Notice of Meeting
Polk City
****
February 23, 2015 | 6:30 pm
City Hall - Council Chambers
****
Tentative Meeting Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience: Items not on the agenda will be discussed at this time.
5. Consent Items:
   a) Approval of the City Council meeting minutes for February 9, 2015.
   b) Receive and file the Planning and Zoning meeting minutes for February 16, 2015.
   c) Receive and file the Library Board meeting minutes for February 9, 2015.
   d) Approval of the Claims Statements for February 23, 2015.
   e) Approval of the Financial Statement for January 2015
   f) Approval to waive the fees for the use of the Community Room by the Kiwanis Club for Polk City waiving the fees for the annual Palm Sunday Pancake Breakfast on March 29, 2015.
6. New Business
   a) Approval of Resolution 2015-11 to appoint a City Council Member to fill a vacant unexpired term.
   b) Approval of Resolution 2015-12 to appoint Pete Knapp to the Trails and Greenways Advisory Committee.
   c) Approval of Resolution 2015-13 to enter into a contract with Snyder and Associates on the 50/50 cost share with Polk County for the Trail Alignment.
   d) Approval of Resolution 2015-14 Plat of Survey for 12737 NW Hugg Drive (Sally Jensen).
   e) Approval of the new credit card policy for the City of Polk City.
   f) Approval of the fiscal years 2015-2016 budget proposal; ordering a public hearing for the budget on March 9, 2015.
   g) Approval of the resignation letter for Charlotte Loter's retirement.
      - Approval to advertise to fill the open Deputy City Clerk position.
7. Mayor's Report
8. Council Report
   a) Dave Dvorak
   b) Jeff Walters
   c) Rob Mordini
   d) Ron Anderson
   h) Dan Lane
9. Council Discussion

10. City Administrator Report
11. City Report's
    a) Attorney's Report
    b) Engineer's Report
    c) Public Works Report
    d) Information Technology Report
    e) Library Report
    f) Police Department Report
    g) Fire Department Report
    h) Citizen Liaison Report
12. Closed Session
    Closed Session in accordance with Iowa Code Section 21.5 (1) *c* to discuss the strategy with the City Council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
13. Adjournment – Next meeting March 9, 2015

MEETING MINUTES
The City of Polk City
City Council
6:30 p.m., Monday, February 9, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on February 9, 2015. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office at 3:00 p.m., February 5, 2015. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

City Council Members Present:
Jason Morse | Mayor
Dave Dvorak | Pro Tem
Jeff Walters | City Council Member
Dan Lane | City Council Member
Rob Mordini | City Council Member
Ron Anderson | City Council Member

Council Members Absent:

Staff Members Present:
Gary Mahannah | City Administrator
Deb Nabity | Assistant City Administrator/ Finance Officer
Jennifer Ratcliff | City Clerk
Jake Schreier | Technology Director
Dustin Bjornson | Police Department
Amy Beattie | City Attorney
Kathleen Connor | City Engineering Representative
Ken Thornton | Citizen Liaison

1. ***Call to Order*** | *The Honorable Jason Morse called the meeting to order at 6:30 pm.*

2. ***Roll Call*** | Mayor Morse, Mordini, Walters, Dvorak, Lane, Anderson | All in attendance.

3. **Approval of Agenda**

   MOTION: A motion was made by Anderson and seconded by Dvorak to approve the agenda.

   MOTION CARRIED UNANIMOUSLY

4. ***Audience Items*** | ***No discussion on item 4.***

5. ***Consent Agenda Items***

   MOTION: A motion was made by Lane and seconded by Anderson to approve the February 9, 2015, consent agenda items.

a) Approval of the City Council meeting minutes for January 26, 2015.
b) Receive and file the Parks meeting minutes for February 2, 2015.
c) Approval of the Claims Statements for February 9, 2015.
d) Approval of the American Legion Post No. 232, Polk City, Class C liquor permit with Sunday sales and outdoor service; pending approval from the Alcoholic Beverage Division.

MOTION CARRIED UNANIMOUSLY

6. ***New Business***

   a) ***MOTION***: A motion was made by Mordini and seconded by Dvorak to approve resolution 2015-09 to appoint a member and alternate member to The Polk County Emergency Management Committee. Appointing Mayor Morse as the primary and Dan Gubbins as the alternate representative for the Polk County Emergency Management Committee.

   MOTION CARRIED UNANIMOUSLY

   b) ***MOTION:*** A motion was made by Mordini and seconded by Lane to approve the Light Pole Donation Agreement from MidAmerican for the proposed new recreational fields/sports complex.

   MOTION CARRIED UNANIMOUSLY

   c) ***MOTION:*** A motion was made by Lane and seconded by Dvorak to approve the Consideration of City Council Jeff Walters Resignation Letter from Council.

   WALTERS – ABSTAINED
   MOTION CARRIED

   C1) ***MOTION:*** A motion was made by Anderson and seconded by Lane to approve Resolution 2015-10 Notice of Intent to Fill City Council Vacancy by Appointment.

   WALTERS – ABSTAINED
   MOTION CARRIED

7. ***Old Business***

a) ***MOTION:*** A motion was made by Walters and seconded by Mordini to approve the third reading of 2015-100 Ordinance amending Chapter 65, Stop or Yield required and Chapter 69 Parking Regulations; stops required and not parking areas in the Bridgeview Subdivision

MOTION CARRIED UNANIMOUSLY

8. ***Mayor's Report***

Discussion by Council Members on item 8.

