|-----------|-------|------------|
| TOTAL Waste Water Treatment | 169,325.00 | 13,438.82 | 44,707.47 | 26.40 | 124,617.53 |
|-----------------------------|------------|-----------|-----------|-------|------------|

600-WATER FUND
Waste Water Collections

25.00% OF YEAR COMP.

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---------------------------|----------------|----------------|---------------------|-------------|----------------|
|---------------------------|----------------|----------------|---------------------|-------------|----------------|

| | | | | | | |
|-----------------------------|---------------------|------------|----------|-----------|-------|------------|
| SALARIES & WAGES | | | | | | |
| 600-5-8010-6014 | LABOR - WASTE WATER | 137,652.00 | 9,608.72 | 33,109.72 | 24.05 | 104,542.28 |
| 600-5-8010-6050 | HEALTH INS. WAGE | 0.00 | 174.00 | 522.00 | 0.00 | (522.00) |
| TOTAL SALARIES & WAGES | | 137,652.00 | 9,782.72 | 33,631.72 | 24.43 | 104,020.28 |

| | | | | | | |
|--------------------------------|----------------------|-----------|----------|-----------|-------|-----------|
| EMPLOYER BENEFITS/COSTS | | | | | | |
| 600-5-8010-6110 | EMPLOYERS SHARE-SOCI | 8,535.00 | 595.72 | 2,052.77 | 24.05 | 6,482.23 |
| 600-5-8010-6120 | EMPLOYERS SHARE-MEDI | 1,996.00 | 139.33 | 480.10 | 24.05 | 1,515.90 |
| 600-5-8010-6130 | EMPLOYERS SHARE-TPER | 12,292.00 | 784.33 | 2,700.05 | 21.97 | 9,591.95 |
| 600-5-8010-6150 | HEALTH/LIFE INSURANC | 53,673.00 | 3,238.88 | 9,764.14 | 18.19 | 43,908.86 |
| 600-5-8010-6181 | UNIFORMS | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 |
| 600-5-8010-6183 | SELF INSURANCE EXPEN | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| TOTAL EMPLOYEE BENEFITS/COSTS | | 79,746.00 | 4,758.26 | 14,997.06 | 18.81 | 64,748.94 |

STAFF DEVELOPMENT

| | | | | | | |
|-------------------------------|--|------------|-----------|-----------|-------|------------|
| TOTAL Waste Water Collections | | 217,398.00 | 14,540.98 | 48,628.78 | 22.37 | 168,769.22 |
|-------------------------------|--|------------|-----------|-----------|-------|------------|

600-WATER FUND
Waste Water Storm Water

25.00% OF YEAR COMP.

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---------------------------|----------------|----------------|---------------------|-------------|----------------|
|---------------------------|----------------|----------------|---------------------|-------------|----------------|

| | | | | | |
|------------------------|---------------------|------|--------|----------|------------------|
| SALARIES & WAGES | | | | | |
| 600-5-8011-6014 | LABOR - STORM WATER | 0.00 | 175.12 | 1,209.34 | 0.00 (1,209.34) |
| TOTAL SALARIES & WAGES | | 0.00 | 175.12 | 1,209.34 | 0.00 (1,209.34) |

| | | | | | |
|-------------------------------|----------------------|------|-------|--------|----------------|
| EMPLOYEE BENEFITS/COSTS | | | | | |
| 600-5-8011-6110 | EMPLOYERS SHARE-SOCI | 0.00 | 10.86 | 74.97 | 0.00 (74.97) |
| 600-5-8011-6120 | EMPLOYERS SHARE-MEDI | 0.00 | 2.54 | 17.54 | 0.00 (17.54) |
| 600-5-8011-6130 | EMPLOYERS SHARE-TPER | 0.00 | 15.63 | 107.99 | 0.00 (107.99) |
| TOTAL EMPLOYEE BENEFITS/COSTS | | 0.00 | 29.03 | 200.50 | 0.00 (200.50) |

STAFF DEVELOPMENT

| | | | | | |
|-------------------------------|--|------|--------|----------|------------------|
| TOTAL Waste Water Storm Water | | 0.00 | 204.15 | 1,409.84 | 0.00 (1,409.84) |
|-------------------------------|--|------|--------|----------|------------------|

| | | | | | |
|--------------------|--|--------------|------------|------------|--------------------|
| TOTAL EXPENDITURES | | 3,209,573.00 | 294,567.01 | 936,917.41 | 29.19 2,272,655.59 |
|--------------------|--|--------------|------------|------------|--------------------|

| | | | | | |
|------------------------------------|--|-------------|-------------|------------|-----------|
| REVENUES OVER/(UNDER) EXPENDITURES | | 27,173.00 (| 1,581.54) (| 54,876.15) | 82,049.15 |
|------------------------------------|--|-------------|-------------|------------|-----------|

601-CONSUMER DEPOSIT FUND
FINANCIAL SUMMARY

AS OF: SEPTEMBER 30TH, 2016

25.00% OF YEAR COMP.

| CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|---------------------|-------------|----------------|
|----------------|----------------|---------------------|-------------|----------------|

| <u>REVENUE SUMMARY</u> | | | | |
|------------------------|------|------|-------|---------------|
| ALL REVENUE | 0.00 | 3.52 | 10.11 | 0.00 (10.11) |
| TOTAL REVENUES | 0.00 | 3.52 | 10.11 | 0.00 (10.11) |

OSKALOOSA WATER DEPARTMENT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

601-CONSUMER DEPOSIT FUND

25.00% OF YEAR COMP.

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|------------------------------------|----------------|----------------|---------------------|-------------|----------------|
| 601-4-8001-44300 INTEREST | 0.00 | 3.52 | 10.11 | 0.00 (| 10.11) |
| TOTAL REVENUES | 0.00 | 3.52 | 10.11 | 0.00 (| 10.11) |
| REVENUES OVER/(UNDER) EXPENDITURES | 0.00 | 3.52 | 10.11 | (| 10.11) |

603-WATER REV SINKING FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

| CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|---------------------|-------------|----------------|
|----------------|----------------|---------------------|-------------|----------------|

REVENUE SUMMARY

| | | | | | |
|----------------|------------|-----------|------------|-------|------------|
| ALL REVENUE | 419,320.00 | 34,943.33 | 104,829.99 | 25.00 | 314,490.01 |
| TOTAL REVENUES | 419,320.00 | 34,943.33 | 104,829.99 | 25.00 | 314,490.01 |

EXPENDITURE SUMMARY

| | | | | | |
|--------------------------|------------|------|------|------|------------|
| Water Rev Bond Sink Fund | 419,320.00 | 0.00 | 0.00 | 0.00 | 419,320.00 |
| TOTAL EXPENDITURES | 419,320.00 | 0.00 | 0.00 | 0.00 | 419,320.00 |

REVENUES OVER/ (UNDER) EXPENDITURES 0.00 34,943.33 104,829.99 (104,829.99)

OSKALOOSA WATER DEPARTMENT
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

603-WATER REV SINKING FUND

25.00% OF YEAR COMP.

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|----------------|----------------|---------------------|-------------|----------------|
| 603-4-8001-44830600 TRANSFER IN - REVENU | 419,320.00 | 34,943.33 | 104,829.99 | 25.00 | 314,490.01 |
| TOTAL REVENUES | 419,320.00 | 34,943.33 | 104,829.99 | 25.00 | 314,490.01 |

OSKALOOSA WATER DEPARTMENT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

603-WATER REV SINKING FUND
 Water Rev Bond Sink Fund

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

| CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|---------------------|-------------|----------------|
|----------------|----------------|---------------------|-------------|----------------|

COMMODITIES

| DEBT SERVICE | PRINCIPAL | INTEREST PAYMENT | BOND SERVICING FEE | TOTAL DEBT SERVICE |
|--------------------|------------|------------------|--------------------|--------------------|
| 603-5-8001-6801 | 268,000.00 | 139,680.00 | 11,640.00 | 419,320.00 |
| 603-5-8001-6851 | 0.00 | 0.00 | 0.00 | 0.00 |
| 603-5-8001-6899 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 268,000.00 | 139,680.00 | 11,640.00 | 419,320.00 |

TOTAL Water Rev Bond Sink Fund 419,320.00 0.00 0.00 0.00 419,320.00

| | | | | | |
|------------------------------------|------------|-----------|------------|------|-------------|
| TOTAL EXPENDITURES | 419,320.00 | 0.00 | 0.00 | 0.00 | 419,320.00 |
| REVENUES OVER/(UNDER) EXPENDITURES | 0.00 | 34,943.33 | 104,829.99 | (| 104,829.99) |

OSKALOOSA WATER DEPARTMENT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

604-METER REPLACEMENT FUND
 FINANCIAL SUMMARY

25.00% OF YEAR COMP.

| CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|----------------|----------------|---------------------|-------------|----------------|
|----------------|----------------|---------------------|-------------|----------------|

REVENUE SUMMARY

| | | | | | |
|----------------|------------|----------|-----------|-------|-----------|
| ALL REVENUE | 102,000.00 | 8,500.00 | 25,500.00 | 25.00 | 76,500.00 |
| TOTAL REVENUES | 102,000.00 | 8,500.00 | 25,500.00 | 25.00 | 76,500.00 |

EXPENDITURE SUMMARY

| | | | | | |
|--------------------------|------------|-----------|-----------|-------|-----------|
| Water Rev Bond Rsrv Fund | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |
| TOTAL EXPENDITURES | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |

REVENUES OVER/(UNDER) EXPENDITURES 2,000.00 (1,622.74) 4,403.98 (2,403.98)

604-METER REPLACEMENT FUND

25.00% OF YEAR COMP.

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|----------------|----------------|---------------------|-------------|----------------|
| 604-4-8001-44830600 TRANSFER IN - METER | 102,000.00 | 8,500.00 | 25,500.00 | 25.00 | 76,500.00 |
| TOTAL REVENUES | 102,000.00 | 8,500.00 | 25,500.00 | 25.00 | 76,500.00 |

OSKALOOSA WATER DEPARTMENT
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

604-METER REPLACEMENT FUND
 Water Rev Bond Rsrv Fund

25.00% OF YEAR COMP.

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---------------------------|----------------|----------------|---------------------|-------------|----------------|
|---------------------------|----------------|----------------|---------------------|-------------|----------------|

| | | | | | |
|----------------------|------------|-----------|-----------|-------|-----------|
| CAPITAL OUTLAY | | | | | |
| 604-5-8001-6724 | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |
| TOTAL CAPITAL OUTLAY | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |

TRANSFERS

| | | | | | |
|--------------------------------|------------|-----------|-----------|-------|-----------|
| TOTAL Water Rev Bond Rsrv Fund | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |
|--------------------------------|------------|-----------|-----------|-------|-----------|

| | | | | | |
|--------------------|------------|-----------|-----------|-------|-----------|
| TOTAL EXPENDITURES | 100,000.00 | 10,122.74 | 21,096.02 | 21.10 | 78,903.98 |
|--------------------|------------|-----------|-----------|-------|-----------|

| | | | | | |
|------------------------------------|------------|-----------|----------|---|-----------|
| REVENUES OVER/(UNDER) EXPENDITURES | 2,000.00 (| 1,622.74) | 4,403.98 | (| 2,403.98) |
|------------------------------------|------------|-----------|----------|---|-----------|

600-WATER FUND

| ACCT NO# | ACCOUNT NAME | BEGINNING BALANCE | M-T-D ACTIVITY | Y-T-D ACTIVITY | CURRENT BALANCE |
|----------|--------------|-------------------|----------------|----------------|-----------------|
|----------|--------------|-------------------|----------------|----------------|-----------------|

ASSETS

| | | | | | |
|-------------|-----------------|--------------|-------------|--------------|--------------|
| <u>CASH</u> | | | | | |
| 600-1113 | Cash - Checking | 306,204.69 | 11,044.99CR | 196,550.46 | 502,755.15 |
| 600-1120 | Petty Cash | 300.00 | 0.00 | 0.00 | 300.00 |
| 600-1161 | Investments | 565,056.65 | 34,943.33CR | 104,829.99CR | 460,226.66 |
| 600-1162 | Money Mkt Funds | 361,077.16 | 3,441.34 | 1,057.06 | 362,134.22 |
| | TOTAL CASH | 1,232,638.50 | 42,546.98CR | 92,777.53 | 1,325,416.03 |

TAXES & OTHER RECEIVABLE

| | | | | | |
|----------|--------------------------------|------------|------------|--------------|------------|
| 600-1210 | Accounts Receivable - Sales Ta | 25,526.95 | 119.86 | 9,929.76CR | 15,597.19 |
| 600-1221 | Accounts Receivable - Water | 371,617.73 | 9,580.44 | 141,107.68CR | 230,510.05 |
| 600-1222 | Accounts Receivable - City Sew | 331,142.86 | 7,074.22 | 135,465.66CR | 195,677.20 |
| 600-1223 | Accounts Receivable - Meter Re | 2,704.36 | 104.65CR | 615.70CR | 2,088.66 |
| 600-1224 | Accounts Receivable - Late Fee | 3,502.46 | 548.33CR | 1,006.70 | 4,509.16 |
| 600-1226 | Due To Customer | 9,359.22CR | 1,085.02CR | 41.66CR | 9,400.88CR |
| 600-1229 | Accounts Rec - Stormwater Fee | 31,588.61 | 963.86CR | 13,653.62CR | 17,934.99 |
| 600-1231 | Accounts Receivable - Misc | 80.00 | 160.00 | 80.00 | 160.00 |
| 600-1232 | RECEIVABLES-RETURNED CHECK | 40.00 | 20.00CR | 20.00CR | 20.00 |
| | TOTAL TAXES & OTHER RECEIVABLE | 756,843.75 | 14,212.66 | 299,747.38CR | 457,096.37 |

INVENTORIES

| | | | | | |
|--|--------------|--------------|-------------|--------------|--------------|
| | TOTAL ASSETS | 1,989,482.25 | 28,334.32CR | 206,969.85CR | 1,782,512.40 |
|--|--------------|--------------|-------------|--------------|--------------|

LIABILITIES

| | | | | | |
|----------|--------------------------------|--------------|-----------|------------|--------------|
| 600-2080 | Oskaloosa City Sewer Payable | 519,212.40CR | 25,298.41 | 128,872.53 | 390,339.87CR |
| 600-2140 | Iowa Sales Tax Payable | 27,654.89CR | 919.54CR | 10,594.13 | 17,060.76CR |
| 600-2141 | Iowa Service Tax Payable | 26.91CR | 184.19CR | 239.30CR | 266.21CR |
| 600-2181 | Oskay Stormwater Fee - Payable | 51,160.55CR | 2,558.10 | 12,866.34 | 38,294.21CR |
| | TOTAL LIABILITIES | 598,054.75CR | 26,752.78 | 152,093.70 | 445,961.05CR |

FUND EQUITY

| | | | | | |
|----------|----------------------------|----------------|--------------|--------------|----------------|
| 600-3800 | Earned Surplus | 1,391,427.50CR | 0.00 | 0.00 | 1,391,427.50CR |
| | TOTAL REVENUES | 0.00 | 292,985.47CR | 882,041.26CR | 882,041.26CR |
| | TOTAL EXPENDITURES | 0.00 | 294,567.01 | 936,917.41 | 936,917.41 |
| | TOTAL FUND EQUITY | 1,391,427.50CR | 1,581.54 | 54,876.15 | 1,336,551.35CR |
| | TOTAL LIABILITIES & EQUITY | 1,989,482.25CR | 28,334.32 | 206,969.85 | 1,782,512.40CR |

601-CONSUMER DEPOSIT FUND

ACCT NO# ACCOUNT NAME

BEGINNING BALANCE M-T-D ACTIVITY Y-T-D ACTIVITY CURRENT BALANCE

ASSETS

| | | | | |
|--------------------------|-----------|----------|----------|-----------|
| CASH | 24,935.00 | 821.48CR | 2,760.11 | 27,695.11 |
| 601-1113 Cash - Checking | 65,000.00 | 0.00 | 0.00 | 65,000.00 |
| 601-1161 Investments | 89,935.00 | 821.48CR | 2,760.11 | 92,695.11 |
| TOTAL CASH | | | | |

TAXES & OTHER RECEIVABLE

| | | | | |
|--------------|-----------|----------|----------|-----------|
| TOTAL ASSETS | 89,935.00 | 821.48CR | 2,760.11 | 92,695.11 |
|--------------|-----------|----------|----------|-----------|

LIABILITIES

| | | | | |
|------------------------------------|-------------|--------|------------|-------------|
| 601-2210 Consumer Deposits Reserve | 89,935.00CR | 825.00 | 2,750.00CR | 92,685.00CR |
| TOTAL LIABILITIES | 89,935.00CR | 825.00 | 2,750.00CR | 92,685.00CR |

FUND EQUITY

| | | | | |
|-------------------|------|--------|---------|---------|
| TOTAL REVENUES | 0.00 | 3.52CR | 10.11CR | 10.11CR |
| TOTAL FUND EQUITY | 0.00 | 3.52CR | 10.11CR | 10.11CR |

| | | | | |
|----------------------------|-------------|--------|------------|-------------|
| TOTAL LIABILITIES & EQUITY | 89,935.00CR | 821.48 | 2,760.11CR | 92,695.11CR |
|----------------------------|-------------|--------|------------|-------------|

603-WATER REV SINKING FUND

| ACCT NO# | ACCOUNT NAME | BEGINNING BALANCE | M-T-D ACTIVITY | Y-T-D ACTIVITY | CURRENT BALANCE |
|----------|--------------|-------------------|----------------|----------------|-----------------|
|----------|--------------|-------------------|----------------|----------------|-----------------|

ASSETS

| | | | | | |
|-------------|--------------|------------------|------------------|-------------------|-------------------|
| <u>CASH</u> | | | | | |
| 603-1161 | Investments | 34,943.35 | 34,943.33 | 104,829.99 | 139,773.34 |
| | TOTAL CASH | <u>34,943.35</u> | <u>34,943.33</u> | <u>104,829.99</u> | <u>139,773.34</u> |
| | TOTAL ASSETS | 34,943.35 | 34,943.33 | 104,829.99 | 139,773.34 |
| | | ===== | ===== | ===== | ===== |

LIABILITIES

| | | | | | |
|--------------------|----------------------------|--------------------|--------------------|---------------------|---------------------|
| <u>FUND EQUITY</u> | | | | | |
| 603-3800 | Earned Surplus | 34,943.35CR | 0.00 | 0.00 | 34,943.35CR |
| | TOTAL REVENUES | 0.00 | 34,943.33CR | 104,829.99CR | 104,829.99CR |
| | TOTAL FUND EQUITY | <u>34,943.35CR</u> | <u>34,943.33CR</u> | <u>104,829.99CR</u> | <u>139,773.34CR</u> |
| | TOTAL LIABILITIES & EQUITY | 34,943.35CR | 34,943.33CR | 104,829.99CR | 139,773.34CR |
| | | ===== | ===== | ===== | ===== |

604-METER REPLACEMENT FUND

ACCT NO# ACCOUNT NAME

BEGINNING M-T-D Y-T-D CURRENT
BALANCE ACTIVITY ACTIVITY BALANCE

ASSETS

CASH

604-1162 Money Market Fund
TOTAL CASH

| | | | |
|-----------|------------|----------|-----------|
| 51,419.03 | 1,622.74CR | 4,403.98 | 55,823.01 |
| 51,419.03 | 1,622.74CR | 4,403.98 | 55,823.01 |

TOTAL ASSETS

LIABILITIES

FUND EQUITY

604-3800 Earned Surplus
TOTAL REVENUES
TOTAL EXPENDITURES
TOTAL FUND EQUITY
TOTAL LIABILITIES & EQUITY

| | | | |
|-------------|------------|-------------|-------------|
| 51,419.03CR | 0.00 | 0.00 | 51,419.03CR |
| 0.00 | 8,500.00CR | 25,500.00CR | 25,500.00CR |
| 0.00 | 10,122.74 | 21,096.02 | 21,096.02 |
| 51,419.03CR | 1,622.74 | 4,403.98CR | 55,823.01CR |
| 51,419.03CR | 1,622.74 | 4,403.98CR | 55,823.01CR |



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider approval of an application for a Special Class C Liquor License (Beer/Wine) with Sunday Sales and Outdoor Service Area from Oskaloosa Area Chamber and Development Group and the use of the city-owned alley located between Smokey Row and Bridal Dreams to host various events from December 1, 2016 through November 30, 2017.

Explanation:

The application is complete and in order for approval. Along with this Class C Liquor License the Oskaloosa Area Chamber and Development Group has requested the use of the city-owned alley located between Smokey Row and Bridal Dreams to hold events for the duration of this year liquor license.

The six month license effective December 1, 2016 for this location was approved on November 21, 2016. Per the Iowa Alcohol and Beverage Division back-to-back six month licenses cannot be issued to the same organization in the same location. The Oskaloosa Chamber has opted to apply for a full year license for this location.

Staff recommends approval.

Budget Consideration:

\$337.50 to the General Fund

Attachments:

None



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider a motion to receive and file financial reports for November 2016.

Explanation:

The financial reports for November 2016 are included in your agenda packets. The target percentage for expenses this month is 41.67% except for the seasonal or once-a-year purchases. The figures below show the expenses by program.

The following five funds contain a negative fund balance for November 2016.

- General Fund Insurance – Insurance invoices are paid in the first few months of the fiscal year. March 2017 tax receipts received in April will help to clear up this negative fund balance.
- General Fund Band – Band payroll is paid during the summer months and the March 2017 tax receipts received in April will clear up this negative fund balance.
- Rec and Early Childhood Center – This item was not included in the FY2017 Budget. A Budget Amendment will clear up this negative fund balance.
- Sidewalk Improvements Project – Grant reimbursement will clear up this negative fund balance.
- Employee Flex Plan Fund – Payroll contributions will clear up this negative fund balance.

Budget Consideration:

None

Attachments:

November 2016 Financial Reports



City of Oskaloosa, IA Treasurer's Report

November 1-30, 2016

| Fund | Beginning Cash Balance | Revenue (+) | Expenses (-) | Change in Pending Payables | Change in Investments | Ending Cash Balance |
|---|------------------------|-------------|--------------|-------------------------------|--------------------------|---------------------|
| 001: GENERAL FUND | 2,415,367.84 | 239,353.20 | 318,653.41 | (21,603.78) | (242,910.72) | 2,314,463.85 |
| 002: GENERAL FUND INSURANCE FUND | (22,372.44) | 4,457.17 | 38,461.00 | 0.00 | 0.00 | (56,376.27) |
| 003: GENERAL FUND CAPITAL EQUIPMENT | 25,064.66 | 2.69 | 0.00 | 0.00 | 2.69 | 25,067.35 |
| 004: LIBRARY COPIER REVOLVING FUND | 12,426.37 | 388.99 | 737.83 | 655.46 | 1.94 | 12,732.99 |
| 005: GENERAL FUND BAND | (5,638.56) | 664.79 | 0.00 | (251.99) | 0.00 | (5,225.76) |
| 006: GENERAL FUND - LOST | 1,154,549.18 | 134,438.32 | 16,230.39 | 0.00 | 118,197.43 | 1,272,757.11 |
| 007: GENERAL FUND - UTILITY FRANCHISE FEES | 377,738.79 | 61.95 | 0.00 | 0.00 | 61.95 | 377,800.74 |
| 110: ROAD USE TAX FUND | 679,900.30 | 134,617.07 | 86,758.09 | (15,290.83) | 43,570.72 | 712,468.45 |
| 112: EMPLOYEE BENEFIT FUND | 281,352.75 | 37,433.88 | 71,352.49 | 0.00 | (33,956.53) | 247,434.14 |
| 119: EMERGENCY FUND | 0.00 | 3,411.58 | 3,411.58 | 0.00 | 0.00 | 0.00 |
| 121: LOCAL OPTION SALES TAX FUND | 0.00 | 184,465.90 | 184,465.90 | 0.00 | 0.00 | 0.00 |
| 128: ADMINISTRATION TIF | 3,663.87 | 154.79 | 0.00 | 0.00 | 0.50 | 3,818.66 |
| 135: STREETScape PROJECT TIF | 20,086.06 | 1,190.61 | 0.00 | 0.00 | 1,003.44 | 21,276.67 |
| 136: DOWNTOWN BUILDING RENOVATION/REHAB TIF | 112,563.38 | 6,672.40 | 0.00 | 0.00 | 7,019.45 | 119,235.78 |
| 138: HOUSING DONATED FUNDS | 34,740.74 | 0.00 | 0.00 | 0.00 | 0.00 | 34,740.74 |
| 140: HOUSING FUND | 186,572.24 | 7,204.40 | 57.05 | 0.00 | 7,034.00 | 193,719.59 |
| 165: RIEFE MEMORIAL FUND | 12,378.57 | 1.82 | 0.00 | 0.00 | 1.82 | 12,380.39 |
| 167: LIBRARY MEMORIAL FUND | 627,147.33 | 5,540.15 | 1,734.05 | 494.04 | 3,459.19 | 631,447.47 |
| 169: MISCELLANEOUS GIFT FUND | 21,100.29 | 581.75 | 0.00 | 0.00 | 2.12 | 21,682.04 |
| 172: WOODEN PLAYGROUND MAINT FUND | 3,289.74 | 0.45 | 0.00 | 0.00 | 0.45 | 3,290.19 |
| 177: POLICE FORFEITURE FUND | 9,641.53 | 1.45 | 0.00 | (569.05) | 1.45 | 9,073.93 |
| 178: LIBRARY MAINTENANCE FUND | 1,206,699.09 | 2,282.70 | 7,609.73 | 3,640.18 | (1,717.30) | 1,205,012.24 |
| 180: MISCELLANEOUS GRANTS FUND | 9,448.41 | 4,360.77 | 7,276.16 | (43.08) | (1,998.73) | 6,489.94 |
| 181: BROWNFIELD SITES ASSESSMENT GRANT FUND | 0.00 | 8,653.23 | 4,284.93 | (4,368.30) | 0.00 | 0.00 |
| 182: FACADE GRANT | 144,283.49 | 37,335.04 | 330.00 | 0.00 | 8,024.04 | 181,288.53 |
| 200: DEBT SERVICE FUND | 491,626.61 | 32,349.92 | 0.00 | 0.00 | 32,397.71 | 523,976.53 |
| 301: PARK SHELTER CAPITAL IMPROVEMENT | 22,451.01 | 3.62 | 50.37 | (0.94) | 3.62 | 22,403.32 |
| 302: CITY HALL IMPROVEMENTS | 9,969.21 | 1.58 | 0.00 | 0.00 | 1.58 | 9,970.79 |
| 303: REC AND EARLY CHILDHOOD CENTER | (13,000.00) | 0.00 | 0.00 | (1,000.00) | 0.00 | (14,000.00) |
| 304: FIRE STATION ADDITION AND REMODEL PROJEC | 1,981,261.41 | 0.00 | 221,933.43 | (39.96) | (221,000.00) | 1,759,288.02 |

| Fund | Beginning Cash Balance | Revenue (+) | Expenses (-) | Change in Pending Payables | Change in Investments | Ending Cash Balance |
|--|-------------------------------|--------------------|---------------------|-----------------------------------|------------------------------|----------------------------|
| 321: NE BRIDGE REPLACEMENT PROJECT | 183,821.31 | 30.15 | 4,400.55 | 4,400.55 | 30.15 | 183,851.46 |
| 322: BURLINGTON ROAD RECONSTRUCTION FUND | 2,514.29 | 0.33 | 0.00 | 0.00 | 0.33 | 2,514.62 |
| 325: PAVEMENT MANAGEMENT | 245,271.30 | 17.62 | 185,034.30 | (12,177.50) | (197,982.38) | 48,077.12 |
| 326: SIDEWALK IMPROVEMENTS PROJECT | 1,288.05 | 16,230.46 | 116,513.31 | (15,674.17) | (999.93) | (114,668.97) |
| 344: 2016 GO REFUNDING NOTES | 18,315.23 | 0.00 | 2,728.87 | (15,586.36) | (18,000.00) | 0.00 |
| 600: WATER O&M FUND | 1,232,638.50 | 882,041.26 | 936,917.41 | 0.00 | 0.00 | 1,177,762.35 |
| 601: WATER CONSUMER DEPOSIT FUND | 89,935.00 | 10.11 | 0.00 | 0.00 | 0.00 | 89,945.11 |
| 603: WATER SINKING FUND | 34,943.35 | 104,829.99 | 0.00 | 0.00 | 0.00 | 139,773.34 |
| 604: WATER RESERVE FUND | 51,419.03 | 25,500.00 | 21,096.02 | 0.00 | 0.00 | 55,823.01 |
| 610: SANITARY SEWER O&M FUND | 159,883.89 | 160,342.19 | 158,142.98 | (5,354.42) | 0.00 | 156,728.68 |
| 611: SANITARY SEWER REVENUE FUND | 2,128,757.88 | 216,882.80 | 197,557.19 | 0.00 | 26,380.96 | 2,148,083.49 |
| 612: SANITARY SEWER SINKING FUND | 145,058.00 | 36,265.00 | 0.00 | 0.00 | 36,000.00 | 181,323.00 |
| 614: SANITARY SEWER IMPROVEMENT FUND | 112,014.89 | 950.00 | 0.00 | 0.00 | 0.00 | 112,964.89 |
| 660: AIRPORT FUND | 293,329.37 | 91,161.93 | 4,852.71 | (11,731.72) | 74,058.93 | 367,906.87 |
| 740: STORM WATER UTILITY FUND | 999,104.95 | 19,882.29 | 5,220.00 | (9,087.35) | 6,140.11 | 1,004,679.89 |
| 750: EDMUNDSON GOLF COURSE FUND | 37,218.99 | 6.18 | 243.72 | (131.80) | 6.18 | 36,849.65 |
| 760: RACI MAIN STREET LOAN FUND | 25,867.32 | 3.69 | 0.00 | 0.00 | 3.69 | 25,871.01 |
| 810: COPIER/FAX REVOLVING FUND | 15,376.91 | 810.19 | 392.63 | (343.12) | 2.47 | 15,451.35 |
| 820: EMPLOYEE HEALTH SELF-INSURANCE | 660,542.76 | 54,127.85 | 46,182.07 | 0.00 | 7,095.07 | 668,488.54 |
| 830: EMPLOYEE FLEX PLAN FUND | 20.01 | 2,716.96 | 3,580.48 | 0.00 | 0.18 | (843.51) |



REVENUE REPORT

Account Detail

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| ObjectCa... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|----------------------|--------------------|----------------------|----------------------|----------------|
| Fund: 001 - GENERAL FUND | | | | | |
| 41 - TAXES | -2,658,439.00 | -102,664.36 | -1,255,867.81 | -1,402,571.19 | 47.24 % |
| 42 - LICENSES AND PERMITS | -255,744.00 | -13,744.50 | -109,714.97 | -146,029.03 | 42.90 % |
| 43 - USE OF MONEY & PROPERTY | -3,950.00 | -499.35 | -2,168.31 | -1,781.69 | 54.89 % |
| 44 - INTERGOVERNMENTAL | -364,400.00 | -2,134.13 | -65,463.64 | -298,936.36 | 17.96 % |
| 45 - CHARGES FOR SERVICES | -132,200.00 | -1,737.70 | -23,111.87 | -109,088.13 | 17.48 % |
| 46 - SPECIAL ASSESSMENTS | 0.00 | 0.00 | -159.00 | 159.00 | |
| 47 - MISCELLANEOUS REVENUES | -78,050.00 | -16,492.42 | -56,139.25 | -21,910.75 | 71.93 % |
| 48 - OTHER FINANCING SOURCES | -1,349,225.00 | -108,414.07 | -513,166.36 | -836,058.64 | 38.03 % |
| Fund 001 Total: | -4,842,008.00 | -245,686.53 | -2,025,791.21 | -2,816,216.79 | 41.84 % |
| Fund: 002 - GENERAL FUND INSURANCE FUND | | | | | |
| 41 - TAXES | -115,538.00 | -4,457.17 | -54,570.05 | -60,967.95 | 47.23 % |
| 43 - USE OF MONEY & PROPERTY | 0.00 | 0.00 | -0.17 | 0.17 | |
| 44 - INTERGOVERNMENTAL | -3,645.00 | 0.00 | -1,796.16 | -1,848.84 | 49.28 % |
| 47 - MISCELLANEOUS REVENUES | 0.00 | 0.00 | -1,123.00 | 1,123.00 | |
| Fund 002 Total: | -119,183.00 | -4,457.17 | -57,489.38 | -61,693.62 | 48.24 % |
| Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -2.69 | -10.73 | 10.73 | |
| Fund 003 Total: | 0.00 | -2.69 | -10.73 | 10.73 | |
| Fund: 004 - LIBRARY COPIER REVOLVING FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -1.94 | -9.38 | 9.38 | |
| 47 - MISCELLANEOUS REVENUES | -6,500.00 | -387.05 | -2,549.90 | -3,950.10 | 39.23 % |
| Fund 004 Total: | -6,500.00 | -388.99 | -2,559.28 | -3,940.72 | 39.37 % |
| Fund: 005 - GENERAL FUND BAND | | | | | |
| 41 - TAXES | -17,231.00 | -664.79 | -8,147.80 | -9,083.20 | 47.29 % |
| 44 - INTERGOVERNMENTAL | -544.00 | 0.00 | -267.89 | -276.11 | 49.24 % |
| Fund 005 Total: | -17,775.00 | -664.79 | -8,415.69 | -9,359.31 | 47.35 % |
| Fund: 006 - GENERAL FUND - LOST | | | | | |
| 43 - USE OF MONEY & PROPERTY | -1,800.00 | -197.43 | -803.66 | -996.34 | 44.65 % |
| 47 - MISCELLANEOUS REVENUES | -900,000.00 | -134,240.89 | -639,975.43 | -260,024.57 | 71.11 % |
| Fund 006 Total: | -901,800.00 | -134,438.32 | -640,779.09 | -261,020.91 | 71.06 % |
| Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES | | | | | |
| 42 - LICENSES AND PERMITS | -410,000.00 | 0.00 | -205,203.75 | -204,796.25 | 50.05 % |
| 43 - USE OF MONEY & PROPERTY | -900.00 | -61.95 | -250.66 | -649.34 | 27.85 % |
| Fund 007 Total: | -410,900.00 | -61.95 | -205,454.41 | -205,445.59 | 50.00 % |
| Fund: 110 - ROAD USE TAX FUND | | | | | |
| 44 - INTERGOVERNMENTAL | -1,359,950.00 | -128,570.72 | -656,647.22 | -703,302.78 | 48.28 % |
| 45 - CHARGES FOR SERVICES | 0.00 | 0.00 | -172.00 | 172.00 | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -6,046.35 | -17,167.90 | 17,167.90 | |
| 48 - OTHER FINANCING SOURCES | 0.00 | 0.00 | -2,057.20 | 2,057.20 | |
| Fund 110 Total: | -1,359,950.00 | -134,617.07 | -676,044.32 | -683,905.68 | 49.71 % |
| Fund: 112 - EMPLOYEE BENEFIT FUND | | | | | |
| 41 - TAXES | -969,264.00 | -37,390.41 | -457,743.30 | -511,520.70 | 47.23 % |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -43.47 | -103.92 | 103.92 | |
| 44 - INTERGOVERNMENTAL | -30,575.00 | 0.00 | -15,068.09 | -15,506.91 | 49.28 % |
| Fund 112 Total: | -999,839.00 | -37,433.88 | -472,915.31 | -526,923.69 | 47.30 % |
| Fund: 119 - EMERGENCY FUND | | | | | |
| 41 - TAXES | -88,438.00 | -3,411.58 | -41,790.55 | -46,647.45 | 47.25 % |
| 44 - INTERGOVERNMENTAL | -2,790.00 | 0.00 | -1,374.85 | -1,415.15 | 49.28 % |
| Fund 119 Total: | -91,228.00 | -3,411.58 | -43,165.40 | -48,062.60 | 47.32 % |

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| ObjectCa... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|---|----------------------|--------------------|--------------------|--------------------|-----------------|
| Fund: 121 - LOCAL OPTION SALES TAX FUND | | | | | |
| 41 - TAXES | -1,027,059.00 | -184,465.90 | -550,164.28 | -476,894.72 | 53.57 % |
| Fund 121 Total: | -1,027,059.00 | -184,465.90 | -550,164.28 | -476,894.72 | 53.57 % |
| Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND | | | | | |
| 41 - TAXES | -125,000.00 | 0.00 | -30,929.95 | -94,070.05 | 24.74 % |
| Fund 122 Total: | -125,000.00 | 0.00 | -30,929.95 | -94,070.05 | 24.74 % |
| Fund: 128 - ADMINISTRATION TIF | | | | | |
| 41 - TAXES | -5,799.00 | -154.29 | -2,850.09 | -2,948.91 | 49.15 % |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -0.50 | -1.33 | 1.33 | |
| Fund 128 Total: | -5,799.00 | -154.79 | -2,851.42 | -2,947.58 | 49.17 % |
| Fund: 135 - STREETScape PROJECT TIF | | | | | |
| 41 - TAXES | -44,620.00 | -1,187.17 | -21,270.71 | -23,349.29 | 47.67 % |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -3.44 | -5.96 | 5.96 | |
| Fund 135 Total: | -44,620.00 | -1,190.61 | -21,276.67 | -23,343.33 | 47.68 % |
| Fund: 136 - DOWNTOWN BUILDING RENOVATION/REHAB TIF | | | | | |
| 41 - TAXES | -250,000.00 | -6,652.95 | -119,201.92 | -130,798.08 | 47.68 % |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -19.45 | -33.86 | 33.86 | |
| Fund 136 Total: | -250,000.00 | -6,672.40 | -119,235.78 | -130,764.22 | 47.69 % |
| Fund: 140 - HOUSING FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -450.00 | -34.00 | -184.80 | -265.20 | 41.07 % |
| 45 - CHARGES FOR SERVICES | -1,700.00 | -141.00 | -563.00 | -1,137.00 | 33.12 % |
| 47 - MISCELLANEOUS REVENUES | -37,056.00 | -7,029.40 | -28,146.19 | -8,909.81 | 75.96 % |
| Fund 140 Total: | -39,206.00 | -7,204.40 | -28,893.99 | -10,312.01 | 73.70 % |
| Fund: 165 - RIEFE MEMORIAL FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -1.82 | -8.98 | 8.98 | |
| Fund 165 Total: | 0.00 | -1.82 | -8.98 | 8.98 | |
| Fund: 167 - LIBRARY MEMORIAL FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -10,225.00 | -1,459.19 | -4,474.24 | -5,750.76 | 43.76 % |
| 45 - CHARGES FOR SERVICES | 0.00 | -30.00 | -80.00 | 80.00 | |
| 47 - MISCELLANEOUS REVENUES | -38,500.00 | -3,943.77 | -53,430.67 | 14,930.67 | 138.78 % |
| 48 - OTHER FINANCING SOURCES | 0.00 | -107.19 | -416.08 | 416.08 | |
| Fund 167 Total: | -48,725.00 | -5,540.15 | -58,400.99 | 9,675.99 | 119.86 % |
| Fund: 169 - MISCELLANEOUS GIFT FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -2.12 | -7.96 | 7.96 | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -579.63 | -876.63 | 876.63 | |
| Fund 169 Total: | 0.00 | -581.75 | -884.59 | 884.59 | |
| Fund: 172 - WOODEN PLAYGROUND MAINT FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -0.45 | -2.29 | 2.29 | |
| Fund 172 Total: | 0.00 | -0.45 | -2.29 | 2.29 | |
| Fund: 177 - POLICE FORFEITURE FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -1.45 | -7.21 | 7.21 | |
| Fund 177 Total: | 0.00 | -1.45 | -7.21 | 7.21 | |
| Fund: 178 - LIBRARY MAINTENANCE FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -40,000.00 | -2,282.70 | -15,736.38 | -24,263.62 | 39.34 % |
| Fund 178 Total: | -40,000.00 | -2,282.70 | -15,736.38 | -24,263.62 | 39.34 % |
| Fund: 179 - FIRE DEPT FEMA GRANT FUND | | | | | |
| 44 - INTERGOVERNMENTAL | -129,105.00 | 0.00 | 0.00 | -129,105.00 | 0.00 % |
| 48 - OTHER FINANCING SOURCES | -6,795.00 | 0.00 | 0.00 | -6,795.00 | 0.00 % |
| Fund 179 Total: | -135,900.00 | 0.00 | 0.00 | -135,900.00 | 0.00 % |
| Fund: 180 - MISCELLANEOUS GRANTS FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -1.27 | -22.39 | 22.39 | |
| 44 - INTERGOVERNMENTAL | 0.00 | -4,359.50 | -4,768.45 | 4,768.45 | |
| 47 - MISCELLANEOUS REVENUES | -20,000.00 | 0.00 | -680.00 | -19,320.00 | 3.40 % |
| Fund 180 Total: | -20,000.00 | -4,360.77 | -5,470.84 | -14,529.16 | 27.35 % |

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| ObjectCa... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|--------------------|-------------------|--------------------|--------------------|----------------|
| Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND | | | | | |
| 44 - INTERGOVERNMENTAL | -140,000.00 | -8,653.23 | -34,462.99 | -105,537.01 | 24.62 % |
| Fund 181 Total: | -140,000.00 | -8,653.23 | -34,462.99 | -105,537.01 | 24.62 % |
| Fund: 182 - FACADE GRANT | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -24.04 | -136.16 | 136.16 | |
| 44 - INTERGOVERNMENTAL | -250,000.00 | 0.00 | 0.00 | -250,000.00 | 0.00 % |
| 47 - MISCELLANEOUS REVENUES | -189,953.00 | -37,311.00 | -48,222.00 | -141,731.00 | 25.39 % |
| 48 - OTHER FINANCING SOURCES | -44,470.00 | 0.00 | 0.00 | -44,470.00 | 0.00 % |
| Fund 182 Total: | -484,423.00 | -37,335.04 | -48,358.16 | -436,064.84 | 9.98 % |
| Fund: 200 - DEBT SERVICE FUND | | | | | |
| 41 - TAXES | -739,929.00 | -28,993.34 | -358,164.57 | -381,764.43 | 48.41 % |
| 43 - USE OF MONEY & PROPERTY | -800.00 | -397.71 | -2,186.05 | 1,386.05 | 273.26 % |
| 44 - INTERGOVERNMENTAL | -23,274.00 | 0.00 | -11,470.16 | -11,803.84 | 49.28 % |
| 46 - SPECIAL ASSESSMENTS | 0.00 | -230.00 | -6,853.00 | 6,853.00 | |
| 48 - OTHER FINANCING SOURCES | 0.00 | -2,728.87 | -2,728.87 | 2,728.87 | |
| Fund 200 Total: | -764,003.00 | -32,349.92 | -381,402.65 | -382,600.35 | 49.92 % |
| Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT | | | | | |
| 43 - USE OF MONEY & PROPERTY | -3,400.00 | -3.62 | -588.41 | -2,811.59 | 17.31 % |
| Fund 301 Total: | -3,400.00 | -3.62 | -588.41 | -2,811.59 | 17.31 % |
| Fund: 302 - CITY HALL IMPROVEMENTS | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -1.58 | -7.84 | 7.84 | |
| 48 - OTHER FINANCING SOURCES | -2,000.00 | 0.00 | -495.00 | -1,505.00 | 24.75 % |
| Fund 302 Total: | -2,000.00 | -1.58 | -502.84 | -1,497.16 | 25.14 % |
| Fund: 304 - FIRE STATION ADDITION AND REMODEL PROJECT | | | | | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | 0.00 | -23.00 | 23.00 | |
| Fund 304 Total: | 0.00 | 0.00 | -23.00 | 23.00 | |
| Fund: 321 - NE BRIDGE REPLACEMENT PROJECT | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -30.15 | -162.83 | 162.83 | |
| 44 - INTERGOVERNMENTAL | -320,000.00 | 0.00 | -1,280.16 | -318,719.84 | 0.40 % |
| Fund 321 Total: | -320,000.00 | -30.15 | -1,442.99 | -318,557.01 | 0.45 % |
| Fund: 322 - BURLINGTON ROAD RECONSTRUCTION FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -0.33 | -1.91 | 1.91 | |
| 48 - OTHER FINANCING SOURCES | -50,000.00 | 0.00 | 0.00 | -50,000.00 | 0.00 % |
| Fund 322 Total: | -50,000.00 | -0.33 | -1.91 | -49,998.09 | 0.00 % |
| Fund: 323 - SOUTH D STREET RECONSTRUCTION FUND | | | | | |
| 44 - INTERGOVERNMENTAL | -120,000.00 | 0.00 | 0.00 | -120,000.00 | 0.00 % |
| 48 - OTHER FINANCING SOURCES | -30,000.00 | 0.00 | 0.00 | -30,000.00 | 0.00 % |
| Fund 323 Total: | -150,000.00 | 0.00 | 0.00 | -150,000.00 | 0.00 % |
| Fund: 324 - CORRIDOR IMPROVEMENTS | | | | | |
| 48 - OTHER FINANCING SOURCES | -80,000.00 | 0.00 | 0.00 | -80,000.00 | 0.00 % |
| Fund 324 Total: | -80,000.00 | 0.00 | 0.00 | -80,000.00 | 0.00 % |
| Fund: 325 - PAVEMENT MANAGEMENT | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -17.62 | -216.11 | 216.11 | |
| 48 - OTHER FINANCING SOURCES | -520,000.00 | 0.00 | 0.00 | -520,000.00 | 0.00 % |
| Fund 325 Total: | -520,000.00 | -17.62 | -216.11 | -519,783.89 | 0.04 % |
| Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -0.07 | -13.44 | 13.44 | |
| 44 - INTERGOVERNMENTAL | -92,800.00 | 0.00 | -2,111.87 | -90,688.13 | 2.28 % |
| 46 - SPECIAL ASSESSMENTS | 0.00 | 0.00 | -642.00 | 642.00 | |
| 48 - OTHER FINANCING SOURCES | -63,200.00 | -16,230.39 | -16,230.39 | -46,969.61 | 25.68 % |
| Fund 326 Total: | -156,000.00 | -16,230.46 | -18,997.70 | -137,002.30 | 12.18 % |
| Fund: 600 - WATER O&M FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -25,735.00 | -8,870.54 | -8,870.54 | -16,864.46 | 34.47 % |
| 45 - CHARGES FOR SERVICES | -2,816,788.00 | -775,468.61 | -775,468.61 | -2,041,319.39 | 27.53 % |
| 47 - MISCELLANEOUS REVENUES | -394,223.00 | -97,702.11 | -97,702.11 | -296,520.89 | 24.78 % |