9. ***Council Report***

Discussion by Council Members on item 9.

10. ***Council Discussion***

No discussion by Council on item 10.

11. ***Administrator Report***

Discussion by City Administrator on item 11.

12. ***City Reports***

Discussion on item 12.

13. ***Next Meeting Date*** – March 9, 2015.

14. ***Adjournment*** – 6:43 p.m.

Jennifer Ratcliff – City Clerk

Jason Morse, Mayor

Planning and Zoning Commission
Regular Meeting
February 16, 2015

The Planning and Zoning Commission for the City of Polk City met in regular session on February 16, 2015. Present were, James Hill, Dennis Dietz, Deanna Triplett, Ron Hankins, and Rob Sarchet; with Krista Bowersox and Doug Sires being absent. Also present were, Engineering Representative Kathleen Connor Assistant Administrator Deb Nabity and Council Liaison Ron Anderson. Chairman Hill called the meeting to order at 6:00pm.

Ben Nissen of 1203 W Broadway was present to address the commission concerning a proposed second driveway at his residence. The current main drive way is located in front of the garage, perpendicular to the street. The site plan shows a secondary driveway that would connect to an abandoned driveway approach located southeast of the property. He explained to the commission his reasons for requesting a second driveway including safety issues related to backing onto Broadway and for parking and maneuvering vehicles and a trailer.

Mr Nissen asked the commission what the next step in getting approval for the second driveway would be as the review by the city engineers recommends that only one driveway shall be permitted for this address and that said driveway shall be located within the frontage of designated for this address. The recommendation of the City Engineer is in conformance with SUDAS, the Broadway Access Management Plan, is consistent with other recent development and re-development projects along the Broadway Avenue corridor.

The commission asked that staff determine whether this issue should be addressed by the Planning and Zoning Commission or the Board of Adjustment. Once that has been decided, this item should be placed on the appropriate agenda.

Upon a motion by Triplett, second by Hankins, with Sarchet abstaining, the commission voted vocally and unanimously to approve the minutes of January 19, 2015.

Dennis Parmenter was present on behalf of Sally Jensen to request approval of Plat of Survey for the property located at 12737 Hugg Dr., which is located within the 2-mile area of the city limits. This plat of survey is so that farmhouse and outbuildings can be sold while ownership of the farm ground is retained.

Upon a motion by Hankins, second by Sarchet the commission voted unanimously by roll call to recommend to council the approval of the Jensen Plat of Survey upon completion of all staff recommendations.

The commission, in their role as the Steering Committee for the Comprehensive Plan, were updated on the plan's progress. Jared Foss with Snyder & Associates spoke to the commission on the Population Projections. He discussed the various methods that were used to calculate the projected future population of Polk City over the next 20-year period.

Engineering Representative Connor discussed the existing Land Use Map and explained how various parcels were classified and the rationale classifications.

Connor also went over the Topographic Map and Environment Constraints Map discussing the wetlands inventory and the locations of steep slopes within the City.

Connor discussed the Key Person Interviews conducted to date. She presented the final list of stakeholders, indicating that all have agreed to serve on the committee. Tentatively, Stakeholder meetings are scheduled for April, September and November, with all meetings to be held at 4:30pm on third Monday of the month, just prior to the Planning and Zoning meeting.

Connor discussed; the website and what information will be available. She also went over the online surveys, including a resident's survey and a business owner's survey. She encouraged all commission members to take the survey and to encourage friends and neighbors to take the survey as well.

No Staff Report.

No Commission Report.

Upon a motion by Triplett, second by Hankins the commission voted vocally and unanimously to adjourn at 7:28pm.

Charlotte A Loter, CMC
Deputy City Clerk

Polk City Community Library Board Minutes
December 9, 2014

Mike Miller called the meeting to order at 6:30 p.m. at the Polk City Community Library.

Board Members present: Kathy DeBruyn, Maureen McGuire, Mike Miller and Bob Wright

Board Members absent: Corey Hoodjer

Library Director absent: Kim Kellogg

City Council Liaison present: Dan Lane

Approval of agenda: Bob made a motion to approve the agenda. Maureen seconded the motion. Motion approved.

Approval of minutes dated September 9, 2014: Maureen made a motion to approve and Bob seconded. Motion approved. There was no October or November meetings due to lack of quorum.

Director's Report: N/A due to absence.

Liaison Report: Dan presented some highlights of city council business, including preparations for updating the city comprehensive plan, which would include the library.

New Business:

1. The Board reviewed the December work schedule.
2. The Board reviewed November year-to-date expenditures.
3. The Board discussed the Lost and/or Damaged Materials policy. There were items that needed clarification from the director so any actions will be tabled until the next board meeting.

Old Business: N/A

Bob made a motion to adjourn the meeting at 7:05 p.m. and Kathy seconded the motion. Motion approved. The next meeting will be Tuesday January 13, 2015 at 6:30 pm.