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| ObjectCa... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|----------------------|--------------------|----------------------|----------------------|-----------------|
| Fund: 600 - WATER O&M FUND | | | | | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -10.11 | -10.11 | 10.11 | |
| Fund 600 Total: | -3,236,746.00 | -882,041.26 | -882,041.26 | -2,354,704.74 | 27.25 % |
| Fund: 601 - WATER CONSUMER DEPOSIT FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -10.11 | -10.11 | 10.11 | |
| Fund 601 Total: | 0.00 | -10.11 | -10.11 | 10.11 | |
| Fund: 603 - WATER SINKING FUND | | | | | |
| 48 - OTHER FINANCING SOURCES | -419,320.00 | -104,829.99 | -104,829.99 | -314,490.01 | 25.00 % |
| Fund 603 Total: | -419,320.00 | -104,829.99 | -104,829.99 | -314,490.01 | 25.00 % |
| Fund: 604 - WATER RESERVE FUND | | | | | |
| 48 - OTHER FINANCING SOURCES | -102,000.00 | -25,500.00 | -25,500.00 | -76,500.00 | 25.00 % |
| Fund 604 Total: | -102,000.00 | -25,500.00 | -25,500.00 | -76,500.00 | 25.00 % |
| Fund: 610 - SANITARY SEWER O&M FUND | | | | | |
| 48 - OTHER FINANCING SOURCES | -2,649,099.00 | -160,342.19 | -789,372.30 | -1,859,726.70 | 29.80 % |
| Fund 610 Total: | -2,649,099.00 | -160,342.19 | -789,372.30 | -1,859,726.70 | 29.80 % |
| Fund: 611 - SANITARY SEWER REVENUE FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -3,000.00 | -380.96 | -1,690.80 | -1,309.20 | 56.36 % |
| 45 - CHARGES FOR SERVICES | -2,267,300.00 | -214,997.38 | -1,178,371.45 | -1,088,928.55 | 51.97 % |
| 46 - SPECIAL ASSESSMENTS | 0.00 | 0.00 | -2,327.00 | 2,327.00 | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -1,504.46 | -1,728.17 | 1,728.17 | |
| Fund 611 Total: | -2,270,300.00 | -216,882.80 | -1,184,117.42 | -1,086,182.58 | 52.16 % |
| Fund: 612 - SANITARY SEWER SINKING FUND | | | | | |
| 48 - OTHER FINANCING SOURCES | -435,178.00 | -36,265.00 | -181,323.00 | -253,855.00 | 41.67 % |
| Fund 612 Total: | -435,178.00 | -36,265.00 | -181,323.00 | -253,855.00 | 41.67 % |
| Fund: 614 - SANITARY SEWER IMPROVEMENT FUND | | | | | |
| 48 - OTHER FINANCING SOURCES | -11,400.00 | -950.00 | -4,750.00 | -6,650.00 | 41.67 % |
| Fund 614 Total: | -11,400.00 | -950.00 | -4,750.00 | -6,650.00 | 41.67 % |
| Fund: 660 - AIRPORT FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -195,387.00 | -91,128.93 | -91,327.77 | -104,059.23 | 46.74 % |
| 47 - MISCELLANEOUS REVENUES | -11,000.00 | -33.00 | -5,026.52 | -5,973.48 | 45.70 % |
| 48 - OTHER FINANCING SOURCES | 0.00 | 0.00 | -15,831.12 | 15,831.12 | |
| Fund 660 Total: | -206,387.00 | -91,161.93 | -112,185.41 | -94,201.59 | 54.36 % |
| Fund: 661 - AIRPORT PAVEMENT REHABILITATION PROJECT | | | | | |
| 44 - INTERGOVERNMENTAL | 0.00 | 0.00 | -5,338.00 | 5,338.00 | |
| 48 - OTHER FINANCING SOURCES | 0.00 | 0.00 | -593.12 | 593.12 | |
| Fund 661 Total: | 0.00 | 0.00 | -5,931.12 | 5,931.12 | |
| Fund: 664 - AIRPORT CULVERT REHABILITATION | | | | | |
| 44 - INTERGOVERNMENTAL | -68,586.00 | 0.00 | -9,900.00 | -58,686.00 | 14.43 % |
| 48 - OTHER FINANCING SOURCES | -7,621.00 | 0.00 | -1,100.00 | -6,521.00 | 14.43 % |
| Fund 664 Total: | -76,207.00 | 0.00 | -11,000.00 | -65,207.00 | 14.43 % |
| Fund: 740 - STORM WATER UTILITY FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -140.11 | -652.12 | 652.12 | |
| 45 - CHARGES FOR SERVICES | -230,000.00 | -19,742.18 | -111,455.02 | -118,544.98 | 48.46 % |
| Fund 740 Total: | -230,000.00 | -19,882.29 | -112,107.14 | -117,892.86 | 48.74 % |
| Fund: 750 - EDMUNDSON GOLF COURSE FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -8,500.00 | -6.18 | -32.08 | -8,467.92 | 0.38 % |
| 47 - MISCELLANEOUS REVENUES | -300.00 | 0.00 | 0.00 | -300.00 | 0.00 % |
| Fund 750 Total: | -8,800.00 | -6.18 | -32.08 | -8,767.92 | 0.36 % |
| Fund: 760 - RACI MAIN STREET LOAN FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | -262.00 | -3.69 | -93.51 | -168.49 | 35.69 % |
| 45 - CHARGES FOR SERVICES | 0.00 | 0.00 | -7.00 | 7.00 | |
| 47 - MISCELLANEOUS REVENUES | -1,713.00 | 0.00 | -4,516.72 | 2,803.72 | 263.67 % |
| Fund 760 Total: | -1,975.00 | -3.69 | -4,617.23 | 2,642.23 | 233.78 % |
| Fund: 810 - COPIER/FAX REVOLVING FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -2.47 | -11.93 | 11.93 | |

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| ObjectCa... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|---|-----------------------|----------------------|----------------------|-----------------------|----------------|
| Fund: 810 - COPIER/FAX REVOLVING FUND | | | | | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -807.72 | -3,537.51 | 3,537.51 | |
| Fund 810 Total: | 0.00 | -810.19 | -3,549.44 | 3,549.44 | |
| Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -95.07 | -480.85 | 480.85 | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -54,032.78 | -268,326.34 | 268,326.34 | |
| Fund 820 Total: | 0.00 | -54,127.85 | -268,807.19 | 268,807.19 | |
| Fund: 830 - EMPLOYEE FLEX PLAN FUND | | | | | |
| 43 - USE OF MONEY & PROPERTY | 0.00 | -0.18 | -1.42 | 1.42 | |
| 45 - CHARGES FOR SERVICES | 0.00 | -40.00 | -198.00 | 198.00 | |
| 47 - MISCELLANEOUS REVENUES | 0.00 | -2,676.78 | -14,632.10 | 14,632.10 | |
| Fund 830 Total: | 0.00 | -2,716.96 | -14,831.52 | 14,831.52 | |
| Report Total: | -22,802,730.00 | -2,463,772.55 | -9,157,490.16 | -13,645,239.84 | 40.16 % |



EXPENSE TRIAL BALANCE

Account Detail

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| Activit... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|---------------------|-------------------|---------------------|---------------------|----------------|
| Fund: 001 - GENERAL FUND | | | | | |
| 1010 - POLICE OPERATIONS | 1,788,705.00 | 139,892.86 | 716,703.96 | 1,072,001.04 | 40.07 % |
| 1050 - FIRE DEPARTMENT | 788,290.00 | 48,765.26 | 298,377.40 | 489,912.60 | 37.85 % |
| 1055 - RENTAL INSPECTIONS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 % |
| 1070 - BUILDING INSPECTIONS | 122,433.00 | 8,977.15 | 66,122.91 | 56,310.09 | 54.01 % |
| 1090 - ANIMAL CONTROL | 134,500.00 | 0.00 | 0.00 | 134,500.00 | 0.00 % |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 % |
| 2030 - STREET LIGHTING | 93,700.00 | 226.25 | 51,448.65 | 42,251.35 | 54.91 % |
| 2080 - AIRPORT | 50,000.00 | 0.00 | 8,350.45 | 41,649.55 | 16.70 % |
| 4010 - LIBRARY SERVICES | 596,234.00 | 40,335.82 | 220,841.97 | 375,392.03 | 37.04 % |
| 4030 - PARKS | 217,897.00 | 8,301.09 | 101,272.99 | 116,624.01 | 46.48 % |
| 4031 - POOL | 197,611.00 | 265.17 | 83,579.29 | 114,031.71 | 42.29 % |
| 4050 - CEMETERY | 100,000.00 | 0.00 | 50,000.00 | 50,000.00 | 50.00 % |
| 5020 - ECONOMIC DEVELOPMENT | 42,500.00 | 0.00 | 20,000.00 | 22,500.00 | 47.06 % |
| 5030 - HOUSING & URBAN RENEWAL | 95,091.00 | 9,710.03 | 41,621.31 | 53,469.69 | 43.77 % |
| 5040 - PLANNING & ZONING | 1,300.00 | 46.44 | 783.26 | 516.74 | 60.25 % |
| 6010 - CITY MANAGER | 318,366.00 | 16,221.94 | 90,264.78 | 228,101.22 | 28.35 % |
| 6011 - CITY COUNCIL & MAYOR | 82,405.00 | 5,880.54 | 40,714.19 | 41,690.81 | 49.41 % |
| 6020 - CLERK, TREAS. & FINANCIAL ADMIN | 303,622.00 | 29,920.09 | 138,450.84 | 165,171.16 | 45.60 % |
| 6030 - ELECTIONS | 0.00 | 0.00 | 10,277.96 | -10,277.96 | |
| 6040 - LEGAL SERVICES & CITY ATTORNEY | 79,600.00 | 4,736.00 | 27,325.19 | 52,274.81 | 34.33 % |
| 6050 - CITY HALL & GENERAL BUILDINGS | 134,519.00 | 4,912.55 | 76,103.88 | 58,415.12 | 56.57 % |
| 9500 - ENGINEERING (ALLOCATED) | 0.00 | 462.22 | 20,422.27 | -20,422.27 | |
| Fund 001 Total: | 5,191,773.00 | 318,653.41 | 2,062,661.30 | 3,129,111.70 | 39.73 % |
| Fund: 002 - GENERAL FUND INSURANCE FUND | | | | | |
| 6060 - TORT LIABILITY | 123,674.00 | 38,461.00 | 122,043.47 | 1,630.53 | 98.68 % |
| Fund 002 Total: | 123,674.00 | 38,461.00 | 122,043.47 | 1,630.53 | 98.68 % |
| Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT | | | | | |
| 6050 - CITY HALL & GENERAL BUILDINGS | 12,528.00 | 0.00 | 0.00 | 12,528.00 | 0.00 % |
| Fund 003 Total: | 12,528.00 | 0.00 | 0.00 | 12,528.00 | 0.00 % |
| Fund: 004 - LIBRARY COPIER REVOLVING FUND | | | | | |
| 4010 - LIBRARY SERVICES | 5,300.00 | 737.83 | 1,452.86 | 3,847.14 | 27.41 % |
| Fund 004 Total: | 5,300.00 | 737.83 | 1,452.86 | 3,847.14 | 27.41 % |
| Fund: 005 - GENERAL FUND BAND | | | | | |
| 4020 - BAND | 22,518.00 | 0.00 | 18,846.39 | 3,671.61 | 83.69 % |
| Fund 005 Total: | 22,518.00 | 0.00 | 18,846.39 | 3,671.61 | 83.69 % |
| Fund: 006 - GENERAL FUND - LOST | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 693,200.00 | 16,230.39 | 16,230.39 | 676,969.61 | 2.34 % |
| Fund 006 Total: | 693,200.00 | 16,230.39 | 16,230.39 | 676,969.61 | 2.34 % |
| Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 129,470.00 | 0.00 | 35,000.00 | 94,470.00 | 27.03 % |
| 5030 - HOUSING & URBAN RENEWAL | 95,091.00 | 0.00 | 95,091.00 | 0.00 | |
| Fund 007 Total: | 224,561.00 | 0.00 | 130,091.00 | 94,470.00 | 57.93 % |
| Fund: 110 - ROAD USE TAX FUND | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 1,202,676.00 | 76,482.90 | 642,920.67 | 559,755.33 | 53.46 % |
| 2030 - STREET LIGHTING | 45,150.00 | 0.00 | 0.00 | 45,150.00 | 0.00 % |
| 2040 - TRAFFIC CONTROL & SAFETY | 33,252.00 | 8,543.10 | 27,469.95 | 5,782.05 | 82.61 % |
| 2050 - SNOW REMOVAL | 80,016.00 | 4,000.00 | 6,328.04 | 73,687.96 | 7.91 % |
| 2070 - STREET CLEANING | 41,642.00 | 4,065.42 | 22,049.39 | 19,592.61 | 52.95 % |
| Fund 110 Total: | 1,402,736.00 | 93,091.42 | 698,768.05 | 703,967.95 | 49.81 % |

EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| Activit... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|---|---------------------|-------------------|-------------------|-------------------|-----------------|
| Fund: 112 - EMPLOYEE BENEFIT FUND | | | | | |
| 9100 - TRANSFER OUT | 1,080,704.00 | 71,352.49 | 341,259.96 | 739,444.04 | 31.58 % |
| Fund 112 Total: | 1,080,704.00 | 71,352.49 | 341,259.96 | 739,444.04 | 31.58 % |
| Fund: 119 - EMERGENCY FUND | | | | | |
| 9100 - TRANSFER OUT | 91,228.00 | 3,411.58 | 43,165.40 | 48,062.60 | 47.32 % |
| Fund 119 Total: | 91,228.00 | 3,411.58 | 43,165.40 | 48,062.60 | 47.32 % |
| Fund: 121 - LOCAL OPTION SALES TAX FUND | | | | | |
| 5900 - COMMUNITY SCHOOLS | 1,027,059.00 | 184,465.90 | 550,164.28 | 476,894.72 | 53.57 % |
| Fund 121 Total: | 1,027,059.00 | 184,465.90 | 550,164.28 | 476,894.72 | 53.57 % |
| Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND | | | | | |
| 4040 - RECREATION | 125,000.00 | 0.00 | 30,929.95 | 94,070.05 | 24.74 % |
| Fund 122 Total: | 125,000.00 | 0.00 | 30,929.95 | 94,070.05 | 24.74 % |
| Fund: 128 - ADMINISTRATION TIF | | | | | |
| 5020 - ECONOMIC DEVELOPMENT | 5,993.00 | 0.00 | 0.00 | 5,993.00 | 0.00 % |
| Fund 128 Total: | 5,993.00 | 0.00 | 0.00 | 5,993.00 | 0.00 % |
| Fund: 135 - STREETSCAPE PROJECT TIF | | | | | |
| 5020 - ECONOMIC DEVELOPMENT | 44,620.00 | 0.00 | 0.00 | 44,620.00 | 0.00 % |
| Fund 135 Total: | 44,620.00 | 0.00 | 0.00 | 44,620.00 | 0.00 % |
| Fund: 136 - DOWNTOWN BUILDING RENOVATION/REHAB TIF | | | | | |
| 5020 - ECONOMIC DEVELOPMENT | 250,000.00 | 0.00 | 0.00 | 250,000.00 | 0.00 % |
| Fund 136 Total: | 250,000.00 | 0.00 | 0.00 | 250,000.00 | 0.00 % |
| Fund: 138 - HOUSING DONATED FUNDS | | | | | |
| 5030 - HOUSING & URBAN RENEWAL | 17,370.00 | 0.00 | 0.00 | 17,370.00 | 0.00 % |
| Fund 138 Total: | 17,370.00 | 0.00 | 0.00 | 17,370.00 | 0.00 % |
| Fund: 140 - HOUSING FUND | | | | | |
| 5030 - HOUSING & URBAN RENEWAL | 131,100.00 | 57.05 | 40,621.69 | 90,478.31 | 30.99 % |
| Fund 140 Total: | 131,100.00 | 57.05 | 40,621.69 | 90,478.31 | 30.99 % |
| Fund: 167 - LIBRARY MEMORIAL FUND | | | | | |
| 4010 - LIBRARY SERVICES | 79,650.00 | 1,734.05 | 12,641.63 | 67,008.37 | 15.87 % |
| Fund 167 Total: | 79,650.00 | 1,734.05 | 12,641.63 | 67,008.37 | 15.87 % |
| Fund: 169 - MISCELLANEOUS GIFT FUND | | | | | |
| 1050 - FIRE DEPARTMENT | 0.00 | 0.00 | 227.07 | -227.07 | |
| 4020 - BAND | 0.00 | 0.00 | 28.41 | -28.41 | |
| Fund 169 Total: | 0.00 | 0.00 | 255.48 | -255.48 | |
| Fund: 172 - WOODEN PLAYGROUND MAINT FUND | | | | | |
| 4030 - PARKS | 1,642.00 | 0.00 | 0.00 | 1,642.00 | 0.00 % |
| Fund 172 Total: | 1,642.00 | 0.00 | 0.00 | 1,642.00 | 0.00 % |
| Fund: 177 - POLICE FORFEITURE FUND | | | | | |
| 1010 - POLICE OPERATIONS | 0.00 | 0.00 | 2,321.00 | -2,321.00 | |
| Fund 177 Total: | 0.00 | 0.00 | 2,321.00 | -2,321.00 | |
| Fund: 178 - LIBRARY MAINTENANCE FUND | | | | | |
| 4010 - LIBRARY SERVICES | 42,500.00 | 7,609.73 | 20,903.28 | 21,596.72 | 49.18 % |
| Fund 178 Total: | 42,500.00 | 7,609.73 | 20,903.28 | 21,596.72 | 49.18 % |
| Fund: 179 - FIRE DEPT FEMA GRANT FUND | | | | | |
| 1050 - FIRE DEPARTMENT | 135,900.00 | 0.00 | 0.00 | 135,900.00 | 0.00 % |
| Fund 179 Total: | 135,900.00 | 0.00 | 0.00 | 135,900.00 | 0.00 % |
| Fund: 180 - MISCELLANEOUS GRANTS FUND | | | | | |
| 1010 - POLICE OPERATIONS | 0.00 | 2,270.74 | 17,176.06 | -17,176.06 | |
| 4030 - PARKS | 20,000.00 | 3,309.99 | 25,000.00 | -5,000.00 | 125.00 % |
| 4040 - RECREATION | 6,000.00 | 1,695.43 | 4,201.18 | 1,798.82 | 70.02 % |
| Fund 180 Total: | 26,000.00 | 7,276.16 | 46,377.24 | -20,377.24 | 178.37 % |
| Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND | | | | | |
| 2900 - OTHER PUBLIC WORKS | 140,000.00 | 4,284.93 | 38,747.92 | 101,252.08 | 27.68 % |
| Fund 181 Total: | 140,000.00 | 4,284.93 | 38,747.92 | 101,252.08 | 27.68 % |

EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| Activit... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|---------------------|-------------------|-------------------|---------------------|-----------------|
| Fund: 182 - FACADE GRANT | | | | | |
| 5010 - COMMUNITY BEAUTIFICATION | 505,529.00 | 330.00 | 36,610.29 | 468,918.71 | 7.24 % |
| Fund 182 Total: | 505,529.00 | 330.00 | 36,610.29 | 468,918.71 | 7.24 % |
| Fund: 200 - DEBT SERVICE FUND | | | | | |
| 7010 - DEBT SERVICE | 763,203.00 | 0.00 | 0.00 | 763,203.00 | 0.00 % |
| Fund 200 Total: | 763,203.00 | 0.00 | 0.00 | 763,203.00 | 0.00 % |
| Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT | | | | | |
| 4030 - PARKS | 15,840.00 | 50.37 | 314.73 | 15,525.27 | 1.99 % |
| Fund 301 Total: | 15,840.00 | 50.37 | 314.73 | 15,525.27 | 1.99 % |
| Fund: 302 - CITY HALL IMPROVEMENTS | | | | | |
| 6050 - CITY HALL & GENERAL BUILDINGS | 175.00 | 0.00 | 8.66 | 166.34 | 4.95 % |
| Fund 302 Total: | 175.00 | 0.00 | 8.66 | 166.34 | 4.95 % |
| Fund: 303 - REC AND EARLY CHILDHOOD CENTER | | | | | |
| 4040 - RECREATION | 0.00 | 0.00 | 14,000.00 | -14,000.00 | |
| Fund 303 Total: | 0.00 | 0.00 | 14,000.00 | -14,000.00 | |
| Fund: 304 - FIRE STATION ADDITION AND REMODEL PROJECT | | | | | |
| 1050 - FIRE DEPARTMENT | 2,141,790.00 | 221,933.43 | 993,504.02 | 1,148,285.98 | 46.39 % |
| Fund 304 Total: | 2,141,790.00 | 221,933.43 | 993,504.02 | 1,148,285.98 | 46.39 % |
| Fund: 321 - NE BRIDGE REPLACEMENT PROJECT | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 400,000.00 | 4,400.55 | 22,000.85 | 377,999.15 | 5.50 % |
| Fund 321 Total: | 400,000.00 | 4,400.55 | 22,000.85 | 377,999.15 | 5.50 % |
| Fund: 322 - BURLINGTON ROAD RECONSTRUCTION FUND | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 50,000.00 | 0.00 | 730.43 | 49,269.57 | 1.46 % |
| Fund 322 Total: | 50,000.00 | 0.00 | 730.43 | 49,269.57 | 1.46 % |
| Fund: 323 - SOUTH D STREET RECONSTRUCTION FUND | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 % |
| Fund 323 Total: | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 % |
| Fund: 324 - CORRIDOR IMPROVEMENTS | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 80,000.00 | 0.00 | 0.00 | 80,000.00 | 0.00 % |
| Fund 324 Total: | 80,000.00 | 0.00 | 0.00 | 80,000.00 | 0.00 % |
| Fund: 325 - PAVEMENT MANAGEMENT | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 520,000.00 | 185,034.30 | 290,357.26 | 229,642.74 | 55.84 % |
| Fund 325 Total: | 520,000.00 | 185,034.30 | 290,357.26 | 229,642.74 | 55.84 % |
| Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT | | | | | |
| 2010 - ROADS, BRIDGES, SIDEWALKS | 156,000.00 | 118,013.31 | 179,399.71 | -23,399.71 | 115.00 % |
| Fund 326 Total: | 156,000.00 | 118,013.31 | 179,399.71 | -23,399.71 | 115.00 % |
| Fund: 344 - 2016 GO REFUNDING NOTES | | | | | |
| 6900 - OTHER GEN'L GOVT | 0.00 | 0.00 | 22,164.88 | -22,164.88 | |
| 7010 - DEBT SERVICE | 0.00 | 2,728.87 | 2,728.87 | -2,728.87 | |
| Fund 344 Total: | 0.00 | 2,728.87 | 24,893.75 | -24,893.75 | |
| Fund: 600 - WATER O&M FUND | | | | | |
| 8000 - WATER PLANT OPERATIONS | 588,441.00 | 108,769.26 | 108,769.26 | 479,671.74 | 18.48 % |
| 8001 - WATER DISTRIBUTION | 1,564,827.00 | 579,927.28 | 579,927.28 | 984,899.72 | 37.06 % |
| 8006 - WATER OFFICE | 670,115.00 | 153,474.78 | 153,474.78 | 516,640.22 | 22.90 % |
| 8009 - WASTE WATER OPERATIONS - TREATMENT | 169,325.00 | 44,707.47 | 44,707.47 | 124,617.53 | 26.40 % |
| 8010 - WASTE WATER OPERATIONS - COLLECTION | 217,398.00 | 48,628.78 | 48,628.78 | 168,769.22 | 22.37 % |
| 8011 - STORM WATER OPERATION | 0.00 | 1,409.84 | 1,409.84 | -1,409.84 | |
| Fund 600 Total: | 3,210,106.00 | 936,917.41 | 936,917.41 | 2,273,188.59 | 29.19 % |
| Fund: 603 - WATER SINKING FUND | | | | | |
| 8001 - WATER DISTRIBUTION | 419,320.00 | 0.00 | 0.00 | 419,320.00 | 0.00 % |
| Fund 603 Total: | 419,320.00 | 0.00 | 0.00 | 419,320.00 | 0.00 % |
| Fund: 604 - WATER RESERVE FUND | | | | | |
| 8001 - WATER DISTRIBUTION | 100,000.00 | 21,096.02 | 21,096.02 | 78,903.98 | 21.10 % |
| Fund 604 Total: | 100,000.00 | 21,096.02 | 21,096.02 | 78,903.98 | 21.10 % |

EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 11/30/2016

| Activit... | Total Budget | Period Activity | Fiscal Activity | Budget Remaining | Actual % |
|--|----------------------|---------------------|---------------------|----------------------|----------------|
| Fund: 610 - SANITARY SEWER O&M FUND | | | | | |
| 8015 - SANITARY SEWER-TREATMENT | 1,615,191.00 | 134,263.16 | 525,267.77 | 1,089,923.23 | 32.52 % |
| 8016 - SANITARY SEWER-COLLECTION | 1,033,908.00 | 23,879.82 | 139,389.43 | 894,518.57 | 13.48 % |
| Fund 610 Total: | 2,649,099.00 | 158,142.98 | 664,657.20 | 1,984,441.80 | 25.09 % |
| Fund: 611 - SANITARY SEWER REVENUE FUND | | | | | |
| 8015 - SANITARY SEWER-TREATMENT | 3,095,677.00 | 197,557.19 | 975,445.30 | 2,120,231.70 | 31.51 % |
| Fund 611 Total: | 3,095,677.00 | 197,557.19 | 975,445.30 | 2,120,231.70 | 31.51 % |
| Fund: 612 - SANITARY SEWER SINKING FUND | | | | | |
| 8015 - SANITARY SEWER-TREATMENT | 435,178.00 | 0.00 | 0.00 | 435,178.00 | 0.00 % |
| Fund 612 Total: | 435,178.00 | 0.00 | 0.00 | 435,178.00 | 0.00 % |
| Fund: 660 - AIRPORT FUND | | | | | |
| 8035 - AIRPORT | 231,574.00 | 4,852.71 | 58,634.19 | 172,939.81 | 25.32 % |
| Fund 660 Total: | 231,574.00 | 4,852.71 | 58,634.19 | 172,939.81 | 25.32 % |
| Fund: 661 - AIRPORT PAVEMENT REHABILITATION PROJECT | | | | | |
| 8035 - AIRPORT | 0.00 | 0.00 | 5,931.12 | -5,931.12 | |
| Fund 661 Total: | 0.00 | 0.00 | 5,931.12 | -5,931.12 | |
| Fund: 664 - AIRPORT CULVERT REHABILITATION | | | | | |
| 8035 - AIRPORT | 76,207.00 | 0.00 | 11,000.00 | 65,207.00 | 14.43 % |
| Fund 664 Total: | 76,207.00 | 0.00 | 11,000.00 | 65,207.00 | 14.43 % |
| Fund: 740 - STORM WATER UTILITY FUND | | | | | |
| 8065 - STORM WATER | 611,974.00 | 5,220.00 | 58,843.37 | 553,130.63 | 9.62 % |
| Fund 740 Total: | 611,974.00 | 5,220.00 | 58,843.37 | 553,130.63 | 9.62 % |
| Fund: 750 - EDMUNDSON GOLF COURSE FUND | | | | | |
| 8070 - GOLF GREENS MAINTENANCE | 3,000.00 | 0.00 | 1,268.68 | 1,731.32 | 42.29 % |
| 8071 - GOLF PRO SHOP | 26,591.00 | 243.72 | 4,159.58 | 22,431.42 | 15.64 % |
| Fund 750 Total: | 29,591.00 | 243.72 | 5,428.26 | 24,162.74 | 18.34 % |
| Fund: 760 - RACI MAIN STREET LOAN FUND | | | | | |
| 8060 - HOUSING & URBAN RENEWAL | 11,600.00 | 0.00 | 0.00 | 11,600.00 | 0.00 % |
| Fund 760 Total: | 11,600.00 | 0.00 | 0.00 | 11,600.00 | 0.00 % |
| Fund: 810 - COPIER/FAX REVOLVING FUND | | | | | |
| 9310 - COPIER REVOLVING | 0.00 | 392.63 | 2,484.17 | -2,484.17 | |
| Fund 810 Total: | 0.00 | 392.63 | 2,484.17 | -2,484.17 | |
| Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE | | | | | |
| 9320 - EMPLOYEE HEALTH SELF-INSURANCE | 0.00 | 46,182.07 | 336,330.90 | -336,330.90 | |
| Fund 820 Total: | 0.00 | 46,182.07 | 336,330.90 | -336,330.90 | |
| Fund: 830 - EMPLOYEE FLEX PLAN FUND | | | | | |
| 9330 - EMPLOYEE FLEX PLAN | 0.00 | 3,580.48 | 19,565.74 | -19,565.74 | |
| Fund 830 Total: | 0.00 | 3,580.48 | 19,565.74 | -19,565.74 | |
| Report Total: | 26,527,919.00 | 2,654,041.98 | 8,835,634.67 | 17,692,284.33 | 33.31 % |



City Council Communication

Meeting Date: December 19, 2016

Requested By: Fire Department

Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 7 in the amount of \$472,447.98 to DDVI, Inc. for work completed on the Oskaloosa Fire Department Expansion and Renovation Project.

Explanation:

The City of Oskaloosa has received Pay Request No. 7 from DDVI, Inc. in the amount of \$472,447.98 for work completed on the Oskaloosa Fire Department Expansion and Renovation Project. This amount reflects work completed from October 26, 2016 through November 25, 2016. The items on this pay application are related to electrical system installation, concrete sidewalk pouring and finishing, overhead door installation, masonry work, cement board, window frame and glass installation, door frames and installation, non-structural framing, HVAC mechanical, automatic fire sprinkler system, and fire alarm system rough in. An estimated three hundred eight (308) out of four hundred forty (440) contracted working days have been used, leaving a balance of one hundred thirty-two (132) working days. The project is estimated at seventy (70) percent complete.

| | | |
|-----------------------------|-----------------------|-------------------------------|
| <u>Summary of Contract:</u> | <u>Total Amounts:</u> | <u>Council Approval Date:</u> |
| | \$2,802,983.00 | February 16, 2016 |

| | | |
|---------------------------------|-----------------------|-------------------------------|
| <u>Summary of Pay Requests:</u> | <u>Total Amounts:</u> | <u>Council Approval Date:</u> |
| Pay Request No. 1 | \$437,067.59 | June 20, 2016 |
| Pay Request No. 2 | \$89,270.28 | July 18, 2016 |
| Pay Request No. 3 | \$194,493.88 | August 15, 2016 |
| Pay Request No. 4 | \$245,814.89 | October 3, 2016 |
| Pay Request No. 5 | \$216,101.13 | October 17, 2016 |
| Pay Request No. 6 | \$217,656.93 | November 21, 2016 |
| Pay Request No. 7 | \$472,447.98 | December 19, 2016 |

| | |
|--|--------------------------------------|
| Total Amount Paid to Date: | \$1,872,852.68* |
| Retainage: | \$98,571.19* |
| Total Amount Remaining from Approved Contract: | \$930,130.32 (including retainage) * |

*Applies only if Pay Request No. 7 is approved by City Council on December 19, 2016.

Recommended Action:

Approve the pay request as presented.

Budget Consideration:

Paid from General Obligation bond funding issued and approved by public measure for the purpose of this project.

Attachments:

Pay Application No. 7

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

TO OWNER: City Of Oskaloosa

PROJECT: Osky Fire

APPLICATION NO: 7

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
-
-

FROM CONTRACTOR:

VIA ARCHITECT:

Rohrbach Associates

PERIOD TO: 11/25/16

DDVI Inc
PO Box 743
Indianola, IA 50125

325 East Washington Street
Iowa City, IA 52240

PROJECT NOS: 14-570

CONTRACT FOR: Oskaloosa Fire Station

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

| | | |
|---|----|--------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 2,802,983.00 |
| 2. Net change by Change Orders | \$ | 0.00 |
| 3. CONTRACT SUM TO DATE (Line 1 & 2) | \$ | 2,802,983.00 |
| 4. TOTAL COMPLETED & STORED TO DATE | \$ | 1,971,423.87 |
| (Column G on G703) | | |
| 5. RETAINAGE: | | |
| a. 5 % of Completed Work | \$ | 98,571.19 |
| (Column D + E on G703) | | |
| b. 5 % of Stored Material | \$ | 0.00 |
| (Column F on G703) | | |
| Total Retainage (Lines 5a + 5b or | | |
| Total in Column I of G703) | | |
| 6. TOTAL EARNED LESS RETAINAGE | \$ | 1,872,852.68 |
| (Line 4 Less Line 5 Total) | | |
| 7. LESS PREVIOUS CERTIFICATES FOR | | |
| PAYMENT (Line 6 from prior Certificate) | \$ | 1,400,404.70 |
| 8. CURRENT PAYMENT DUE | \$ | 472,447.98 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE | \$ | 930,130.32 |
| (Line 3 less Line 6) | | |

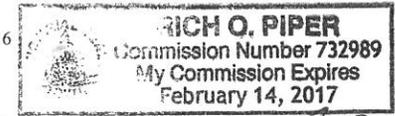
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: *Anna Repir*

Date: 11/28/2016

State of: Iowa County of: Warren
Subscribed and sworn to before me this 23 day of November 2016
Notary Public: Rich O Piper
My Commission expires: 2/14/2017



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 472,447.98

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: *William T. Davis*

Date: 12/08/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner | | |
| Total approved this Month | | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | \$0.00 |

CONTINUATION SHEET

Oskey Fire

AIA DOCUMENT G703

PAGE 2 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 7
 APPLICATION DATE:
 PERIOD TO:
 ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE |
|------------------|------------------------------------|-------------------------|---|--------------------|---|--|---------------|--------------------------------------|--------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G + C) | | |
| | General Conditions | | | | | | | | |
| 1.000 | General Conditions/Overhead/Profit | \$322,104.00 | \$166,044.61 | \$52,986.11 | | \$219,030.72 | 68.00% | \$103,073.28 | \$10,951.54 |
| 1.001 | Insurance/Bonds | \$50,171.00 | \$50,171.00 | | | \$50,171.00 | 100.00% | | \$2,508.55 |
| | Temp Fence | \$750.00 | \$675.00 | \$0.00 | | \$675.00 | 90.00% | \$75.00 | \$33.75 |
| | Submittals | \$8,000.00 | \$7,600.00 | \$0.00 | | \$7,600.00 | 95.00% | \$400.00 | \$380.00 |
| | Temp barricades | \$2,000.00 | | | | | 0.00% | \$2,000.00 | |
| | Mobilization | \$4,000.00 | \$4,000.00 | | | \$4,000.00 | 100.00% | | \$200.00 |
| | Allowance #1 | \$5,500.00 | \$5,500.00 | | | \$5,500.00 | 100.00% | | \$275.00 |
| | | | | | | | #DIV/0! | | |
| 31.200 | Dirt Work | \$275,961.00 | \$275,961.00 | | | \$275,961.00 | 100.00% | | \$13,798.05 |
| | Overexcavation - Labor | \$3,100.00 | \$3,100.00 | | | \$3,100.00 | 100.00% | | \$155.00 |
| | Material | \$29,559.00 | \$29,559.00 | | | \$29,559.00 | 100.00% | | \$1,477.95 |
| | equipment | \$16,812.00 | \$16,812.00 | | | \$16,812.00 | 100.00% | | \$840.60 |
| | Staking | \$9,000.00 | \$8,550.00 | \$0.00 | | \$8,550.00 | 95.00% | \$450.00 | \$427.50 |
| | Demo | \$12,800.00 | \$6,400.00 | \$0.00 | | \$6,400.00 | 50.00% | \$6,400.00 | \$320.00 |
| 32.131 | Concrete Sidewalks - Labor | \$13,094.00 | \$4,582.90 | \$1,309.40 | | \$5,892.30 | 45.00% | \$7,201.70 | \$294.62 |
| | Concrete Sidewalks - Material | \$27,000.00 | \$9,450.00 | \$2,700.00 | | \$12,150.00 | 45.00% | \$14,850.00 | \$607.50 |
| | Paving - Labor | \$21,857.00 | \$16,392.75 | \$4,371.40 | | \$20,764.15 | 95.00% | \$1,092.85 | \$1,038.21 |
| | Paving - Material | \$49,075.00 | \$36,806.25 | \$9,815.00 | | \$46,621.25 | 95.00% | \$2,453.75 | \$2,331.06 |
| | pavement Markings - Labor | \$990.00 | | | | | 0.00% | \$990.00 | |
| | pavement Markings- Material | \$363.00 | | | | | 0.00% | \$363.00 | |
| | SWPPP | \$3,600.00 | \$2,520.00 | \$360.00 | | \$2,880.00 | 80.00% | \$720.00 | \$144.00 |
| | Erosion Control | \$2,375.00 | \$1,662.50 | \$237.50 | | \$1,900.00 | 80.00% | \$475.00 | \$95.00 |
| | Metal Screens - Labor | \$3,698.00 | | | | | 0.00% | \$3,698.00 | |
| | Metal Screens - Material | \$11,600.00 | | | | | 0.00% | \$11,600.00 | |
| | Landscaping - Labor | \$4,238.00 | \$423.80 | \$0.00 | | \$423.80 | 10.00% | \$3,814.20 | \$21.19 |
| | Landscaping - Material | \$6,898.00 | \$689.80 | \$0.00 | | \$689.80 | 10.00% | \$6,208.20 | \$34.49 |
| | Sub Total | \$884,545.00 | \$646,900.61 | \$71,779.41 | | \$718,680.02 | 81.25% | \$165,864.98 | \$35,934.00 |

CONTINUATION SHEET

Oskey Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 7

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+H) | H % (G - C) | I BALANCE TO FINISH (C - G) | J RETAINAGE |
|------------------|--|-------------------------|---|---------------------|---|---|-------------------|--------------------------------------|--------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 3.000 | Concrete | | | | | | | | |
| 3.200 | Reinforcing Steel - Labor | \$3,375.00 | \$3,375.00 | \$0.00 | | \$3,375.00 | 100.00% | | \$168.75 |
| | Reinforcing Steel - Material | \$12,506.00 | \$12,506.00 | | | \$12,506.00 | 100.00% | | \$625.30 |
| 3.002 | Concrete Footings, Piers, Pads - Labor | \$12,771.00 | \$12,771.00 | | | \$12,771.00 | 100.00% | | \$638.55 |
| | Concrete Footings, Piers, Pads - Material | \$32,062.00 | \$32,062.00 | | | \$32,062.00 | 100.00% | | \$1,603.10 |
| 3.005 | Concrete Floors - Labor | \$9,240.00 | \$9,240.00 | | | \$9,240.00 | 100.00% | | \$462.00 |
| | Concrete Floors - Material | \$34,420.00 | \$34,420.00 | | | \$34,420.00 | 100.00% | | \$1,721.00 |
| | Concrete Floors - Equipment | \$5,845.00 | \$5,845.00 | | | \$5,845.00 | 100.00% | | \$292.25 |
| | Concrete Walls - Labor | \$8,535.00 | \$8,535.00 | | | \$8,535.00 | 100.00% | | \$426.75 |
| | Concrete Walls - Material | \$14,530.00 | \$14,530.00 | | | \$14,530.00 | 100.00% | | \$726.50 |
| | Structural Slab - Labor | \$3,605.00 | \$3,605.00 | | | \$3,605.00 | 100.00% | | \$180.25 |
| | Structural Slab - Material | \$3,241.00 | \$3,241.00 | | | \$3,241.00 | 100.00% | | \$162.05 |
| | Structural Slab - equipment | \$700.00 | \$700.00 | | | \$700.00 | 100.00% | | \$35.00 |
| | Masonry | | | | | | #DIV/0! | | |
| 4.200 | Brick - Labor | \$50,250.00 | | \$47,737.50 | | \$47,737.50 | 95.00% | \$2,512.50 | \$2,386.88 |
| | Brick - Material | \$20,000.00 | | \$19,000.00 | | \$19,000.00 | 95.00% | \$1,000.00 | \$950.00 |
| | Block - Labor | \$96,000.00 | \$91,200.00 | | | \$91,200.00 | 95.00% | \$4,800.00 | \$4,560.00 |
| | Block - Material | \$16,600.00 | \$15,770.00 | | | \$15,770.00 | 95.00% | \$830.00 | \$788.50 |
| | Spec Mix | \$10,750.00 | \$10,212.50 | | | \$10,212.50 | 95.00% | \$537.50 | \$510.63 |
| | Cast Stone | \$23,000.00 | | \$23,000.00 | | \$23,000.00 | 100.00% | | \$1,150.00 |
| | Insulation material | \$7,400.00 | | \$7,400.00 | | \$7,400.00 | 100.00% | | \$370.00 |
| | Metals | | | | | | #DIV/0! | | |
| 5.310 | Structural Steel - Material Only | \$121,441.00 | \$121,441.00 | | | \$121,441.00 | 100.00% | | \$6,072.05 |
| 5.120 | Steel Erection - Labor Only | \$70,000.00 | \$66,500.00 | | | \$66,500.00 | 95.00% | \$3,500.00 | \$3,325.00 |
| 5.107 | Grout Base plates& floor expansion - Labor | \$685.00 | \$685.00 | | | \$685.00 | 100.00% | | \$34.25 |
| | Grout Base plates& floor expansions - Material | \$2,027.00 | \$2,027.00 | | | \$2,027.00 | 100.00% | | \$101.35 |
| | Cold Form Metal - Labor | \$20,510.00 | \$12,306.00 | \$8,204.00 | | \$20,510.00 | 100.00% | | \$1,025.50 |
| | Cold Form Metal - Material | \$26,670.00 | \$16,002.00 | \$10,668.00 | | \$26,670.00 | 100.00% | | \$1,333.50 |
| | Sub Total | \$606,163.00 | \$476,973.50 | \$116,009.50 | | \$592,983.00 | 97.83% | \$13,180.00 | \$29,649.15 |

CONTINUATION SHEET

Osky Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

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APPLICATION NO: 7

APPLICATION DATE:

PERIOD TO:

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| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G + C) | H BALANCE TO FINISH (C - G) | I RETAINAGE |
|------------------|--------------------------------------|-------------------------|---|---------------------|---|---|---------------|--------------------------------------|--------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | Carpentry | | | | | | | | |
| 6.100 | Wood Blocking & Furring - Labor | \$2,995.00 | | \$2,995.00 | | \$2,995.00 | 100.00% | | \$149.75 |
| | Wood Blocking & Furring - Material | \$6,903.00 | | \$6,903.00 | | \$6,903.00 | 100.00% | | \$345.15 |
| 6.402 | Casework - Labor | \$4,824.00 | | | | | 0.00% | \$4,824.00 | |
| | Casework - Material | \$15,569.00 | | | \$6,000.00 | \$6,000.00 | 38.54% | \$9,569.00 | \$300.00 |
| | Roof Plate - Labor | 2,041 | \$1,530.75 | \$510.25 | | \$2,041.00 | 100.00% | | \$102.05 |
| | Roof Plate - Material | 2,356 | \$1,767.00 | \$589.00 | | \$2,356.00 | 100.00% | | \$117.80 |
| 7.000 | Thermal Moisture | | | | | | | | |
| | Fiber Cement Board Siding - Labor | 23,960 | | \$17,970.00 | | \$17,970.00 | 75.00% | \$5,990.00 | \$898.50 |
| | Fiber Cement Board Siding - Material | 23,460 | | \$23,460.00 | | \$23,460.00 | 100.00% | | \$1,173.00 |
| | Thermal Insulation - Labor | 2,420 | | \$2,420.00 | | \$2,420.00 | 100.00% | | \$121.00 |
| | Thermal Insulation - Material | 3,050 | | \$3,050.00 | | \$3,050.00 | 100.00% | | \$152.50 |
| 7.500 | Roof | | | | | | | | |
| | Flat Roof - material | \$10,500.00 | \$9,450.00 | | | \$9,450.00 | 90.00% | \$1,050.00 | \$472.50 |
| | Flat Roof - labor | \$23,072.00 | \$20,764.80 | | | \$20,764.80 | 90.00% | \$2,307.20 | \$1,038.24 |
| | Soffitts - Material | \$8,240.00 | | | | | 0.00% | \$8,240.00 | |
| | Soffitts - Labor | \$18,432.00 | | | | | 0.00% | \$18,432.00 | |
| | Metal Roof - Material | \$22,580.00 | | \$6,774.00 | | \$6,774.00 | 30.00% | \$15,806.00 | \$338.70 |
| | Metal Roof - Material | \$60,802.00 | | \$18,240.60 | | \$18,240.60 | 30.00% | \$42,561.40 | \$912.03 |
| | Alt#1 - Material | \$3,000.00 | \$1,500.00 | | | \$1,500.00 | 50.00% | \$1,500.00 | \$75.00 |
| | Alt#1 - Labor | \$3,397.00 | \$1,698.50 | | | \$1,698.50 | 50.00% | \$1,698.50 | \$84.93 |
| 7.920 | Joint Sealants - Labor | \$9,480.00 | | | | | 0.00% | \$9,480.00 | |
| | Joint Sealants - Material | \$1,785.00 | | | | | 0.00% | \$1,785.00 | |
| | Waterproofing - Labor | \$3,240.00 | \$3,240.00 | | | \$3,240.00 | 100.00% | | \$162.00 |
| | Waterproofing - Material | \$2,700.00 | \$2,700.00 | | | \$2,700.00 | 100.00% | | \$135.00 |
| | Weather Barrier - Labor | \$11,270.00 | \$10,516.00 | \$754.00 | | \$11,270.00 | 100.00% | | \$563.50 |
| | Weather Barrier - Material | \$8,000.00 | \$8,000.00 | | | \$8,000.00 | 100.00% | | \$400.00 |
| 8.000 | Doors & Windows | | | | | | | | |
| 8.112 | Doors/Hardware - Labor | \$3,910.00 | \$586.50 | | | \$586.50 | 15.00% | \$3,323.50 | \$29.33 |
| | Doors/Hardware - Material | \$31,843.00 | \$23,500.00 | | | \$23,500.00 | 73.80% | \$8,343.00 | \$1,175.00 |
| | Access Door - Labor | \$50.00 | | \$25.00 | | \$25.00 | 50.00% | \$25.00 | \$1.25 |
| | Access Door - Material | \$400.00 | | \$200.00 | | \$200.00 | 50.00% | \$200.00 | \$10.00 |
| | OH Doors - Labor | \$4,772.00 | | \$4,533.40 | | \$4,533.40 | 95.00% | \$238.60 | \$226.67 |
| | OH Doors - Material | \$24,027.00 | | \$24,027.00 | | \$24,027.00 | 100.00% | | \$1,201.35 |
| | Sub Total | \$339,078.00 | \$85,253.55 | \$112,451.25 | \$6,000.00 | \$203,704.80 | 60.08% | \$135,373.20 | \$10,185.24 |

CONTINUATION SHEET

Osky Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

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APPLICATION NO:

7

APPLICATION DATE:

PERIOD TO:

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|------------------|---------------------------------------|-------------------------|---|-------------|---|---|--------------|--------------------------------------|----------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 8.411 | Aluminum Entrances/Glazing - Labor | \$14,560.00 | | \$5,680.00 | | \$5,680.00 | 39.01% | \$8,880.00 | \$284.00 |
| | Aluminum Entrances/Glazing - material | \$23,721.00 | | \$16,830.00 | | \$16,830.00 | 70.95% | \$6,891.00 | \$841.50 |
| | Translucent Wall Panels - engineering | \$2,800.00 | | \$2,800.00 | | \$2,800.00 | 100.00% | | \$140.00 |
| | Translucent Wall Panels - Labor | \$6,100.00 | | \$6,100.00 | | \$6,100.00 | 100.00% | | \$305.00 |
| | Translucent Wall Panels - Material | \$19,700.00 | | \$19,700.00 | | \$19,700.00 | 100.00% | | \$985.00 |
| 9.000 | Finishes | | | | | | | | |
| 9.290 | Drywall - Labor | \$27,950.00 | | | | | 0.00% | \$27,950.00 | |
| | Drywall - Material | \$11,400.00 | | | | | 0.00% | \$11,400.00 | |
| | Non Structural Framing - Labor | \$11,510.00 | | \$8,632.50 | | \$8,632.50 | 75.00% | \$2,877.50 | \$431.63 |
| | Non Structural Framing - Material | \$14,460.00 | | \$10,845.00 | | \$10,845.00 | 75.00% | \$3,615.00 | \$542.25 |
| 9.511 | Acoustical - Labor | \$2,220.00 | | | | | 0.00% | \$2,220.00 | |
| | Acoustical - Material | \$3,110.00 | | | | | 0.00% | \$3,110.00 | |
| 9.650 | Tile Carpeting - Labor | \$2,666.00 | | | | | 0.00% | \$2,666.00 | |
| | Tile Carpeting - Material | \$2,764.00 | | | \$2,764.00 | \$2,764.00 | 100.00% | | \$138.20 |
| | Resilient Tile Flooring - Labor | \$9,604.00 | | | | | 0.00% | \$9,604.00 | |
| | Resilient Tile Flooring - Material | \$15,428.00 | | | \$15,428.00 | \$15,428.00 | 100.00% | | \$771.40 |
| | Carpet - Labor | \$1,327.00 | | | | | 0.00% | \$1,327.00 | |
| | Carpet - Material | \$5,732.00 | | | \$5,732.00 | \$5,732.00 | 100.00% | | \$286.60 |
| | Seal Concrete Floors - Labor | \$3,600.00 | | | | | 0.00% | \$3,600.00 | |
| | Seal Concrete Floors - Material | \$1,350.00 | | | | | 0.00% | \$1,350.00 | |
| | Epoxy Floors - Labor | \$3,910.00 | | | | | 0.00% | \$3,910.00 | |
| | Epoxy Floors - Material | \$2,600.00 | | | | | 0.00% | \$2,600.00 | |
| 9.900 | Painting - Labor | \$30,746.00 | | | | | 0.00% | \$30,746.00 | |
| | Paint - Material | \$5,430.00 | | | | | 0.00% | \$5,430.00 | |
| | Sub Total | \$222,688.00 | | \$70,587.50 | \$23,924.00 | \$94,511.50 | 42.44% | \$128,176.50 | \$4,725.58 |

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 7

Contractor's signed certification is attached.

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|------------------|---|-------------------------|---|-------------|---|---|-------------------|--------------------------------------|-----------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 10.000 | Specialties | | | | | | | | |
| 10.110 | Visual Display Boards - Labor | \$165.00 | | | | | 0.00% | \$165.00 | |
| | Visual Display Boards - Material | \$1,075.00 | | | | | 0.00% | \$1,075.00 | |
| 10.211 | Toilet Compartments & Access - Labor | \$797.00 | | | | | 0.00% | \$797.00 | |
| | Toilet Compartments & Access - Material | \$850.00 | | | | | 0.00% | \$850.00 | |
| 10.440 | Fire Extinguishers - Labor | 44 | | | | | 0.00% | \$44.00 | |
| | Fire Extinguishers - Material | 515 | | | | | 0.00% | \$515.00 | |
| | Louvers - Labor | 285 | | | | | 0.00% | \$285.00 | |
| | Louvers - Material | 1,208 | | | | | 0.00% | \$1,208.00 | |
| 10.140 | Signage - Labor | 4,831 | | | | | 0.00% | \$4,831.00 | |
| | Signage - Material | | | | | | #DIV/0! | | |
| | Flagpoles - Labor | 154 | | | | | 0.00% | \$154.00 | |
| | Flagpoles - Material | 825 | | | | | 0.00% | \$825.00 | |
| | Misc Specialties - Labor | 1,950 | | | | | 0.00% | \$1,950.00 | |
| | Misc Specialties - Material | 7,600 | | | | | 0.00% | \$7,600.00 | |
| | Lockers - Labor | 2,500 | | | | | 0.00% | \$2,500.00 | |
| | Lockers - material | 10,800 | \$10,800.00 | | | \$10,800.00 | 100.00% | | \$540.00 |
| | Install TV monitors | 135 | | | | | 0.00% | \$135.00 | |
| | Kitchen Appliances - Labor | 265 | | | | | 0.00% | \$265.00 | |
| | Kitchen Appliances - Material | 2,500 | | | | | 0.00% | \$2,500.00 | |
| | Sprinkler - Labor | 13,958 | | | | | 0.00% | \$13,958.00 | |
| | Sprinkler - material | 6,212 | | | | | 0.00% | \$6,212.00 | |
| | Sub Total | \$56,669.00 | \$10,800.00 | | | \$10,800.00 | 19.06% | \$45,869.00 | \$540.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: #REF!

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|------------------|---|-------------------------|---|--------------------|---|---|-------------------|--------------------------------------|-------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | | | | | | | | | |
| | GRD's VAV's Material | 5,500.00 | | | | | #DIV/0! 0.00% | \$5,500.00 | |
| | GRD's VAV's Labor | 1,250.00 | | | | | 0.00% | \$1,250.00 | |
| | Fans, Intakes, relief Hood Material | 7,250.00 | \$7,250.00 | | | \$7,250.00 | 100.00% | | \$362.50 |
| | Fans, Intakes, relief Hood Labor | 850.00 | \$850.00 | | | \$850.00 | 100.00% | | \$42.50 |
| | Air Cleaning Technologies | 24,570.00 | | | | | 0.00% | \$24,570.00 | |
| | trane Controls - material | 15,720.00 | \$2,666.00 | | | \$2,666.00 | 16.96% | \$13,054.00 | \$133.30 |
| | trane Controls - labor | 28,960.00 | | | | | 0.00% | \$28,960.00 | |
| | Insulation | | | | | | #DIV/0! | | |
| | Plumbing Insulation Material | 3,100.00 | | | | | 0.00% | \$3,100.00 | |
| | Plumbing Insulation Labor | 3,500.00 | | | | | 0.00% | \$3,500.00 | |
| | HVAC Insulation Material | 3,600.00 | | | | | 0.00% | \$3,600.00 | |
| | HVAC Insulation Labor | 2,800.00 | | | | | 0.00% | \$2,800.00 | |
| | Test and Balance | 3,680.00 | | | | | 0.00% | \$3,680.00 | |
| | Electrical | | | | | | #DIV/0! | | |
| | Electrical General Provisions Material | \$2,864.00 | \$1,573.00 | \$286.00 | | \$1,859.00 | 64.91% | \$1,005.00 | \$92.95 |
| | Electrical General Provisions Labor | \$2,500.00 | \$1,411.00 | \$250.00 | | \$1,661.00 | 66.44% | \$839.00 | \$83.05 |
| | Common Work Results for Electrical Material | \$4,100.00 | \$2,255.00 | \$410.00 | | \$2,665.00 | 65.00% | \$1,435.00 | \$133.25 |
| | Common Work Results for Electrical Labor | \$4,100.00 | \$2,255.00 | \$410.00 | | \$2,665.00 | 65.00% | \$1,435.00 | \$133.25 |
| | Low-Voltage Electrical Power Conductors & Cables Material | \$31,400.00 | \$4,710.00 | \$3,140.00 | | \$7,850.00 | 25.00% | \$23,550.00 | \$392.50 |
| | Low-Voltage Electrical Power Conductors & Cables Labor | \$16,800.00 | \$2,520.00 | \$1,680.00 | | \$4,200.00 | 25.00% | \$12,600.00 | \$210.00 |
| | Grounding & Bonding for Electrical Systems Material | \$750.00 | \$439.00 | | | \$439.00 | 58.53% | \$311.00 | \$21.95 |
| | Grounding & Bonding for Electrical Systems Labor | \$750.00 | \$337.00 | \$75.00 | | \$412.00 | 54.93% | \$338.00 | \$20.60 |
| | Hangers and Suppors for Electrical Systems Material | \$4,100.00 | \$1,875.00 | \$410.00 | | \$2,285.00 | 55.73% | \$1,815.00 | \$114.25 |
| | Hangers and Suppors for Electrical Systems Labor | \$8,100.00 | \$3,635.00 | \$810.00 | | \$4,445.00 | 54.88% | \$3,655.00 | \$222.25 |
| | Raceways & Boxes for Electrical Systems Material | \$21,400.00 | \$12,560.00 | \$2,140.00 | | \$14,700.00 | 68.69% | \$6,700.00 | \$735.00 |
| | Raceways & Boxes for Electrical Systems Labor | \$38,700.00 | \$21,285.00 | \$3,870.00 | | \$25,155.00 | 65.00% | \$13,545.00 | \$1,257.75 |
| | Identification for Electrical Systems Material | \$750.00 | \$322.00 | \$75.00 | | \$397.00 | 52.93% | \$353.00 | \$19.85 |
| | Identification for Electrical Systems Labor | \$750.00 | \$285.00 | \$75.00 | | \$360.00 | 48.00% | \$390.00 | \$18.00 |
| | Panelboards Material | \$11,400.00 | \$11,400.00 | | | \$11,400.00 | 100.00% | | \$570.00 |
| | Panelboards Labor | \$9,100.00 | \$2,730.00 | \$910.00 | | \$3,640.00 | 40.00% | \$5,460.00 | \$182.00 |
| | Wiring Devices Material | \$7,800.00 | | | | | 0.00% | \$7,800.00 | |
| | Wiring Devices Labor | \$7,100.00 | | | | | 0.00% | \$7,100.00 | |
| | | \$0.00 | | | | | #DIV/0! | | |
| | Sub Total | \$273,244.00 | \$80,358.00 | \$14,541.00 | | \$94,899.00 | 34.73% | \$178,345.00 | \$4,744.95 |
| | | | | | | | #DIV/0! | | |

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|------------------|--|-------------------------|---|-------------------|---|---|-------------------|--------------------------------------|------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | | | | | | | | | |
| | Electrical | | | | | | | | |
| | Motor & Service Disconnects Material | \$4,210.00 | \$2,590.00 | | | \$2,590.00 | 61.52% | \$1,620.00 | \$129.50 |
| | Motor & Service Disconnects Labor | \$3,850.00 | \$770.00 | \$385.00 | | \$1,155.00 | 30.00% | \$2,695.00 | \$57.75 |
| | Enclosed Switches & Circuit Breakers Material | \$1,850.00 | \$980.00 | | | \$980.00 | 52.97% | \$870.00 | \$49.00 |
| | Enclosed Switches & Circuit Breakers Labor | \$1,850.00 | \$740.00 | \$185.00 | | \$925.00 | 50.00% | \$925.00 | \$46.25 |
| | Enclosed Controllers Material | \$3,420.00 | \$3,194.00 | | | \$3,194.00 | 93.39% | \$226.00 | \$159.70 |
| | Enclosed Controllers Labor | \$2,895.00 | \$578.00 | \$289.00 | | \$867.00 | 29.95% | \$2,028.00 | \$43.35 |
| | Variable-Frequency Motor Controllers Material | \$650.00 | | \$65.00 | | \$65.00 | 10.00% | \$585.00 | \$3.25 |
| | Variable-Frequency Motor Controllers Labor | \$650.00 | | \$65.00 | | \$65.00 | 10.00% | \$585.00 | \$3.25 |
| | Engine Generators Material | \$19,500.00 | \$19,500.00 | | | \$19,500.00 | 100.00% | | \$975.00 |
| | Engine Generators Labor | \$6,100.00 | \$1,810.00 | | | \$1,810.00 | 29.67% | \$4,290.00 | \$90.50 |
| | Transfer Switches Material | \$2,540.00 | \$2,320.00 | | | \$2,320.00 | 91.34% | \$220.00 | \$116.00 |
| | Transfer Switches Labor | \$850.00 | | \$85.00 | | \$85.00 | 10.00% | \$765.00 | \$4.25 |
| | Surge Protective Devices for Low Voltage Ele. Pwr Circuits Mat | \$750.00 | \$75.00 | \$75.00 | | \$150.00 | 20.00% | \$600.00 | \$7.50 |
| | Surge Protective Devices for Low Voltage Ele. Pwr Circuits Lab | \$750.00 | \$75.00 | \$75.00 | | \$150.00 | 20.00% | \$600.00 | \$7.50 |
| | Lighting Material | \$39,751.00 | \$39,344.05 | | | \$39,344.05 | 98.98% | \$406.95 | \$1,967.20 |
| | Lighting Labor | \$9,580.00 | | \$958.00 | | \$958.00 | 10.00% | \$8,622.00 | \$47.90 |
| | Telecommunications General Provisions Material | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications General Provisions Labor | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Grounding & Bonding Material | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Grounding & Bonding Labor | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Cabling & Equipment Material | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Cabling & Equipment Labor | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Testing & Documentation Material | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Telecommunications Testing & Documentation Labor | \$50.00 | | | | | 0.00% | \$50.00 | |
| | Paging System Material | \$3,420.00 | | \$342.00 | | \$342.00 | 10.00% | \$3,078.00 | \$17.10 |
| | Paging System Labor | \$1,800.00 | | \$180.00 | | \$180.00 | 10.00% | \$1,620.00 | \$9.00 |
| | Electronic Safety and Security General provisions Material | \$1,200.00 | | \$120.00 | | \$120.00 | 10.00% | \$1,080.00 | \$6.00 |
| | Electronic Safety and Security General provisions Labor | \$1,200.00 | | \$120.00 | | \$120.00 | 10.00% | \$1,080.00 | \$6.00 |
| | Fire Alarm & Detection System (Addressable) Material | \$4,120.00 | \$824.00 | \$412.00 | | \$1,236.00 | 30.00% | \$2,884.00 | \$61.80 |
| | Fire Alarm & Detection System (Addressable) Labor | \$1,700.00 | \$340.00 | \$170.00 | | \$510.00 | 30.00% | \$1,190.00 | \$25.50 |
| | Access Control System Material | \$16,700.00 | | \$1,670.00 | | \$1,670.00 | 10.00% | \$15,030.00 | \$83.50 |
| | Access Control System Labor | \$9,500.00 | | \$950.00 | | \$950.00 | 10.00% | \$8,550.00 | \$47.50 |
| | | \$0.00 | | | | | #DIV/0! | | |
| | | | | | | | #DIV/0! | | |
| | Sub Total | \$139,236.00 | \$73,140.05 | \$6,146.00 | | \$79,286.05 | 56.94% | \$59,949.95 | \$3,964.30 |
| | GRAND TOTALS | 2,802,983.00 | 1,393,752.21 | 452,848.66 | | 1,971,423.87 | 70.33% | 653,214.13 | 98,571.19 |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
8/29/17

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

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

| | | | |
|---|--------------------------------------|---|--------|
| PRODUCER Willis and Moore, Inc. 1818 High Street Des Moines IA 50309 | CONTACT NAME: Brenda Roberts | FAX (A/C. No.): (515) 244-2925 | |
| | PHONE (A/C. No. Ext): (515) 244-0156 | E-MAIL ADDRESS: Brenda@willismooreinc.com | |
| INSURED Ralph N Smith, Inc. & GBM Properties, LLC. 714 SE 15th St. Des Moines IA 50317 | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A Employers Mutual Ins. Co. | | 21423 |
| | INSURER B: | | |
| | INSURER C: | | |
| | INSURER D: | | |
| | INSURER E: | | |

CERTIFICATE NUMBER: 2016-2017 REVISION NUMBER:

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

| INSTR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC | | | 4X81165 | 09/15/2016 | 09/15/2017 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | 4X81165 | 09/15/2016 | 09/15/2017 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | 4X81165 | 09/15/2016 | 09/15/2017 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | 4X81165 | 09/15/2016 | 09/15/2017 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A | Pers. Property of Others | | | 4X81165 | 09/15/2016 | 09/15/2017 | Des Moines IA Loc 224,973 Marion, IA location 98,800 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Any and All projects - The certificate holder, and owner (City of Oskaloosa) are automatically an Additional Insured including primary and non contributory status, waiver of subrogation, including ongoing and completed operations endorsement under the General Liability and Umbrella if required in a written agreement. Certificate holder has automatic Additional Insured status under the Automobile policy if required by a contract. Contractual Liability applies only if there is an assumed contract or agreement between the parties. Stored material coverage at offsite location for Marion is 98,800. Stored material at 714 SE 15th St. Des Moines is 224,973. PROJECT: Oskaloosa Fire Department

| | |
|---|---|
| CERTIFICATE HOLDER DDVI, Inc. 1817 N 7th Street PO Box 743 Indianola, IA 50125 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE Brenda Roberts/BLR <i>Brenda J Roberts</i> |



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
11/29/2016

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

| | | | | |
|--|--|---|---|---|
| AGENCY LMC Insurance & Risk Management, Inc. 4200 University Ave., Suite 200 West Des Moines, IA 50266 | | PHONE (A/C, No, Ext): 515-237-0167 | COMPANY Cincinnati Insurance Company P.O. Box 145496 Cincinnati OH 45250-5496 | |
| FAX (A/C, No): 515-244-9535 | E-MAIL ADDRESS: dana.firkins@lmcins.com | | | |
| CODE: | SUB CODE: | | | |
| AGENCY CUSTOMER ID #: | | LOAN NUMBER | | POLICY NUMBER EPP0175294 |
| INSURED RCS Millwork L.C. 1554 NE 69th Place Ankeny, IA 50021-8883 | | EFFECTIVE DATE 01/01/2016 | EXPIRATION DATE 01/01/2017 | <input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED |
| THIS REPLACES PRIOR EVIDENCE DATED: | | | | |

PROPERTY INFORMATION

| |
|--|
| LOCATION/DESCRIPTION 1612 NE 69th Place, Ankeny, IA, USA |
|--|

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

COVERAGE INFORMATION

| COVERAGE / PERILS / FORMS | AMOUNT OF INSURANCE | DEDUCTIBLE |
|---|---------------------|------------|
| Building, Blanket Personal Property - Special Cause of Loss | See Remarks | \$1000 |
| Stored Materials, Rented Equipment - Special Cause of Loss | See Remarks | \$250 |

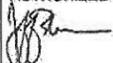
REMARKS (Including Special Conditions)

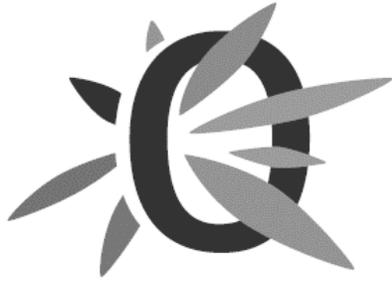
RE: Job number 16043 - stored materials at 1612 NE 69th Place, Suite A Ankeny Iowa 50021
\$10,000 Stored Materials, Rented Equipment - Special Cause of Loss, \$1000 deductible

CANCELLATION

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

ADDITIONAL INTEREST

| | | | | |
|---|---|------------|--------------------------|--------------------|
| NAME AND ADDRESS Oskaloosa Fire Department 220 South Market Street Oskaloosa IA 52577 | <input type="checkbox"/> | MORTGAGEE | <input type="checkbox"/> | ADDITIONAL INSURED |
| | <input type="checkbox"/> | LOSS PAYEE | <input type="checkbox"/> | |
| | LOAN # | | | |
| | AUTHORIZED REPRESENTATIVE  | | | |



City Council Communication

Meeting Date: December 19, 2016

Requested By: Public Works Department

Item Title: CONSENT AGENDA

Consider the adoption of a temporary road closure resolution for 2017 street improvements and emergency closures.