CLAIMS REPORT

The City of Polk City

For | 2/23/2015

	VENDOR	REFERENCE	AMOUNT
FD	440-PRAXAIR DISTR. INC.	OXYGEN	$164.94
LB	ABDO PUBLISHING COMPANY	CHILDRENS BOOKS	$220.35
PW	ANKENY ACE HARDWARE	MINOR EQUIPMENT	$39.97
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	$50.40
PW	BALDWIN SUPPLY COMPANY	EQUIPMENT AND REPAIRS	$259.06
PW	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	$228.53
PW	CENTRAL PUMP & MOTOR	PUMP AND MOTOR REPAIR	$2,595.00
ALL	CENTURY LINK	PHONE SERVICE	$2,006.01
FD	CITY OF ANKENY	COQ'S TO POLK CITY	$150.00
CH	CITY OF DES MOINES	WRA	$20,772.91
CH|FD	CRYSTAL CLEAR WATER COMPANY	PURCHASED WATER	$38.50
ALL	DELTA DENTAL	GROUP INSURANCE	$907.74
LB	DEMCO INC.	LIBRARY SUPPLIES	$387.37
PD	DEWEY FORD	VEHICLE REPAIRS & MAINTENANCE	$721.04
PW	ELECTRONIC ENGINEERING CO.	OPERATIONAL EQUIPMENT REPAIR	$1,785.00
FD	EMERGENCY SERVICES MARK. CORPORATION	IAMRESPONDING ANNUAL SUB.	$816.88
ALL	FIRST BANK CARD	CITY CREDIT CARD	$2,561.28
FD	FRASER TRANSPORTATION SERVICES	RESCUE BILLING	$1,215.16
LB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	$93.16
PW	GRAINGER INC.	REPLACEMENT ITEMS	$57.33
CH	Geyer, Jessica	WATER DEPOSIT REFUND	$100.00
PW	GURNSEY ELECTRIC COMPANY	REPAIRS	$198.86
PW	HENDERSON TRUCK EQUIPMENT	GRNDS MAINT	$1,272.00
CH	HY-VEE	SUPPLIES	$30.99
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	$210.00
CH	IOWA CODIFICATION INC	PREPARATION OF JANUARY 15 SUPP	$1,805.00
PW	JERICO SERVICES INC	GRNDS MAINT	$495.00
PW	KECK ENERGY	GRNDS MAINT	$759.01
CH/PW/LB	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	$532.50
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	$499.76
PW	LYNN CARD COMPANY	SHIPPING	$24.95
CH	MARY & STEVE CROWE	WATER DEPOSIT REFUND	$100.00
CH/PW/PD	M & M SALES COMPANY	COPIER RENTAL	$357.70
PW	MENARDS	SUPPLIES	$678.00
LB	MICROMARKETING, LLC	BOOKS ON CD	$171.95
ALL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	$7,877.26
ALL	MIDLAND POWER CO-OP	STREET LIGHTING	$117.37
CH/PW/PD	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	$104.51
CH/LB	NETINS	HOSTING SERVICE	$42.98
PW	OVERHEAD DOOR COMPANY OF DES MOINES	REPAIR/MAINT	$190.00
CH/FD	P & M APPAREL	CITY COUNCIL SHIRTS	$462.00
ALL	RELIANCE STANDARD LIFE INSURAN	INSURANCE	$958.79
CH	SAFE BUILDING COMPANY & TECHINCAL	BUILDING INSPECTIONS	$2,012.32
PW	SANDRY FIRE SUPPLY L.L.C.	UNIFORMS	$47.51
LB	STEPHENS MEDIA IOWA LLC	PUBLICATIONS	$60.00
CH	DES MOINES REGISTER	STATUTORY ADVERTISING	$128.10
PW	TRUCK EQUIPMENT INC.	PLOW REPAIR	$250.30
FD/PD	WRIGHT EXPRESS FLEET SERVICES	FUEL	$679.58
PW	Z WIRELESS ANKENY	WALL CHARGERS	$139.96
TOTAL			**$55,377.03**

Polk City Monthly Finance Report January 2015

City of Polk City
Cash Balances Report
January 31, 2014

Bank Balances:	
Checking Account	$113,026.93
Super Money Market	$1,483,296.21
IPAIT Investment Account	$4.00
Luana Savings Bank M.M. Account	$2,995,269.52
Total Cash at Banks	**$4,591,596.66**

City of Polk City
Revenues Report
January 31, 2015

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended
General Total	4,050,986.00	250,810.14	2,517,308.57	62.14
Road Use Total	330,000.00	30,705.57	217,372.44	65.87
Tif Total	322,500.00	1,049.90	303,959.80	94.25
L.M.I Total	301,500.00	364.27	2,467.02	0.82
Debt Service Total	0.00	0.00	1,713,120.00	0.00
Capital Improvements Total	1,500,000.00	0.00	0.00	0.00
Water Total	627,150.00	41,655.86	369,611.17	58.94
Sewer Total	519,000.00	44,431.63	2,006,393.95	386.59
Total Of All Revenues	7,651,136.00	369,017.37	7,130,232.95	

City of Polk City
Expenditures Report
January 31, 2014

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended
Police Total	634,874.00	65,437.32	412,435.75	64.96%
Civil Defense Total	5,000.00	72.97	3,919.17	78.38%
Fire Total	441,950.00	30,851.97	241,333.32	54.61%
Building/Housing Total	418,883.00	25,339.19	225,342.07	53.80%
Dog Control Total	2,250.00	91	220.74	9.81%
Road Use Total	74,715.00	11,328.71	117,918.49	157.82%
Street Lighting Total	55,000.00	3,882.57	29,408.82	53.47%
Env.Health Services Total	5,000.00	0	0	0.00%
Library Total	230,625.00	21,252.11	132,802.34	57.58%
Parks Total	227,221.00	5,901.02	144,971.55	63.80%
Community Center Total	18,050.00	798.24	13,022.02	72.14%
Mayor Council Total	295,719.00	16,307.54	112,300.09	37.98%
Policy Administration	268,928.00	46,717.92	209,606.90	77.94%
City Attorney Total	45,750.00	195.00	9,478.71	20.72%
City Hall Total	126,550.00	5,061.07	50,545.87	39.94%
Other City Government Total	66,825.00	0.00	54,785.02	81.98%
Transfer Total	15,000.00	0	0	0.00%
General Revenues Total	10,000.00	0	2,269.32	22.69%
General Total	**2,942,340.00**	**233,236.63**	**1,760,360.18**	
Road Use Total	**409,496.00**	**22,684.04**	**211,467.68**	51.64%
Tif Total	**322,500.00**	**57174.74**	**57174.74**	17.73%
L.M.I Total	**55,000.00**	**0**	**43,078.03**	78.32%
Debt Service Total	**1,696,000.00**	**0**	**1,687,201.33**	99.48%
Capital Improvements Total	**1,738,293.00**		**627,930.32**	36.12%
Water Total	**575,745.00**	**38,551.57**	**324,217.62**	56.31%
Sewer Total	**2,404,826.00**	**13,916.40**	**2,062,311.60**	85.76%
Total Of All Expenses	**10,144,200.00**	**365,563.38**	**6,773,741.50**	

Kiwanis Club of Polk City
www.kiwanisclubpc.com
a volunteer community organization with an emphasis on serving the children of our community

February 11th, 2015

Dear City Hall,

We want to take this opportunity to thank you for your support of the Kiwanis Club of Polk City in the past. We again would like to reserve the community room for our annual Palm Sunday Pancake Breakfast, March 29th. . We would like to set up for the event Saturday 9-11am and then have the event from 8am-1pm in the community building on Sunday, March 29th. We would like to request a waiver of the rental fee for this time.

As you know, the Kiwanis Club of Polk City is a non profit organization which plans four main fundraising events each year including the Palm Sunday Pancake Breakfast, the Food Stand and Barbecue at July's Four Seasons' Festival, and the Fall Pasta Dinner in September. These events provide us with the majority of our funds that we turn around and donate to various other community organizations which focus their efforts on serving the children of our community. Most recently we provided funds for classroom books and chess sets. We also sponsor senior scholarships. The funds raised from the pancake break are used for the annual Easter Egg Hunt. We use our funds to follow through with different projects that we conduct during the year in support of our mission of serving the children of our community.

Once again, thank you for your consideration to waive the community room rental fee.

Sincerely yours,

Janet Hromatko
The Kiwanis Club of Polk City

RESOLUTION NO. 2015-11

APPOINTING A CITY COUNCIL MEMBER TO FILL A VACANT UNEXPIRED TERM

WHEREAS, the City Council received the written resignation of Jeff Walters, effective February 23, 2015. The City Council has authority, as described in section 372.13(2)(a) of the Code of Iowa, to fill a vacancy in the office of city council member.

WHEREAS, on February 9, 2015 the City Council approved a resolution of intent to fill said vacancy by appointment, and at the direction of the of the City Council, the Clerk caused a notice to be published on February 13, 2015 in the Des Moines Register, a newspaper of general circulation in the English language within the City of Polk City, Iowa.

WHEREAS, the City Council finds that Rob Sarchet is the person who is qualified, ready, willing, and able to serve in the office of city council member, and the City Council does hereby appoint Rob Sarchet to the office of Council Member for the City of Polk City, Iowa. Pursuant to section 372.13(2)(a) of the Code of Iowa, said appointment shall be for the period until the next pending election unless there is timely filed in the office of the City Clerk a petition calling for a special election and bearing the requisite number of signatures of eligible electors.

BE IT RESOLVED by the City Council of Polk City, Iowa that Rob Sarchet is hereby appointed as City Council Member for the City of Polk City, Iowa. The Mayor shall administer the oath of office. The Mayor and City staff are authorized and directed to do all other things necessary and convenient to carry out the purposes of this resolution.

PASSED, ADOPTED AND APPROVED this 23rd day of February 2015.

_____
Jason Morse, Mayor

ATTEST: _____
Jennifer Ratcliff, City Clerk

RESOLUTION NO. 2015-12

RESOLUTION TO APPOINT POLK CITY'S REPRESENTATIVE TO THE TRAILS AND GREENWAYS ADVISORY COMMITTEE

WHEREAS, the City of Polk City is interested in expanding the trail system; and,

WHEREAS, there is a consortium of local governments that have banded together to create the Trails and Greenways Advisory Committee; and,

WHEREAS, the purpose of this committee is to assist and advise governmental entities of multi-trails systems and green way coordinators; and,

WHEREAS, Polk City needs to make a formal request to having an appointee to the Trails and Greenways Advisory Committee; and,

WHEREAS, Pete Knapp has asked to volunteer for the position; and,

NOW THREFORE BE IT RESOLVED, the City Council for the City of Polk City hereby appoints Peter Knapp as Primary representative on the Trails and Greenway Advisory Committee.

PASSED this 23rd day of February, 2015.

_____
Jason Morse, Mayor

ATTEST: _____
Jennifer Ratcliff, City Clerk

PETER K. KNAPP

1720 W Wahkonsa Ave, Polk City, IA 50226 • 515-984-0755 • pkknapp@gmail.com

OBJECTIVE

To serve my community specifically in multi-use trail development and management.

SUMMARY OF QUALIFICATIONS

- Passion for being outdoors, especially on trails away from car traffic
- Experienced volunteer leader
- Corporate senior manager with extensive background in complicated cross-functional projects
- Skilled in communication and consensus building

VOLUNTEER EXPERIENCE

Augustana Alumni Council 2014 to Present

- Advised the college on issues of marketing and branding.
- Functioned as a sounding board for new initiatives.