Explanation:

There are various types of temporary road closures conducted throughout the City. The road closures include, but are not limited to, emergency response, City Public Works maintenance and repair work, and Contractor installation, repair or maintenance of infrastructure. The Public Works Department also routinely closes streets to perform maintenance, repair or installation of infrastructure. This recommended temporary road closure resolution will authorize the City Engineer to close streets for 2017 street improvements and emergency closures when required for public safety and convenience.

Recommended Action:

Approve the temporary road closure resolution.

Budget Consideration:

None

Attachments:

Resolution

RESOLUTION NO. _____

TEMPORARY ROAD CLOSURE RESOLUTION.

WHEREAS, Iowa Code Section 306.41 of the Code of Iowa, provided that "The Agency having jurisdiction and control over any highway in the state, or the chief engineer of said agency when delegated by such agency, may temporarily close sections of a highway by formal resolution entered upon the minutes of such agency when reasonably necessary because of construction, reconstruction, maintenance or natural disaster and shall cause to be erected ROAD CLOSED signs and partial or total barricades in the roadway at each end of the closed highway section and on the closed highway where that highway is intersected by other highways if such intersection remains open. Any numbered road closed for over forty-eight hours shall have a designated detour route. The agency having jurisdiction over a section of highway closed in accordance with the provisions of this section, or the persons or contractors employed to carry out the construction, reconstruction, or maintenance of the closed section of highway, shall not be liable for any damages to any vehicle that enters the closed section of highway or the contents of such vehicle or for any injuries to any person that enters the closed section of highway, unless the damages are caused by gross negligence of the agency or contractor"; and

WHEREAS, section 10.08.020 of the Oskaloosa Municipal Code requires a City Council resolution on temporary street closures; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City Engineer be authorized to close City of Oskaloosa Local Roads as necessary with the actual dates of closure to be determined by the City Engineer as follows:

1. For Construction: Any project as described in the approved "City of Oskaloosa Road Construction Program" for 2017 street improvements and any approved supplements thereto.
2. For Emergency Closure of any road for maintenance purposes: Any route deemed necessary by the City Engineer.

PASSED AND APPROVED this _____ day of December, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk



City Council Communication
Meeting Date: December 19, 2016
Requested By: City Manager Department

Item Title: CONSENT AGENDA

Consider appointment to the Airport Commission.

Explanation:

The term of Kraig Van Hulzen on the Airport Commission expires at the end of December. Van Hulzen has served on the Airport Commission since January 1, 2005. Van Hulzen is willing to be accept reappointment to the commission. As of this writing, no other applications have been received. This is a five member board. Terms are for six years. Currently four males serve on the Airport Commission with one vacancy. Appointments to the board are made by the City Council.

Recommended Action: Appoint Kraig Van Hulzen to the Airport Commission to a term that begins January 1, 2017 and ends December 31, 2022.

Budget Consideration:

Not applicable.

Attachments:

Application from Kraig Van Hulzen.

Application for Board or Commission

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?
*

Yes

No

Board or commission applying for (choose one from list):*

Airport Commission

Board or commission not listed above:

Name of applicant:*

Address of Applicant*

Phone number (day)*

Phone number (evening)

Email address:*

Would you like to be interviewed for this position?*

Yes

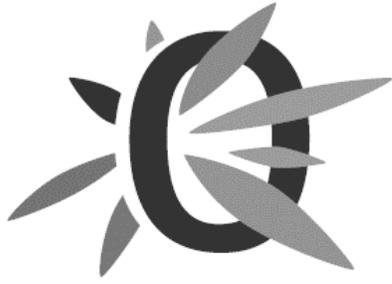
No

Why are you interested in this position?*

Your experience that would be beneficial to the board or commission:*

Other civic experience:

* indicates required fields.



City Council Communication
Meeting Date: December 19, 2016
Requested By: City Manager Department

Item Title: CONSENT AGENDA

Consider appointments to the Board of Adjustment.

Explanation:

The terms of Wyndell Campbell and James Hansen on the Board of Adjustment expire at the end of December. Both are willing to be accept reappointment to the board. An application is enclosed for Wyndell Campbell. Hansen has served one five year term on the Board of Adjustment. As of this writing, no other applications have been received. This is a five member board. Terms are for five years. Currently five males serve on the Board of Adjustment. Appointments to the board are made by the City Council.

Recommended Action: Appoint Wyndell Campbell and James Hansen to the Board of Adjustment to terms that begin January 1, 2017 and end December 31, 2021.

Budget Consideration:

Not applicable.

Attachments:

Application from Wyndell Campbell.

Application for Board or Commission

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?
*

Yes

No

Board or commission applying for (choose one from list):*

Board of Adjustment

Board or commission not listed above:

Name of applicant:*

Address of Applicant*

Phone number (day)*

Phone number (evening)

Email address:*

Would you like to be interviewed for this position?*

Yes

No

Why are you interested in this position?*

Your experience that would be beneficial to the board or commission:*

Other civic experience:

* indicates required fields.



City Council Communication

Meeting Date: December 19, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider appointments to the Historic Preservation Commission.

Explanation:

The terms of Douglas Shullaw and Jo Broerman on the Historic Preservation Commission expire December 31, 2016. Currently four males and two females serve with one vacancy. Douglas Shullaw has indicated he would like to be considered for reappointment. As of this writing, no other applications have been received. This is a seven member board that meets as needed. Terms are for three years. Appointments to the Historic Preservation Commission are made by the City Council.

Recommended Action: Consider appointment of Douglas Shullaw to the Historic Preservation for a three year term that begins January 1, 2017 and ends December 31, 2019.

Budget Consideration:

Not applicable.

Attachments:

Application from Douglas Shullaw.

Application for Board or Commission

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?
*

Yes

No

Board or commission applying for (choose one from list):*

Historic Preservation Committee

Board or commission not listed above:

Name of applicant:*

Address of Applicant*

Phone number (day)*

Phone number (evening)

Email address:*

Would you like to be interviewed for this position?*

Yes

No

Why are you interested in this position?*

Your experience that would be beneficial to the board or commission:*

Other civic experience:

* indicates required fields.



City Council Communication

Meeting Date: December 19, 2016

Requested By: Planning and Zoning Commission

Item Title: CONSENT AGENDA

Consider an ordinance amending the Zoning Ordinance of the City of Oskaloosa, Iowa, that would change minimum lot requirements in the R-1, R-2, and R-3 zoning districts. (Third Reading)

Explanation:

The Oskaloosa Municipal Code (OMC), defines the distinction between a duplex (which has two dwelling units on a single parcel) and single-family attached dwellings (which is a structure with two dwelling units with a property line dividing the two units into two separate properties). In Table 17.08C and in section 17.22.030, the OMC defines separate zoning regulations for each of these two residential uses. This distinction and separate regulation has been the cause of confusion when structures are built as duplexes and then split into two parcels, thus converting them into single-family attached dwellings.

To provide clarity and to remove regulatory burdens in developing these types of residential structures, the Planning and Zoning Commission at their October 18, 2016 meeting approved recommended changes to Table 17.08C (attached) and approved deletion of the following section of the OMC:

~~17.22.030~~

- ~~B. Single-Family Attached. When permitted, the minimum side yard opposite the common wall shall be equal to twice the normal required side yard.~~

If all proposed changes are adopted, single-family attached homes will be permitted on all lots where duplexes are currently permitted. Additionally, the vast majority of existing parcels in the R-2 and R-3 zoning districts will meet the minimum lot requirements for new single-family detached homes. Overall, these changes are intended to reduce the burden on home builders and residents pursuing new infill developments, while preserving the existing character of the city's older neighborhoods.

The Oskaloosa City Council held a public hearing for this ordinance at its meeting on November 21, 2016. Subsequently the Oskaloosa City Council passed the first and second readings of the ordinance.

Recommended Action:

Approve the third reading of the ordinance.

Budget Consideration:

Minimal costs associated with changes to the Oskaloosa Municipal Code.

Attachments:

1. Oskaloosa Municipal Code table 17.08C Summary of Site Development Regulations
2. Ordinance

Proposed Changes to Oskaloosa Municipal Code (OMC) Table 17.08C Summary of Site Development Regulations

| Regulator | AG | RR | R-1 | R-2 | R-3 | R-4 |
|---|---------------------------|---------|--------------|------------------------------|------------------------------|----------------|
| Minimum lot area (square feet) | | | | | | 3.0 acres |
| One-family Single-family detached | 2 units per each 40 acres | 2 acres | 8,400 | 8,400 6,800 | 7,200 6,000 | 4,000 |
| Single-family attached | --- | --- | 7,500 | 5,000 | 4,200 | 4,000 |
| Duplex, townhouses | --- | --- | --- | 10,000 | 8,400 | |
| Multi-family | --- | --- | --- | --- | 10,000 | |
| Other permitted uses | No requirement | | 8,400 | 10,000 | 10,000 | |
| Minimum lot width (feet) | 200 | 100 | 70 | | | |
| One-family Single-family detached Single-family attached | | | | 70 | 60 | 150 |
| Duplex | | | | 40 | 35 | |
| Townhouses | | | | 80 | 70 | |
| Multi-family | | | | 25 | 20 | |
| Other permitted uses | | | | | 80 | |
| Site area per housing unit (square feet) by type of residential | | | | | | |
| Single-family detached Single-family attached | | | 8,400 | 8,400 6,800 | 7,200 5,500 | 5,000 per unit |
| Two-family, duplex | 20 acres | 2 acres | | 7,500 | 5,000 | |
| Townhouse | | | | 5,000 | 4,200 | |
| Multi-family | | | | 4,000 | 2,500 | |
| Minimum yards (feet) | | | | | | |
| Front yard | 50 | 40 | 30 | 30 | 30 | 50 |
| Street side yard | 50 | 30 | 25 | 15 | 15 | 50 |
| Interior side yard (Note 2) | 50 | 15 | 7 | 7 | 7 | |
| 1 to 1.5 stories | 50 | 20 | 10 | 10 | 10 | |
| 2-3 stories | NA | NA | NA | NA | 13 | 50 |
| More than 3 stories | 50 | 40 | 40 | 40 | 30 | |
| Nonresidential uses | | | | | | |
| Rear yard | 50 | 40 | 25 | 25 | 30 | 50 |
| Maximum height (feet) | no limit | 35 | 35 | 35 | 45 | 35 |
| Maximum building coverage | NA | 20% | 35% | 45% | 55% | 40% |
| Maximum impervious coverage | NA | 30% | 50% | 60% | 70% | 60% |

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA BY AMENDING TABLE 17.08C – “SUMMARY OF SITE DEVELOPMENT REGULATIONS”.

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. The Zoning Ordinance of the City of Oskaloosa Table 17.08C – “Summary of Site Development Regulations” is hereby amended to change minimum lot requirements in the R-1, R-2, and R-3 zoning districts as follows:

| Regulator | AG | RR | R-1 | R-2 | R-3 | R-4 |
|---|---------------------------|---------|------------------|------------------|------------------|----------------|
| Minimum lot area (square feet) | | | | | | 3.0 acres |
| <u>Single-family detached</u> | 2 units per each 40 acres | 2 acres | 8,400 | 6,800 | 6,000 | 4,000 |
| <u>Single-family attached</u> | | | 7,500 | 5,000 | 4,200 | |
| Minimum lot width (feet) | 200 | 100 | 70 | | | |
| <u>Single-family detached</u> | | | | 70 | 60 | 150 |
| <u>Single-family attached</u> | | | | 40 | 35 | |
| Site area per housing unit (square feet) by type of residential | | | | | | |
| <u>Single-family detached</u> | 20 acres | 2 acres | 8,400 | 6,800 | 5,500 | 5,000 per unit |
| <u>Single-family attached</u> | | | 7,500 | 5,000 | 5,000 | |

SECTION 2. The Zoning Ordinance of the City of Oskaloosa, Iowa, Section 17.22.030(B.) is hereby deleted in its entirety.

SECTION 3: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the _____ day of _____ 2016, and approved this _____ day of _____ 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2016.

Amy Miller, City Clerk



City Council Communication

Meeting Date: December 19, 2016

Requested By: Development Services Department

Item Title: CONSENT AGENDA

Consider an ordinance amending the Oskaloosa Municipal Code section 13.08.190 that would consider two-family dwellings as separate buildings for the purposes of sewer connections. (Third Reading)

Explanation:

This item corresponds to the preceding item in this agenda. Presently, there is ambiguity in the Oskaloosa Municipal Code as to whether it is permitted for a duplex (two attached dwelling units on a single parcel) to be constructed with a single, shared sewer connection. If the duplex is split into two parcels, it becomes a single-family attached dwelling (two attached dwelling units with a property line dividing the two units into two separate parcels), and it becomes clear that each unit must have a separate sewer connection. The proposed ordinance clarifies that each unit in any two-family dwelling (whether duplex or single-family attached) requires its own sewer connection, and is as follows:

13.08.190 - Connection-Separate building sewer.

A separate and independent building sewer shall be provided for every occupied building; except where one building stands at the rear of another on an interior portion of the said lot and no sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such cases the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer. A two-family dwelling shall be considered two separate buildings for the purpose of this code.

The Oskaloosa City Council has passed the first and second readings of this ordinance.

Recommended Action:

Approve the third reading of the ordinance.

Budget Consideration:

Minimal costs associated with changes to the Oskaloosa Municipal Code.

Attachments:

Ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 13.08.190 –
CONNECTION-SEPARATE BUILDING SEWER**

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. 13.08.190 – Connection-Separate building sewer, is hereby amended as follows:

13.08.190 - Connection-Separate building sewer.

A separate and independent building sewer shall be provided for every occupied building; except where one building stands at the rear of another on an interior portion of the said lot and no sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such cases the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer. A two-family dwelling shall be considered two separate buildings for the purpose of this code.

SECTION 2: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the _____ day of _____ 2016, and approved this _____ day of _____ 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____ 2016.

Amy Miller, City Clerk



City Council Communication

Meeting Date: December 19, 2016

Requested By: Development Services Dept.

Item Title: CONSENT AGENDA

Consider a resolution approving the mortar testing services on the professional services agreement with Curtis Architecture & Design PC.

Explanation:

The City of Oskaloosa holds a professional services contract with Curtis Architecture & Design PC for work on the Façade Improvement Project. In section 4.2 of the contract, the following language is included:

Architect will hire a subcontracted mortar testing company as needed/required by SHPO. This fee shall be additional to the architect's base fee in Section 11.1. See Section 11.2.

Section 11.2 states:

...Mortar testing, overseeing, and specifying - \$1,000.00 per test. Estimated 10 tests = \$10,000.00. Anticipating one per building.

Nine mortar tests were required for the Oskaloosa Façade Improvement Project. This resolution gives approval for the testing and payment of \$9,000. The invoice for the mortar testing is included in the following item of this agenda packet.

Recommended Action:

Staff recommends that the City Council approve the attached resolution.

Budget Consideration:

\$87,839.00 – Previously Approved by Council

\$ 9,000.00 – Mortar Testing Services

\$96,839.00 – New total contract amount paid from the Façade Grant Fund

Attachments:

Resolution

RESOLUTION NO. _____

**RESOLUTION APPROVING THE MORTAR TESTING
SERVICES ON THE PROFESSIONAL SERVICES AGREEMENT
WITH CURTIS ARCHITECTURE & DESIGN PC**

WHEREAS, the City of Oskaloosa has been awarded a \$390,000 Community Development Block Grant (CDBG) for a downtown Façade Improvement Project; and

WHEREAS, the city council approved, at its August 15, 2016 meeting, a professional services agreement with Curtis Architecture & Design PC for a base fee of \$75,839; and

WHEREAS, the City of Oskaloosa has executed one contract amendment for an additional \$12,000 to Curtis Architecture & Design PC, bringing the total fee to \$87,839; and

WHEREAS, mortar testing is an additional service listed in the contract with Curtis Architecture & Design PC and is required by the Iowa State Historic Preservation Office for CDBG façade projects.

NOW THEREFORE, BE IT RESOLVED by the city council of the city of Oskaloosa, Iowa that the mortar testing services in the Professional Services Agreement with Curtis Architecture & Design in the amount of \$9,000 be approved.

PASSED AND APPROVED this 19th day of December, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk



City Council Communication

Meeting Date: December 19, 2016

Requested By: Development Services Dept.

Item Title: CONSENT AGENDA

Consider approval of payments of \$1,782.22 to Area 15 RPC and \$30,603.75 to Curtis Architecture & Design, totaling \$32,385.97, for work completed on the Façade Improvement Project.

Explanation:

The city has received two (2) invoices totaling \$1,782.22 from Area 15 Regional Planning Commission for Grant Administration. The city has also received one (1) invoice for \$30,603.75 from Curtis Architecture & Design for architectural services, which included \$9,000.00 for mortar testing services as addressed in the previous agenda item. The city will be requesting Community Development Block Grant (CDBG) reimbursement from the Iowa Economic Development Authority (IEDA) for the amount of \$16,202.00.

Oskaloosa City Council approved contracts with Area 15 RPC, Curtis Architecture & Design, and the Iowa Economic Development Authority during the August 15, 2016 regular city council meeting.

Recommended Action:

Staff recommends that the City Council approve the payment of \$1,782.22 to Area 15 RPC and \$30,603.75 to Curtis Architecture & Design for work completed on the Oskaloosa Façade Improvement Project.

Budget Consideration:

\$32,385.97 paid from the Façade Grant Fund, and \$16,202.00 to be repaid to the Façade Grant Fund by CDBG reimbursements.

Attachments:

Area 15 RPC Invoices (2)

Curtis Architecture & Design Invoice

Oskaloosa Façade Improvement Project Cost Summary

Oskaloosa Façade Improvement Project Progress Report

Area 15 Regional Planning Commission
 P.O. Box 1110
 224 East Second Street
 Ottumwa, IA 52501



Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 10/31/2016 | 538 |

| |
|---|
| Bill To |
| City of Oskaloosa 220 S. Market Oskaloosa, IA 52577 |

| |
|------------|
| Project |
| 16-DTR-001 |

| Quantity | Description | Rate | Amount |
|----------|--|--------------|-----------------|
| 14.16 | Administration (16-DTR-001) - October 2016 | 53.44 | 756.71 |
| | | Total | \$756.71 |

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.


 Signature

Area 15 Regional Planning Commission
 P.O. Box 1110
 224 East Second Street
 Ottumwa, IA 52501



Invoice

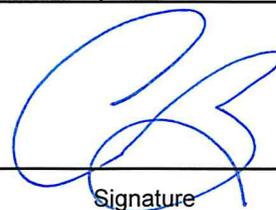
| | |
|------------|-----------|
| Date | Invoice # |
| 11/30/2016 | 556 |

| |
|---|
| Bill To |
| City of Oskaloosa 220 S. Market Oskaloosa, IA 52577 |

| |
|------------|
| Project |
| 16-DTR-001 |

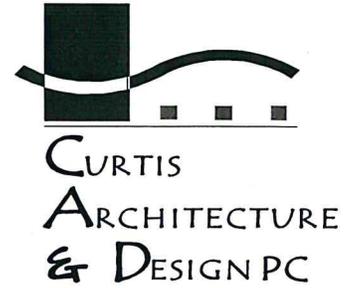
| Quantity | Description | Rate | Amount |
|----------|---|--------------|-------------------|
| 19.19 | Administration (16-DTR-001) - November 2016 | 53.44 | 1,025.51 |
| | | Total | \$1,025.51 |

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

_____ 
 Signature

December 5, 2016

Job # 1632-2



City of Oskaloosa
220 South Market Street
Oskaloosa, Iowa 52577
Attn : Michael Schrock Jr.
RE : Downtown Oskaloosa CDBG Façade Improvement Project

Invoice :

Contracted for architectural services – Per contract dated May 31, 2016.
 Fee amount billed hourly not to exceed \$87,839.00 (per amendment).
 Mortar testing is also included in the contract at \$1,000.00 each up to 10 total (\$10,000).