Hy-Vee Triathlon Bike Course Committee Chair 2008 to 2010

- Coordinated and directed over 150 volunteers on race day.
- Developed key relationships with law enforcement, municipalities, and race officials to ensure a safe and fair environment for all competitors.
- Participated in year-round committee meetings to develop and plan all facets of the event.

Iowa Math and Science Coalition 2005 to 2009

- Worked within a public-private coalition to develop programs to encourage the study of math and science.

EDUCATION

B.A. Mathematics, Physics, Computer Science, and Business Administration
Augustana College, Sioux Falls, SD May 1996

WORK EXPERIENCE

Hy-Vee, Inc. 1997 to Present
Multiple Titles; Currently Director, Supply Chain Technology

- Oversaw technology for all warehousing and transportation.
- In the most recent fiscal year, Hy-Vee operated 235 stores in eight states and had sales in excess of $8 billion.
- Managed multiple geographically dispersed teams.
- Developed team members to not only excel at their current positions, but to be ready when called upon to take on larger roles within the company.
- Created a summer internship program to locate, train, and retain high-caliber employees.
- Led multiple projects which meaningfully reduced inventory and improved service levels to customers.
- Aligned teams spanning functional and corporate boundaries to deliver project successes consistently on-time and within budget.

HOBBIES

- **Swimming**
- **Biking**
- **Running**

REFERENCES

Available upon request

RULES
OF THE TRAILS AND GREENWAYS ADVISORY COMMITTEE OF THE DES MOINES PARK AND RECREATION BOARD AND THE POLK COUNTY CONSERVATION BOARD
AMENDED MAY 2013

ARTICLE I – NAME

The Name of this committee, authorized by the Polk County Conservation Board and the City of Des Moines Parks and Recreation Board, shall be *The Trails and Greenways Advisory Committee,* referred to in these by-laws as the Committee.

ARTICLE II – Purpose

The purpose of the Committee is to assist and advise the City of Des Moines Park and Recreation Board and the Polk County Conservation Board and staff from both entities, and other government agencies as appropriate concerning:

- The multi-use trail system - its promotion, development, enhancement, connectivity, maintenance and expansion throughout Polk County for recreation, fitness and commuter users; and the effective use of public corridors for bicycle and pedestrian needs; and
- The greenway corridors - their preservation, protection, and integration of greenways, riparian areas, water trails, and public lands to create a system of open space for healthy recreation opportunities, for quality of life and for wildlife viewing.

Article III – COMMITTEE MEMBERSHIP

Section 1 – Number and Appointment of Members

The Committee may include 12 Members, with potential to grow to 15 members if amended by the Committee. Representation on the Committee shall be sought from the different trail interest groups being represented by the Committee. Appointments to the Committee shall be confirmed by the respective park and recreation agency that the member will represent. Membership will be appointed as follows:

- 5 Appointed by the Polk County Conservation Board
- 5 Appointed by the City of Des Moines Parks and Recreation Board
- 1 Appointed by the City of West Des Moines Park and Recreation Board
- 1 Appointed by the City of Urbandale Park and Recreation Board
- 1 Appointed by the City of Johnston Park and Recreation Board
- 1 Appointed by the City of Ankeny Park and Recreation Board
- 1 Appointed by the City of Pleasant Hill Park and Recreation Board

Section 2 – Term of Office

Committee members shall be appointed for one two (2) year term. There shall be a limit of three (3) consecutive terms a Committee member may serve, if reappointed by their representative agency. If a vacancy occurs due to death, resignation or removal of a member before his or her term has expired, a new Committee member shall be appointed to fill the unexpired portion of the term.

Article IV – SUB-COMMITTEES

Section 1 – Sitting Sub-Committees

The following sub-committees will be formed as part of the Committee to focus on more specific trail related issues:

- On-street bicycle facilities
- Greenway preservation and development
- Land Trails (Dirt Trails, Off-Street Asphalt and Concrete Recreational and Commuter Trails)
- Water Trails

Section 2 – Meetings

The Sub-committees shall meet at a minimum on a quarterly basis, but can meet more frequently, if desired by such sub-committee. Meeting minutes must be submitted to the Committee for review.

Section 3 – Members

The sub-committees shall include a minimum of 5 members that are approved by the sub-committee. At least 2 members of the sub-committee shall be full members of the Committee, and these members will serve as co-chairpersons of the sub-committee and will be responsible for reporting to the Committee.

Section 4 – New Sub-Committees

The Committee shall form additional sub-committees with a majority vote of the Committee.

Article V – MEETINGS

Section 1 – Regular Meetings

The committee will meet every second Monday of the month. Time and location will be determined be the committee. At least one (1) city or county staff member must be in attendance for the meeting to be held. Agendas items for each meeting must be submitted to the Committee Chair and City/County staff a minimum of one week in advance of the Committee meeting.

Minutes must be taken and submitted to the Committee for approval at each following meeting. The City and County will provide staff to take minutes at each Committee meeting.

Section 2 – Special Meetings

Special meetings of the Committee may be held at the request of the Chairperson, or at the request of a majority of the Committee. Notice of any special meetings, stating the place, date, and hour of the meeting, shall be faxed, telephoned, or e-mailed to Committee members not less than twenty-four (24) hours prior to the special meeting.

Section 3 – Annual Meeting

The annual meeting of the Committee, for the purpose of the election of officers for the ensuing years, shall be held at a time and place determined by the Committee. Notice of the annual meeting shall be given in the same manner and method as for regular meetings.

Section 4 – Joint Meeting

An annual meeting of the Committee with the Des Moines Parks and Recreation Board and the Polk County Conservation Board may be held. Additional joint meetings may be held when they are mutually desired.

Section 5 – Quorum

One-half (1/2) of the members of the Committee, plus one, shall constitute a quorum for the transaction of business at the annual, and regular, or special meeting of the Committee, unless these by-laws require some different number.

Section 6 – Action without a Meeting

Any action that may be taken at a meeting of the Committee may be taken without a meeting if a consent in writing or via email, setting forth the action taken and is signed by a majority of the Committee.

Section 7 – Voting

All members of the Committee shall be voting members with the exception of the Committee Chairperson. They will only be called to vote to break a tie vote.

Article VI – OFFICERS

Section 1 – Officers

The offices of the Committee shall be the Chairperson and the Vice-Chairperson, each of who shall be a member of the Committee. Other officers and assistants as deemed necessary may be elected or appointed by the Committee.

The Chairperson shall be responsible for setting the agenda, scheduling meetings, coordinating as necessary with Park and Recreation Board and Conservation Board staff

and presiding at meetings of the Committee. The Vice-Chairperson shall be responsible for assisting that Chairperson and assuming the Chairperson's responsibilities in their absence.

Section 2 – Election and Term of Office

The officers of the Committee shall be elected bi-annually by a majority vote of the Committee members attending the annual meeting. They shall assume office upon their election. Each officer shall continue to hold his or her office until a successor has been duly elected, unless he or she has earlier resigned, been removed or has become disqualified for holding office. A quorum of the Committee is needed to vote on officers.

Section 3 – Removal

Any officer or assistant appointed by the Committee or an officer of the Committee may be removed by the affirmative vote of one-half (1/2) of the Committee plus one, in the best interest of the Committee.

Section 4 – Vacancies

If a vacancy occurs in an office because of death, resignation, removal, disqualification, or otherwise, within a reasonable time, the Committee shall hold a special election at a regular or special meeting of the Committee to fill the office.

Article VII – RULES

These rules may be altered, amended or replaced and new rules may be adopted by a majority vote of the Committee at any regular or special meeting of the Committee.

These rules and any alterations, amendments, or replacements are subject to the approval by the Des Moines Park and Recreation Board and the Polk County Conservation Board.

Trails and Greenways Advisory Committee
January 2015

TAG Full Members (voting)
Two year terms, with a limit of 3 consecutive terms.

Name	Appointed by:	Original Appointment	Appointment Ends
Craig Stafford	Polk County	November 2013	November 2015
Chris McCarthy	Polk County	November 2013	November 2015
Ginger Soelberg	Polk County	November 2013	November 2015
Alan Foster	Polk County	January 2014	January 2016
Tamra Jurgemeyer	Polk County	January 2014	January 2016
Carol George	Des Moines	January 2013	January 2015
Tim Lane (Chair Feb. 2013)	Des Moines	January 2012	January 2016
Vicki Facto	Des Moines	February 2013	February 2015
Scott Sumpter	Des Moines	October 2013	October 2015
Linda Appelgate	Des Moines	June 2012	June 2016

Community Representatives Full Members (voting)

Name	Appointed by:	Original Appointment	Appointment Ends
Rick Swalwell	West Des Moines	January 2010	April 2016
Bailey Mader	Johnston	July 2013	July 2015
Mark Courter	Urbandale	March 2014	March 2016
VACANT	Ankeny	March 2011	March 2015
Penny Thompson	Pleasant Hill	October 2012	October 2016

Sub-Committees (non-voting)
Two full committee members and at least three other members.

Greenways

Name
Ginger Soelberg
Penny Thompson
Vicki Facto
Jane Clark

Bikeways

Name
Scott Sumpter
Tim Lane
Bailey Mader
Walter Githens
Mike Lustig

Land Trails

Name
Connie Johnson
Al Foster
Kati Nizzi
Rick Swawell
Molly Bolton-Menninga
Lori Leporte
David Goldman

Water Trails

Name
Linda Appelgate
Al Foster
John Wenck
Don McLaughlin
Ray Knight
Robin Fortney

RESOLUTION 2015-13

A RESOLTUION APPROVING ENTERING INTO A CONTRACT WITH SNYDER AND ASSOCIATES ON A 50/50 COST SHARE WITH POLK COUNTY FOR THE TRAIL ALIGNMENT.

WHEREAS, the City of Polk City is interested in expanding the trail system; and,

WHEREAS, the Council of the City of Polk City has gone on record to support the connection between the Neil Smith and the High Trestle Trail; and,

WHEREAS, a trail segment connecting the new recreational complex and the High Trestle Trail be defined.

WHEREAS, the City of Polk City has offered to share the 50/50 in that cost.

NOW, THEREFORE, BE IT RESOLVED, the City of Polk City enter into the Snyder & Associates contract for defining the trail segment between the new complex and the High Trestle Trail in the amount of $10,500.00

FURTHER, BE IT RESOLVED, the Mayor and City Clerk are authorizing to enter into contract on behalf of Polk City on the formal agreement of Polk County.

PASSED and approved this 23rd day of February 2015.