Billing Period / Time frame : 10/1/16 – 11/30/2016

Statement of Services this period :

| Personnel | Hours | Rate | Totals |
|---|-------|----------|---------------------------|
| Rodney (Architect) | 2.0 | \$140.00 | \$ 280.00 |
| Tyler (Intern Arch.) | 59.50 | \$ 85.00 | \$ 5,057.50 |
| Brady (Assoc.) | 231.0 | \$ 65.00 | \$15,015.00 |
| Amanda (Assoc.) | 19.25 | \$ 65.00 | <u>\$ 1,251.25</u> |
| Total invoiced for Hourly Services | | | <u>\$21,603.75</u> |

Reimbursable Expenses:

Mortar Tests 9 total at \$1,000 each - \$ 9,000.00

Total amount due : **\$30,603.75**

Maximum Total Project breakdown per contract :

| | |
|----------------------------|---------------------|
| Maximum not to exceed | \$ 87,839.00 |
| October Invoice | \$ 31,817.50 |
| December Invoice | <u>\$ 21,603.75</u> |
| Total Fee Available | \$ 34,417.75 |

Please remit balance due (\$30,603.75) by Jan 5, 2017

CDBG : \$14,265.89
LOCAL : \$16,337.86

- Commercial
- Residential
- Interiors
- Planning
- Revitalization
- Consulting

223 East Main Street
 Ottumwa, Iowa 52501
 phone : 641 814 - 1500
 cell : 641 660 - 9625
 rod.curtis@curtisarchitecture.com

City of Oskaloosa
Façade Improvements Project

| MASTER PROJECT COST SUMMARY | | | | | | | | | | | | | | | | | |
|-----------------------------|----------------|--------------|-------------|---------------|-----------------------------------|--------------|----------------------------|---------------|--------------------------------|----------------------------------|-----------------|------------|--------------|------------------------------|--|--|--|
| PROJECT # 16-DTR-001 | | | | | INVOICE SUMMARY | | | | | ACTIVITY 1 - FAÇADE IMPROVEMENTS | | | | ADMINISTRATION - AREA 15 RPC | | | |
| PAYEE | INVOICE NUMBER | INVOICE DATE | PAY REQUEST | TOTAL INVOICE | CDBG SHARE | LOCAL SHARE | CDBG BALANCE | LOCAL BALANCE | LOCAL SHARE BREAKDOWN | | CDBG SHARE | CITY SHARE | CDBG BALANCE | CITY BALANCE | | | |
| | | | | | | | | | CITY | OWNER | | | | | | | |
| Application Budget | 0 | - | - | \$ 812,286.00 | 46.61% | 53.39% | \$ 360,000.00 | \$ 412,286.00 | \$ 239,851.00 | \$ 172,435.00 | 75.00% | 25.00% | \$ 30,000.00 | \$ 10,000.00 | | | |
| Area 15 RPC | 440 | 5/31/2016 | 1 | \$ 428.59 | \$ - | \$ - | \$ 360,000.00 | \$ 412,286.00 | \$ - | \$ - | \$ 428.59 | \$ - | \$ 29,571.41 | \$ 10,000.00 | | | |
| Area 15 RPC | 458 | 6/30/2016 | 1 | \$ 872.68 | \$ - | \$ - | \$ 360,000.00 | \$ 412,286.00 | \$ - | \$ - | \$ 872.68 | \$ - | \$ 28,698.73 | \$ 10,000.00 | | | |
| Area 15 RPC | 480 | 8/1/2016 | 1 | \$ 560.59 | \$ - | \$ - | \$ 360,000.00 | \$ 412,286.00 | \$ - | \$ - | \$ 560.59 | \$ - | \$ 28,138.14 | \$ 10,000.00 | | | |
| Area 15 RPC | 498 | 8/31/2016 | 1 | \$ 122.38 | \$ - | \$ - | \$ 360,000.00 | \$ 412,286.00 | \$ - | \$ - | \$ 122.38 | \$ - | \$ 28,015.76 | \$ 10,000.00 | | | |
| Area 15 RPC | 517 | 9/30/2016 | 1 | \$ 2,478.55 | \$ - | \$ - | \$ 360,000.00 | \$ 412,286.00 | \$ - | \$ - | \$ 2,478.55 | \$ - | \$ 25,537.21 | \$ 10,000.00 | | | |
| Curtis Architecture | 1632-1 | 10/1/2016 | 1 | \$ 31,817.50 | \$ 14,831.68 | \$ 16,985.82 | \$ 345,168.32 | \$ 395,300.18 | \$ 16,985.82 | \$ - | \$ - | \$ - | \$ 25,537.21 | \$ 10,000.00 | | | |
| Area 15 RPC | 538 | 10/31/2016 | 2 | \$ 756.71 | \$ - | \$ - | \$ 345,168.32 | \$ 395,300.18 | \$ - | \$ - | \$ 756.71 | \$ - | \$ 24,780.50 | \$ 10,000.00 | | | |
| Area 15 RPC | 556 | 11/30/2016 | 2 | \$ 1,025.51 | \$ - | \$ - | \$ 345,168.32 | \$ 395,300.18 | \$ - | \$ - | \$ 1,025.51 | \$ - | \$ 23,754.99 | \$ 10,000.00 | | | |
| Mahaska County Recorder | 28565 | 11/2/2016 | 2 | \$ 330.00 | \$ 153.83 | \$ 176.17 | \$ 345,014.49 | \$ 395,124.01 | \$ 176.17 | \$ - | \$ - | \$ - | \$ 23,754.99 | \$ 10,000.00 | | | |
| Curtis Architecture | 1632-2 | 12/5/2016 | 2 | \$ 30,603.75 | \$ 14,265.89 | \$ 16,337.86 | \$ 330,748.60 | \$ 378,786.15 | \$ 16,337.86 | \$ - | \$ - | \$ - | \$ 23,754.99 | \$ 10,000.00 | | | |
| TOTAL COSTS TO DATE | | | | \$ 68,996.26 | \$ 29,251.40 | \$ 33,499.85 | \$ 330,748.60 | \$ 378,786.15 | \$ 33,499.85 | \$ - | \$ 6,245.01 | \$ - | \$ 23,754.99 | \$ 10,000.00 | | | |
| CDBG SHARE OF ACTIVITY | | | | \$ 29,251.40 | <i>Current Ratio (Over/Under)</i> | | <i>Target (Over/Under)</i> | | <i>Local Balance Remaining</i> | | 20.82% Complete | | \$ 23,754.99 | CDBG Left | | | |
| LOCAL SHARE OF ACTIVITY | | | | \$ 33,499.85 | 46.61% | 53.39% | \$ 29,251.40 | \$ 33,499.85 | \$ 206,351.15 | \$ 172,435.00 | 0.00% Complete | | \$ 10,000.00 | City Left | | | |
| TOTAL LESS CDBG ADMIN. | | | | \$ 62,751.25 | 0.00% | 0.00% | \$ (0.00) | \$ 0.00 | | | 15.61% Complete | | \$ 33,754.99 | Total Left | | | |

Oskaloosa Façade Improvement Project Progress Report

Community Development Block Grant: # 16-DTR-001

Report Date: December 2016

Percent Complete: 7%

The two properties (107 and 117 High Avenue West) have been unofficially approved to add to the project. IEDA has indicated that they will increase the grant award accordingly. This will require both a project amendment and a budget amendment. Area 15 has communicated with IEDA to ascertain the proper timing of each. The project amendment will be prepared and submitted within the next month, but we will wait until after we receive bids for construction to ensure that we get the maximum possible grant award (which minimizes the amount of city and owner match that will be required to complete the project) before submitting the budget amendment.

1. Observations

- a. No comments were received during the local comment period for the first-tier environmental review and no delays are anticipated for that piece. IEDA is anticipating our submission of the second-tier environmental review in a few weeks and Area 15 is working closely with Curtis Architecture to ensure that these submittals are complete to IEDA's expectations.
- b. The next installment from the property owners for their share of the project costs were due on December 1. As of the writing of this report, all but three property owners have paid. It is fully expected that all property owners will make this installment within the next week.
- c. For 107 High Avenue West, the letter of commitment, easement, and property owner's financial costs have yet to be received, because the property is scheduled to be assessed by a structural engineer. The property owner and architect have requested an outside structural engineer provide an evaluation on where a beam, column, and shared wall adjoin.

2. Project Progress

- a. A draft of a CDBG project amendment was prepared by Area 15 and presented to the City. This will be signed and submitted once the City receives commitment letters from each of the new properties.
- b. The first-tier environmental review has been submitted and the project should have release of funds around December 19. The second-tier environmental review is anticipated to be submitted to the State for review before the Christmas holiday.
- c. The scheduling of a structural engineer to evaluate 107 High Avenue West is causing, what is hoped to be, a short delay in the project.
- d. The project timeline has been adjusted to account for delays in getting architectural designs finalized with property owners. Construction bid letting is expected to occur in February 2017.

3. Items of Discussion

- a. Procurement for asbestos testing will be completed by the City in late December (with assistance from Area 15 RPC).

| | | | |
|---------------------------|-----------------------|----------------------|-----------------------|
| Responsible Entity: | Project Manager: | Grant Administrator: | Architect: |
| City of Oskaloosa | Oskaloosa Main Street | Area 15 RPC | Curtis Arch. & Design |
| Andrew Jensen | Karen Hafner | Bradley J. Grefe | Rod Curtis |
| Development Services Dir. | Director | Senior Planner | Principle |

- b. Curtis Architecture has received the mortar analysis reports for all necessary buildings.
- c. Curtis Architecture is finalizing documents. Documents and colors will need to be signed off by the building owners before SHPO approval.

4. Change Orders

- a. The City approved a change order to the contract with Curtis Architecture to pay for architectural services on the two additional properties.
- b. No formal amendments have been presented to IEDA, but Area 15 has been assured that IEDA will approve a budget amendment providing additional funds for the additional properties.

| | | | |
|---------------------------|-----------------------|----------------------|-----------------------|
| Responsible Entity: | Project Manager: | Grant Administrator: | Architect: |
| City of Oskaloosa | Oskaloosa Main Street | Area 15 RPC | Curtis Arch. & Design |
| Andrew Jensen | Karen Hafner | Bradley J. Grefe | Rod Curtis |
| Development Services Dir. | Director | Senior Planner | Principle |



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider a resolution scheduling a public hearing for January 17, 2017 to consider levying a special assessment against private property for nuisance abatement in accordance with Iowa Code §384.60, and directing notice to the owners of the property to be assessed.

Explanation:

This resolution schedules the public hearing for January 17, 2017 for levying a special assessment against private property for nuisance abatement. A notice will be published in the Oskaloosa Herald and certified notices sent to property owners.

On October 20, 2016 the fire department received a complaint of garbage at the residence at 913 North Market. A violation notice was left at the property on October 21, 2016. A recheck of the property on October 24, 2016 found the garbage was still at curbside. The owners failed to abate the nuisance existing and thereafter the city caused the nuisance to be abated by the removal of the garbage. The City Clerk has prepared an Assessment Schedule listing showing the costs of the abatement, a copy of which is attached.

Budget Consideration:

\$291 revenue to the General Fund to offset expenses related to the work performed by the city.

Attachments:

Resolution
Assessment schedule
Timeline and Pictures

RESOLUTION NO. _____

**RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE MATTER OF
LEVYING A SPECIAL ASSESSMENT AGAINST THAT PROPERTY OWNED BY BLEW
ESTATES LLC, KELLY W/DEBRA K BLUNT AND SUPERIOR PROPERTIES AND
MANAGEMENT LLC AT 913 NORTH MARKET STREET IN OSKALOOSA, IOWA FOR
CLEAN UP TO ABATE A NUISANCE**

WHEREAS the City of Oskaloosa, Iowa did abate a nuisance existing on that property owned by Blew Estates, Kelly W/Debra K Blunt, and Superior Properties and Management LLC at 913 North Market Street in Oskaloosa Iowa;

AND WHEREAS the City is empowered to levy such assessment as may be appropriate against said property for such City abatement of a nuisance according to the ordinances of the City of Oskaloosa, Iowa and the laws of the State of Iowa;

WHEREAS, the City has caused an abatement to be completed and wishes to assess the costs thereof for collection at the property owned by Blew Estates, Kelly W/Debra K Blunt, and Superior Properties and Management LLC, 913 North Market Street, legally described as:

N 81' Lot 9 Mendenhalls Addition.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oskaloosa, Iowa, as follows:

SECTION 1. That the City Council of the City of Oskaloosa, Iowa, shall conduct a public hearing on January 17, 2017 at 6:00 p.m. in the City Council Chambers, City Hall, 220 South Market Street, Oskaloosa, Iowa, on the matter of levying a special assessment against the property owned by Blew Estates, Kelly W/Debra K Blunt, and Superior Properties and Management LLC, for city abatement of a nuisance threat, at which time the Council shall consider and dispose of any objections made thereto; after which time the City Council shall by resolution levy such assessment as may be appropriate against said property.

SECTION 2. That the City Clerk is hereby directed to give notice of said hearing by publication prior to the date of the hearing and sending notice of the hearing to the property owner by certified mail.

SECTION 3. That officials of the City are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

PASSED AND APPROVED this 19th day of December, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

CITY OF OSKALOOSA IOWA
220 South Market Street
Oskaloosa, IA 52577

ASSESSMENT SCHEDULE

I the undersigned, Amy Miller, as the duly constituted City Clerk of the City of Oskaloosa Iowa, acting pursuant to Iowa Code §384.59 (2015) do hereby certify that the following is a true and complete listing of the costs of removing or eliminating the nuisance existing on real estate owned by Blew Estates, Kelly W/Debra K Blunt, and Superior Properties and Management LLC, located at 913 North Market Street, Oskaloosa, Iowa, believed to be legally described as: N 81' Lot 9 Mendenhalls Addition, including the costs of investigation, title searches, inspection, testing, costs of notification, filing costs, and other related administrative costs within the contemplation of Oskaloosa City Ordinance 8.08.070.

- 1. Waste removal \$ 250.00
- 2. Inspection fee \$ 41.00

I do further state:

- 1. The legal description of the parcel is as set forth above, and the parcel number of the same as appears from the records of the Mahaska County Auditor is: 1013255018.
- 2. The valuation of the lot as fixed is: \$49,770.00.
- 3. The amount to be assessed against the lot as set for and itemized above is the total sum of: \$291.00.
- 4. The proposed payment schedule is as follows:

| OWNER | ADDRESS/LEGAL | DATE OF CLEAN UP | PRINCIPAL | INTEREST | TOTAL |
|--|-------------------------|------------------|-----------|----------|----------|
| Blew Estates LLC | 913 North Market Street | 10/24/2016 | \$291.00 | \$23.00 | \$314.00 |
| Kelly W/Debra K Blunt | | | | | |
| Superior Properties and Management LLC | | | | | |
| | | | | | |
| N 81' Lot 9 Mendenhalls Addition | | | | | |
| Assessed value = \$47,770 | | | | | |
| Parcel 1013255018 | | | | | |

Wherefore I do hereby submit the above assessment schedule to the Oskaloosa City Council.

Dated: January 17, 2017

AMY MILLER, CITY CLERK

Timeline for 913 North Market:

- October 20, 2016: Chief Neff received a voice mail message with the complaint of garbage at the residence on Thursday. I took the message at around 1900 hours. As we had the Church & Dwight fire that day this was my first opportunity to check messages.
- October 21, 2016: Josh Johnson was sent out at 0800 to check for a violation. Photos were taken and a violation notice was left. No one answered the door.
- October 24, 2016: Josh Johnson returned to the property for a recheck. Garbage was still at curbside. After a record search, it was found we had cited this property in February of 2016 for similar violations.

Per Oskaloosa Code

8.08.080 - Emergency abatement procedure.

A.

When the enforcement officer determines that a nuisance exists on a property and the nuisance constitutes an imminent, clear and compelling danger to health, safety or welfare of persons or property, or **if a notice to abate has been served upon the same owner or resident relative to the same property within the prior twelve months pertaining to the same or a substantially similar nuisance, the enforcement officer is authorized to abate or have abated the nuisance without prior notice and opportunity for hearing.**

- October 24, 2016: Chief Neff contacted the City of Oskaloosa Parks Department to ask permission to use the compactor truck. The property was abated at or around 1300 hours.

Chief Mark Neff



10 21 2016

Inspector 703

Date 10-21-16

City of Oskaloosa
Code Enforcement Division
220 South Market Street • Oskaloosa, Iowa 52577
641-673-3541 Ext. 2

Address: 917 1/2 North Market
Office of National Conditions

Items by city code garbage
must be removed from property
by city and not code change
up of removed from the property

The City of Oskaloosa Building Official would like to remind you of the city
Municipal Code Violation(s):

- 15.20.720 Draped Stoop
- 15.20.050 (1) Garbage
- 15.08.03 Junk Storage
- 5.02.010 (1) Imperious/Verbal
- Other

If you do not take action (You have a right to be heard with the City Council) and contact our office within 3 Days from the date of this notice the Oskaloosa Code Enforcement Director will take further action as defined in the attached annual city ordinance.

DO NOT DETACH OR REMOVE

10 21 2016



10 21 2016

10 24 2016





64009

10 24 2016



10 24 2016



10 24 2016



City Council Communication
Meeting Date: December 19, 2016

Item Title: REGULAR AGENDA

Explanation:

The following agenda items require specific action by the City Council.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: December 19, 2016

Requested By: City Clerk/Finance Department

Item Title: PUBLIC HEARING

Consider a resolution levying a special assessment against private property for cutting and removal of weeds by the city of Oskaloosa, Iowa in accordance with Title 8, Chapter 8.20 of the City Code of the city of Oskaloosa, Iowa. (PUBLIC HEARING)

Explanation:

This is the time for the public hearing on levying a special assessment against private property for weed cutting as outlined in Exhibit A. Certified notices of the public hearing were sent to each property owner and a notice was published in the Oskaloosa Herald. If approved, the property owner will have 30 days to pay for weed cutting in the City Clerk's office. After the 30 days it will be assessed to their property taxes with a payment schedule of 1 year at 9% interest.

Staff recommends opening the public hearing, receive oral and written comments, close hearing and approve resolution.

Budget Consideration:

\$1,250 revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the City, plus \$105 in interest.

Attachments:

Resolution
Exhibit A

RESOLUTION NO. _____

RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR CUTTING AND REMOVAL OF WEEDS BY THE CITY OF OSKALOOSA, IOWA, IN ACCORDANCE WITH TITLE 8, CHAPTER 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA.

WHEREAS, the City of Oskaloosa, Iowa did cut and remove weeds and brush from private properties listed in Exhibit "A" attached hereto and by this reference incorporated within; and

WHEREAS, the City Council of the City of Oskaloosa, Iowa is empowered to levy such assessment as may be appropriate against said properties for such cutting and removal of weeds and brush by Title 8, Chapter 8.20 of the City Code of the City of Oskaloosa, Iowa; and

WHEREAS, hearing on said assessments was duly scheduled for the 19th day of December, 2016 at 6:00 p.m., proper notice of said hearing was given; and

WHEREAS, hearing before the City Council of the City of Oskaloosa, Iowa was held at the above mentioned date and time, and all objections to said assessments were heard; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa that special assessments for the cutting and removal of weeds and brush are hereby levied against the properties described in Exhibit "A" unless said special assessments are paid in full within thirty days. All unpaid assessments will draw annual interest at nine per cent computed to the December 1st next following the due dates. The unpaid assessments shall constitute a lien against the property and shall be collected by the County Treasurer in the same manner as other taxes. Any assessments more than five hundred dollars will be paid in annual installments that will not exceed fifteen.

PASSED AND APPROVED this 19th day of December, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

EXHIBIT "A"
 2016 WEED CUTTING ASSESSMENTS
 September 2016

| OWNER | OFFENSE | ADDRESS/LEGAL | DATE MOWED | LABOR | COST |
|---|---------|--|------------|--------|-----------|
| Blew Estates LLC Kelly W/Debra K Blunt Superior Properties and Management LLC Parcel ID 1118333004 | 1st | 209 N 8th St Lot 2 Block 1 Myers & Smiths Add | 9/16/2016 | 1 hour | \$ 250.00 |
| Nancy R Jones Parcel ID 1013429014 | 1st | 403 N 3rd St Lot 3 O L 2 O P | 9/20/2016 | 1 hour | \$ 250.00 |
| Craig Alan/Penni Jane Winegar Parcel ID 1119154002 | 1st | 810 S 6th St Lot 164 & 165 Blk N O'Neills Add | 9/22/2016 | 1 hour | \$ 250.00 |
| Josh Purdy Parcel ID 1013281008 | 1st | 440 N 1st St Lot B Blk 6 Mulhallens Add | 9/22/2016 | 1 hour | \$ 250.00 |
| Robert B/Salvacion P Howard Parcel ID 1013260008 | 1st | 605 N Market St S 1/2 N 127' Lot 2 Blk 4 Mulhallens Add | 9/28/2016 | 1 hour | \$ 250.00 |

Weed removal on private property:

Minimum of one hour charged. After first hour, fee shall be charged by the quarter hour.

| | |
|-------------------------|--------------------------------|
| 1 st cleanup | \$200.00 fee + \$50.00 per hr. |
| 2 nd cleanup | \$250.00 fee + \$50.00 per hr. |
| 3 rd cleanup | \$300.00 fee + \$50.00 per hr. |
| 4 th cleanup | \$350.00 fee + \$50.00 per hr. |
| 5 th cleanup | \$400.00 fee + \$50.00 per hr. |
| 6 th cleanup | \$450.00 fee + \$50.00 per hr. |



City Council Communication

Meeting Date: December 19, 2016

Requested By: Public Works Dept.

Item Title:

Consider a resolution approving a contract with Snyder & Associates Inc. for a comprehensive traffic study along the Highway 92, Highway 63, and Highway 23 corridors.