_____
Jason Morse, Mayor

ATTEST: _____
Jennifer Ratcliff, City Clerk

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.
IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

February 18, 2015

Mr. Gary Mahannah
City Hall
112 3rd Street
PO Box 426
Polk City, IA 50226

RE: NEAL SMITH TO HIGH TRESTLE TRAIL CONNECTION FEASIBILITY STUDY - POLK COUNTY SEGMENT
POLK CITY, IOWA

Dear Mr. Mahannah:

As requested, Snyder & Associates, Inc. has prepared the attached contract for professional services to complete a feasibility study for a trail connection between the Neal Smith Trail and the High Trestle Trail through Polk City. The proposed trail connection is the last missing piece of the American Discovery Trail in Polk County. The American Discovery Trail is a 6,800-mile coast-to-coast, non-motorized recreational trail. Part of the American Discovery Trail Society's mission is to develop an off-road trail that features the country's ecological, historic, and scenic features. The Iowa DOT lists the American Discovery Trail as a "Trail of Statewide Significance," which is also considered a funding priority.

In order to create a fundable, successful project, the entire route between the High Trestle Trail and the Neal Smith Trail should be presented as a single project, with phases identified for implementation purposes. The preferred route and design should be of the highest quality in terms of safety, aesthetics, environmental-sensitivity, user comfort and experience. This feasibility study will aid in identification and development of a trail route that will create a meaningful transportation and recreational connection and be highly competitive for limited funding.

There are two pieces of this overall trail connection between the Neal Smith and High Trestle Trails, the County Segment and the City Segment. At this time we will be evaluating only the County Segment, which begins at the planned recreation complex at the proposed eastern extension of Vista Lake Avenue in Polk City. The proposed trail route will follow the greenway to the northeast to connect to the High Trestle Trail, a distance of approximately one mile. We will evaluate the feasibility of this route as well as two possible alternatives.

The scope of this feasibility study will include the following work items:

1. **Preparation of a base map** – A base map will be developed with available aerial photography, property lines obtained from right of way research, and LiDAR contours.

2727 SW Snyder Boulevard | P.O. Box 1159 | Ankeny, IA 50023-0974
p: 515.964.2020 | f: 515.964.7938 | www.snyder-associates.com

2. **Field investigation** – The majority of the route is currently proposed on private property. Therefore, on-site investigation will be limited to what can be seen from street right-of-ways or other public properties. Photos will be taken of connections, crossings, and other areas that can be seen from public property.
3. **Concept Plan** – We will examine the feasibility of three trail routes. Preliminary alignments will be developed and shown on the prepared base map.
4. **Narrative** – A brief written report will be prepared to communicate overall concepts, project challenges and opportunities. This may include items such as right-of-way needs, environmental constraints, safety concerns, and potential design challenges.
5. **Cost Opinions** – A Pre-Design Engineer's Opinion of Probable Construction Costs will be developed for the Concept Plans.

Snyder & Associates proposes to complete the feasibility study for the County Segment for a lump sum fee of $10,500, and have enclosed an agreement for this amount. We can modify the form of contract to include Polk County's representative's signature as well, if necessary.

This scope of the study does not include an implementation and funding plan or preparation of any grant applications. It does not include a feasibility study for any portion of the City Segment, which is the proposed trail connection between the planned recreation complex to the Neal Smith Trail.

Please let us know if you need any additional information or desire any changes in scope.

Sincerely,

SNYDER & ASSOCIATES, INC.

Richard M. Voelker, P.E.
Transportation Group Leader

ENGINEERING SERVICES AGREEMENT

This agreement made between The City of Polk City, Iowa

the CLIENT and SNYDER & ASSOCIATES, INC., Consulting Engineers, The ENGINEER, for services concerning the following PROJECT:
Neal Smith to High Trestle Trail Connection Feasibility Study

See Attached Exhibit "A" which by this reference is made a part hereof.

SNYDER & ASSOCIATES, INC. agrees to perform the following professional services in connection with the PROJECT;

See Attached Exhibit "A"

The CLIENT hereby agrees to provide the ENGINEER all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract, including time of performance are as follows:

See Attached Exhibit "A"

The CLIENT agrees to compensate the ENGINEER for the engineering services rendered under this agreement on the following basis:

See Attached Exhibit "A"

Progress payments shall be made in proportion to services as rendered and as indicated within this agreement, and shall be due and owing within 10 days of the ENGINEER'S submittal of his monthly statement. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the CLIENT fails to make monthly payments due the ENGINEER, the ENGINEER may after giving seven (7) days written notice to the CLIENT suspend services under this agreement.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS PAGE.

This agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

FOR CLIENT	FOR SNYDER & ASSOCIATES, INC.
City of Polk City, Iowa CLIENT NAME	
DATE	DATE
	ROUTE EXECUTED COPY TO: Kathleen Connor

TERMS AND CONDITIONS

1. The ENGINEER intends to render its services under this agreement in accordance with the generally accepted professional practices for the intended use of the PROJECT.

2. Upon full payment of all monies due to ENGINEER under the terms of this agreement, the ENGINEER grants to CLIENT a nonexclusive license to reproduce the ENGINEER'S final certified copy of the Instruments of Service, if any, solely for purposes of designing, administering, using and maintaining the Project.

   2.1 ENGINEER agrees to allow transfer of its electronic media file(s) to the CLIENT, CLIENT understands and agrees that as a condition precedent, it will sign the ENGINEER'S "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file. A copy of the "Electronic Media Transfer Agreement" will be made available to CLIENT upon CLIENT'S request.