Explanation:

The Council authorized Capital Improvement Plan recognized the need for a city wide traffic study to improve traffic efficiency and safety, minimize traffic delays and congestion, and allow for future planning. The scope of this traffic study will include traffic data collection and the analysis of crash data, signal warrants, traffic operations, traffic signal timings, a roundabout, and a three lane conversion along A Avenue (Hwy 92), Market Street (Hwy 63), and South 17th Street (Hwy 23) corridors.

Of the twelve (12) intersections being reviewed for traffic signal warrant analysis as a part of this traffic study, three (3) are un-signalized stop controlled intersections and nine (9) are signalized intersections. The three un-signalized stop controlled intersections being reviewed are A Avenue & Highway 432, Market Street & 15th Avenue, and Market Street & C Avenue.

Also, the Council can choose the following options for a part of this study:

1. Three-lane Conversion Analysis of A Avenue, between Highway 432 and the east corporate limits, and South Market Street, between 15th Avenue and 2nd Avenue.
2. Roundabout analysis at the intersection of A Avenue and Highway 432.

In July of 2016, the City of Oskaloosa applied for the Iowa DOT's Traffic Engineering Assistance Program (TEAP). This program provides direct funding from the Iowa DOT for up to 100 hours (approximately \$15,000) of traffic study consulting services and it does not require any local matching funds from the City. In late September of 2016, the Iowa DOT informed staff that Oskaloosa was eligible for that funding. In addition to the TEAP funds, \$50,000 was budgeted in FY17 for this city-wide traffic study.

For this TEAP project, the Iowa DOT has preselected Snyder & Associates Inc. as the on-call consultant. In order to streamline the coordination of all aspects of this traffic study, staff recommends forgoing the consultant selection process and entering into a contract with Snyder & Associates for the city funded portion of the consultant services.

The consultant contract has a total of ten (10) tasks (labeled 0-9) as shown below:

| # | TASK | ESTIMATED FEE |
|---|-------------------------------------|--------------------|
| 0 | Project Management & Administration | \$3,855.21 |
| 1 | Data Collection | \$7,078.45 |
| 2 | Crash Analysis | \$1,843.96 |
| 3 | Traffic Signal Warrant Analysis | \$3,507.20 |
| 4 | Traffic Operations Analysis | \$16,849.80 |
| 5 | Traffic Signal Timing | \$4,447.53 |
| 6 | Roundabout Analysis | \$2,566.88 |
| 7 | Three-lane Conversion Analysis | \$5,133.75 |
| 8 | Recommended Improvements | \$4,193.43 |
| 9 | Study Report | \$5,746.07 |
| | Total | \$55,222.28 |
| | Iowa DOT Share | (\$15,044.90) |
| | City of Oskaloosa Share | \$40,177.38 |

Four (4) different contract options are being presented as follows:

| Option | Description | Cost Reduction | Contract Cost | Contingency (10% of Contract) | Total Cost |
|--------|--|----------------|---------------|-------------------------------|-------------|
| 0 | Perform all 10 tasks (Include Roundabout and Three Lane Conversion Analysis) - Staff recommended | \$0.00 | \$40,177.38 | \$4,100.00 | \$44,277.38 |
| 1 | Eliminate Task 6 (Eliminate Roundabout Analysis) | \$2,566.88 | \$37,610.50 | \$3,800.00 | \$41,410.50 |
| 2 | Eliminate Task 7 (Eliminate Three Lane Conversion Analysis) | \$5,133.75 | \$35,043.63 | \$3,600.00 | \$38,643.63 |
| 3 | Eliminate both Task 6 and Task 7 (Eliminate Roundabout and Three Lane Conversion Analysis) | \$7,700.63 | \$32,476.75 | \$3,300.00 | \$35,776.75 |

Recommended Action:

Staff recommends the City Council approve the Snyder & Associates traffic study contract for all 10 tasks (Option 0) mentioned above. Staff is also requesting a ten percent (10%) contingency towards unforeseen circumstances.

Budget Consideration:

\$44,277.38 from the Traffic Study Project Fund (CIP #2010-95).

Attachments:

Resolution, Memo from Public Works Department, and Snyder & Associates Contract.

OPTION 0

RESOLUTION NO. _____

RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT BETWEEN SNYDER & ASSOCIATES, INC. AND THE CITY OF OSKALOOSA TO PROVIDE TRAFFIC AND SAFETY ENGINEERING SERVICES FOR A COMPREHENSIVE TRAFFIC STUDY

WHEREAS, the City of Oskaloosa has been deemed eligible by the Iowa Department of Transportation (IA DOT) to utilize Traffic Engineering Assistance Program (TEAP) funds to conduct a comprehensive traffic study; and,

WHEREAS, the City Council has determined it appropriate to utilize additional city funds in conjunction with the TEAP funds to complete said traffic study within city limits and along the State Highway 63, 92, and 23 corridors; and,

WHEREAS, the City desires to forgo the professional consultant services selection process and enter into a contract with the IA DOT TEAP consultant, Snyder & Associates, Inc., for professional engineering services to complete the scope of work required for this project; and,

WHEREAS, Snyder & Associates, Inc. has prepared and presented a professional services agreement; and,

WHEREAS, the Council finds that the proposed professional services agreement with Snyder & Associates, Inc. should be approved and the Mayor authorized to execute the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa:

1. The City Council hereby approves the professional services agreement between the City of Oskaloosa and Snyder & Associates, Inc. in the amount of \$40,177.38 and authorizes the Mayor to execute all related contract documents.
2. The City Council authorizes the City Manager to allow a contingency of \$4,100.00 as necessary in order to complete this traffic study.

PASSED AND APPROVED this _____ day of December, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

To: Michael Schrock, City Manager
From: Akhilesh Pal, Public Works Director
CC: Amy Miller, City Clerk
Date: December 12, 2016



Re: *Comprehensive traffic study along the Highway 92, Highway 63, and Highway 23 corridors*

The purpose of this memo is to provide justification for forgoing the consultant selection process and entering into a contract with Snyder & Associates for the consultant services to provide a comprehensive traffic study along the Highway 92, Highway 63, and Highway 23 corridors.

The City of Oskaloosa has become eligible for the Iowa DOT Traffic Engineering Assistance Program (TEAP), which provides up to 100 hours (approximately \$15,000) of consulting services for performing a traffic study. In addition to the TEAP funds, \$50,000 was budgeted in FY17 for this city-wide traffic study.

For this TEAP project, the Iowa DOT has preselected Snyder & Associates Inc. as their on-call consultant. The City has the option to select a separate consultant for the city funded portion of the consultant services. However, this is a comprehensive traffic study for the entire city and we believe two separate consultants working on this same project will not be efficient or productive. Our research indicates that Snyder & Associates Inc. and their team are well experienced with similar traffic studies. Therefore, in order to streamline the coordination of all aspects of this traffic study, I recommend forgoing the consultant selection process and entering into a contract with Snyder & Associates for the city funded portion of the consultant services.





STANDARD PROFESSIONAL SERVICES AGREEMENT (Short Form)

NOW ON THIS 19th day of December, 2016, **Snyder & Associates, Inc.**,
2727 SW Snyder Boulevard., Ankeny, IA 50023 (hereinafter, Professional), and
City of Oskaloosa

(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: Traffic and Safety Engineering Services – Traffic Signal Study
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

- 9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
- 10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
- 11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the available limits of the Professional's insurance. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
- 12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
- 13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
- 14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
- 15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
- 16. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services

Exhibit C Insurance

City of Oskaloosa (Client)

By: _____
(Authorized agent)

(Printed or typed signature)

Exhibit B Engineering Fees & Schedule

Exhibit

SNYDER & ASSOCIATES, INC. (Professional)

By: _____
(Authorized agent)

(Printed or typed signature)

Route executed copy to: Tony Boes

**EXHIBIT A
SCOPE OF SERVICES
TRAFFIC AND SAFETY ENGINEERING SERVICES
TRAFFIC SIGNAL STUDY
OSKALOOSA, IOWA**

| | | | |
|---|-----------------------|-------------------------------|-------------------------------------|
| Local Jurisdiction | City of Oskaloosa | Local Contact | Akhilesh Pal, Public Works Director |
| Iowa DOT District | District 5, Fairfield | Local Systems Engineer | Chirsty VanBuskirk |
| In-field Meeting | October 12, 2016 | Project Engineer | Tony Boes |
| Other In-Field Meeting Attendees: Steven Schroder, Iowa DOT | | | |

Project Overview

At the request of the City of Oskaloosa, Snyder & Associates, Inc. will conduct a traffic study of existing and potential signalized intersections within the City. The study will include data collection, crash analysis, traffic signal warrant analysis, traffic operations analysis, roundabout analysis, and analyses of the A Avenue (IA 92) and South Market Street (US 63) corridors for possible conversion to three-lane streets. Specific tasks to be performed for this study include the following:

1. Data Collection

- a. Conduct traffic counts (AM/ noon/ PM peak hour or 12-hour), and inventory existing traffic signals at the 15 study intersections, as shown in the following table.

| Study Intersection | Existing Control | Traffic Count | Signal Inventory |
|----------------------------------|-------------------------|----------------------|-------------------------|
| A Ave & Gateway Dr | Signal | Peak hour | Yes |
| A Ave & Hwy 432 | STOP | 12-hour | NA |
| A Ave & L St | Signal | 12-hour | Yes |
| A Ave & D St | Signal | Peak hour | Yes |
| A Ave & Market St | Signal | Peak hour | Yes |
| A Ave & 1 st St | Signal | 12-hour | Yes |
| A Ave & 3 rd St | Signal | 12-hour | Yes |
| A Ave & 11 th St | Signal | 12-hour | Yes |
| A Ave & Hwy 23 | Signal | 12-hour | Yes |
| Market St & 15 th Ave | STOP | 12-hour | NA |
| Market St & 2 nd Ave | Signal | 12-hour | Yes |
| Market St & 1 st Ave | Signal | 12-hour | Yes |
| Market St & High Ave | Signal | 12-hour | Yes |
| Market St & C Ave | STOP | 12-hour | NA |
| Hwy 23 & 3 rd Ave | Signal | 12-hour | Yes |

- b. Obtain existing available traffic signal plans and existing signal timing data from the City of Oskaloosa.
- c. Conduct field review of the study corridors and intersections to determine or confirm existing speed limits, lane configurations and signal operations.

2. **Crash Analysis** – Review most recent five years of Iowa DOT crash data to determine intersection and corridor crash rates. Identify crash trends and predominant major causes and types of crashes.
3. **Traffic Signal Warrant Analysis** – Utilize traffic count data to determine if applicable Manual on Uniform Traffic Control Devices traffic signal warrant criteria are currently met at the following study intersections:
 - A Ave & Hwy 432
 - A Ave & L St
 - A Ave & 1st St
 - A Ave & 3rd St
 - A Ave & 11th St
 - A Ave & Hwy 23
 - Market St & 15th Ave
 - Market St & 2nd Ave
 - Market St & 1st Ave
 - Market St & High Ave
 - Market St & C Ave
 - Hwy 23 & 3rd Ave
4. **Traffic Operations Analysis** – Perform AM and PM peak hour traffic operations analyses of existing conditions at the study intersections to determine average delays, levels of service and vehicle queuing. Identify potential operational improvements, and perform additional analyses with improvements.
5. **Traffic Signal Timing** – Evaluate vehicle and pedestrian signal clearance intervals, and use recommended clearance interval timings for traffic operations analyses. From traffic operations analyses, develop not more than three coordinated timing plans (cycle, splits, offset) for each existing or proposed signalized intersection. Review existing nighttime flashing signal operation, and identify any recommended changes.
6. **Roundabout Analysis** – Evaluate the possibility of constructing a roundabout at the A Avenue and Highway 432 intersection. Identify roundabout functional geometry needs and evaluate peak hour traffic operations. Perform simulation analysis of the roundabout and adjacent signalized intersections to evaluate corridor operations.
7. **Three-lane Conversion Analysis** – Evaluate traffic operations associated with the possible conversion of the following corridors to three-lane streets with dedicated left turn lanes and/or continuous two-way left turn lanes.
 - A Avenue, Highway 432 to east corporate limits.
 - South Market Street, 15th Avenue to 2nd Avenue.
8. **Recommended Improvements** – Based on analyses performed, identify recommended intersection and corridor improvements. Prepare preliminary order of magnitude construction cost opinions for recommended improvements and identify potential funding sources.
9. **Study Report** – Prepare a draft report with appropriate tables and graphics, summarizing analyses performed, recommendations, preliminary construction cost opinions and potential funding sources. Submit the draft report to Iowa DOT and the City of Oskaloosa for review. Attend a meeting with the Iowa DOT and the City to discuss the draft report. Revise draft report and submit final report based on comments received.

Figure A-1 Study Intersections

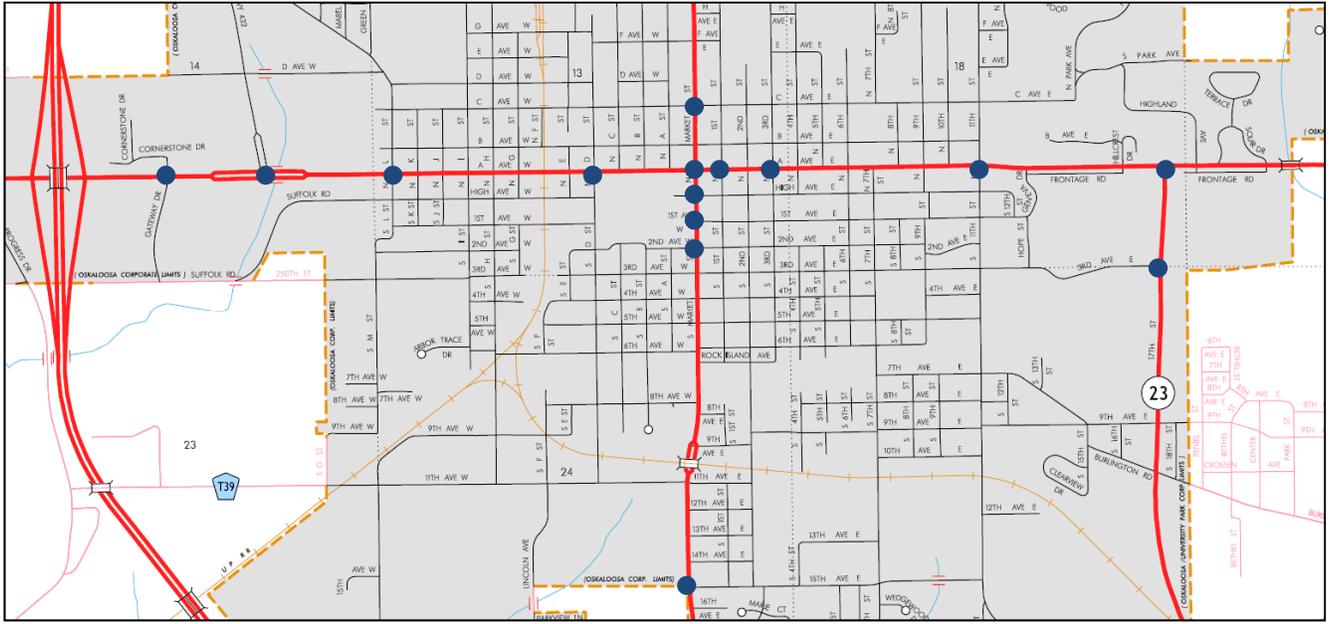


EXHIBIT B
ENGINEERING SERVICES FEES & SCHEDULE
TRAFFIC AND SAFETY ENGINEERING SERVICES
TRAFFIC SIGNAL STUDY
OSKALOOSA, IOWA

ENGINEERING SERVICES FEES

The scope of services shown in Exhibit A will be completed as a joint study through separate Professional services agreements with the Iowa DOT and the City of Oskaloosa. Services provided to the City of Oskaloosa will be on a lump sum basis, including expenses. Total fees and expenses will not exceed the following unless additional services are requested by a written change order, amendment or supplement signed by both parties. Optional reductions to the project scope of services shown will reduce the total fee by the amount shown. Requested optional scope reductions will be provided in writing by the Client at the time the signed agreement is provided to the Professional.

| TASK | ESTIMATED FEE |
|--|----------------------|
| 0. Project Management & Administration | \$3,855.21 |
| 1. Data Collection | \$7,078.45 |
| 2. Crash Analysis | \$1,843.96 |
| 3. Traffic Signal Warrant Analysis | \$3,507.20 |
| 4. Traffic Operations Analysis | \$16,849.80 |
| 5. Traffic Signal Timing | \$4,447.53 |
| 6. Roundabout Analysis | \$2,566.88 |
| 7. Three-lane Conversion Analysis | \$5,133.75 |
| 8. Recommended Improvements | \$4,193.43 |
| 9. Study Report | \$5,746.07 |
| Total | \$55,222.28 |
| Iowa DOT Share | -\$15,044.90 |
| City of Oskaloosa Share (all tasks) | \$40,177.38 |
| Option 1 Eliminate Task 6 | -\$2,566.88 |
| Option 1 City of Oskaloosa Share | \$37,610.50 |
| Option 2 Eliminate Task 7 | -\$5,133.75 |
| Option 2 City of Oskaloosa Share | \$35,043.63 |
| Option 3 Eliminate Tasks 6 and 7 | -\$7,700.63 |
| Option 3 City of Oskaloosa Share | \$32,476.75 |

SCHEDULE

Work will begin upon receipt of signed agreements from the Client and Iowa DOT, and will be completed according to a mutually agreeable schedule. The anticipated duration of the study is 6-9 months.

EXHIBIT C
SNYDER & ASSOCIATES, INC.
SHUCK-BRITSON, INC.
SNYDER & ASSOCIATES ENGINEERS & PLANNERS, INC.
INSURANCE

1. **INSURANCE.** The Professional will endeavor to obtain and maintain the following insurance policies with coverage and limits as indicated for the period of design and construction of the Project and for a period of three (3) years following substantial completion, if such coverage is reasonably available at commercially affordable premiums. Professional will provide certificates of insurance showing the following coverage:
 - 1.1. **Commercial General Liability Policy** with limits of \$1,000,000.00 each occurrence and \$2,000,000.00 general aggregate per project. This policy shall be written or endorsed to include the following provisions:
 - 1.1.1. Client and Owner shall be named as additional insured's with 30 day notice of cancellation.
 - 1.1.2. Products/Completed Operations
 - 1.1.3. Personal and Advertising Injury
 - 1.1.4. Damage to Rented Premises
 - 1.1.5. Waiver of Subrogation
 - 1.2. **Commercial Automobile Liability Policy** with limits of \$1,000,000.00 each accident, combined single limits. This policy shall be written or endorsed to include the following:
 - 1.2.1. Client and Owner shall be named as additional insured's with 30 day notice of cancellation.
 - 1.2.2. Any Auto; Hired Autos; and, Non-owned Autos.
 - 1.3. **Umbrella Liability Policy** with limits of \$5,000,000.00 each occurrence and \$5,000,000.00 aggregate with \$10,000.00 retention.
 - 1.4. **Professional Liability Policy** with limits of \$2,000,000.00 per claim and \$2,000,000.00 aggregate.
 - 1.4.1. Client and Owner to be given 30 day notice of cancellation.
 - 1.5. **Workers Compensation Policy** as required by statute, including Employers' Liability, with limits of:
 - 1.5.1. \$1,000,000.00 each accident
 - 1.5.2. \$1,000,000.00 Disease - each employee
 - 1.5.3. \$1,000,000.00 Disease – policy limit
2. The indicated coverage shall be subject to all of the terms, exclusions and conditions of the policies.
3. For the purposes of this Agreement, *reasonably available* shall mean that the Professional can secure at least three premium quotes for comparable coverage by admitted, A.M. Best Co. A-rated carriers. *Commercially affordable* shall mean the premium charged is no more than a multiple of one and one-half (1 ½) times the premium paid for comparable coverage in place when this Agreement was executed.



City Council Proposed Motion

Meeting date: December 5, 2016

Requested by: Aaron VerSteege, Tom Jimenez

Item Title: COUNCIL REVIEW OF POSSIBLE EXEMPTION STATUS FOR AUXILIARY STRUCTURES UNDER THE 2009 INTERNATIONAL BUILDING CODE

Consider that the City Council may revise the frost footing requirement to grant exempt status to auxiliary buildings on residential private property as governed by the 2009 International Residential Building Code namely Section R403.1.4.1 restricting all buildings to 600 sq. ft.

Explanation:

Currently under the 2009 International Residential Building Code Section R403.1.4.1 restricts all structures in excess of 600 sq. ft. to pour frost footings of at least 44" deep. This proposal would exempt auxiliary buildings on residential private property from frost footings used for storage and up keep of property maintenance under the following restrictions:

- 1) The auxiliary building is being used for storage and up keep and not being used as a dwelling living space. Example as a detached apartment or single family home.
- 2) Auxiliary building shall be limited to 1000 sq. ft. or approved by a certified structural engineer if bigger.
- 3) Roof height may not exceed 12 feet not including nonstructural decorative accessories or approved by a certified structural engineer indicating it is within load limits. Nonstructural examples may include but not limited to cupolas and/or weathervanes.

Recommended Action & Motion:

Exempt residential auxiliary buildings from the 2009 International Residential Building Code Section R403.1.4.1. frost footing requirement with the above restrictions.

Budget Consideration:

Minimal charges associated with changes to the Oskaloosa Municipal Code

Attachments: None



City Council Communication
Meeting Date: December 19, 2016
Requested By: Council Appointed Staff

Item Title: Report on Items from City Staff

- a) City Manager.
- b) City Clerk.
- c) City Attorney.

Explanation:

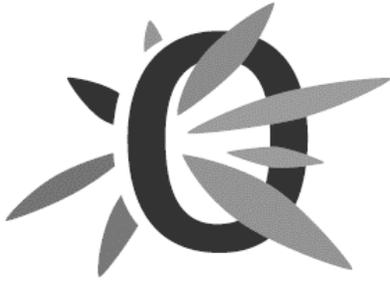
This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.



City Council Communication
Meeting Date: December 19, 2016
Requested By: Mayor & City Council

Item Title: City Council Information

Explanation:

This item is reserved to receive reports from the Mayor and City Council. This is an opportunity for the members of the City Council to provide updates on activities, events, or items of note to the public. This is also the opportunity for the City Council to request future agenda items, or request items to be sent to Committee for review and discussion.

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.