   2.2 All reports, plans, specifications, designs, field data, notes, drawings, computer files, construction documents and other documents and instruments prepared by the ENGINEER, if any, are acknowledged by CLIENT to be instruments of service and shall remain the property of the ENGINEER. Unless otherwise provided, ENGINEER shall retain all common law, statutory and other reserved rights, including copy rights.

   2.3 The CLIENT shall not reuse or make any modification to the Instruments of Service without the prior written consent of the ENGINEER.

   2.4 OWNERSHIP OF DOCUMENTS – All final documents and electronic media (hereinafter referred as "documents") pertaining to the PROJECT prepared under this agreement, including but not limited to survey, reports, design plans, specifications and special studies shall become the property of the CLIENT upon completion or termination of the services and full and final payment to the ENGINEER. The ENGINEER may make copies of these documents for their records. The ENGINEER will not be responsible for any claim, liability, or other costs arising out of any unauthorized reuse or modification to the documents from, or through, the CLIENT without written authorization of the ENGINEER.

3. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.

4. **CONSTRUCTION OBSERVATION.** If Construction Observation is included in the scope of services, the ENGINEER shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CLIENT and the ENGINEER, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the construction Contract Documents.

   4.1 Based on this general observation, the ENGINEER shall keep the CLIENT informed about the progress of the Work and shall endeavor to guard the CLIENT against deficiencies in the Work.

   4.2 Construction Observation will follow the "Critical Path" services as outlined in Exhibit "B" attached to this Agreement. If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request that such services be provided by the ENGINEER as Additional Services on a Work Order or as Additional Services by way of a Change Order.

   4.3 The ENGINEER shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.

   4.4 The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.

5. Any Opinion of the Construction Cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and material or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.

6. The CLIENT will require any Contractor or Subcontractor performing work in connection with drawings and specifications produced under this agreement to hold harmless, indemnify and defend the CLIENT and the ENGINEER their consultants, and each of their officers, agents and employees from any and all liability claims, losses, or damages arising out of or alleged to arise from the Contractor's (or Subcontractor's) negligence in the performance of the work described in the construction contract documents.

7. Normal and customary engineering and related services do not include services defined as Additional Services. Additional Services shall be performed as requested in writing by the CLIENT and shall be billed to the CLIENT on an hourly basis at hourly fees set forth in the Standard Fee Schedule attached hereto or as set forth in a written Scope of Services defined by the CLIENT and the ENGINEER.

8. The ENGINEER shall maintain insurance to protect the ENGINEER from claims under Workmen's Compensation Acts; claims due to personal injury or death of any employee or any other person; claims due to injury or destruction of property; and claims arising out of errors, omissions, or negligent acts for which the ENGINEER is legally liable. The minimum amounts and extent of such insurance is as follows:

Type of Coverage	Limits of Liability
1. Worker's Compensation	Statutory
Bodily Injury by Accident	$500,000 each Accident
Bodily Injury by Disease	$500,000 each Employee
Bodily Injury by Disease	$500,000 Policy Limit
2. Commercial General Liability Bodily Injury (including death) and Property Damage	$1,000,000 Combined Single Limit
3. Business Auto Liability Bodily Injury (including death) And Property Damage	$1,000,000 Combined Single Limit
4. Professional Liability	$1,000,000 per claim $1,000,000 annual aggregate

8.1 Polices providing the insurance specified in number 2 and 3 above may be endorsed to include CLIENT as an additional insured upon CLIENT'S request. CLIENT shall pay for any additional premium charged by the insurer for this endorsement.

8.2 All polices may include, upon CLIENTS request, a provision restricting the right of the insurer to cancel such coverage except upon written thirty (30) day's notice to CLIENT.

8.3 Certificates evidencing the coverage above shall be delivered, upon CLIENT'S request, to CLIENT prior to performing any Services under this Agreement.

9. Any direct expenses in connection with submittal of fees to any and all regulatory agencies required by the PROJECT shall be paid for directly by CLIENT. Any and all soils or other testing and analysis performed by an independent testing laboratory shall be billed directly to the CLIENT for payment.

10. All services performed on an hourly basis shall be performed in accordance with the current fiscal year Snyder & Associates, Inc. Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.

11. If the CLIENT fails to pay the undisputed portion of the ENGINEER'S invoices within 30 days of presentation, the ENGINEER shall cease work on the project and the CLIENT shall waive any claim against the ENGINEER, and shall defend and hold the ENGINEER harmless from any claims for loss resulting from cessation of service. In the event of remobilization, the CLIENT and ENGINEER shall renegotiate appropriate terms and conditions of the AGREEMENT, such as those associated with budget, schedule or scope of service. In the event any bill or portion thereof is disputed by the CLIENT, the CLIENT shall notify the ENGINEER within ten (10) days of receipt of the invoice in question, and the CLIENT and ENGINEER shall work to resolve the matter within sixty (60) days of notification by the CLIENT of the dispute. If resolution is not attained within sixty (60) days, either party may terminate this AGREEMENT, in accordance with the Termination Section of this AGREEMENT.

12. The ENGINEER or CLIENT may, after giving seven (7) days written notice to the other party, terminate this agreement and the ENGINEER shall be paid for services provided to the termination notice date, including reimbursable expenses due, plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to the termination.

13. In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses. It is further agreed that any legal action between the Client and the Engineer 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.

14. Neither the CLIENT nor the ENGINEER shall delegate, assign, or otherwise transfer his duties under this agreement without the written consent of the other.

15. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

16. ENGINEER shall not be responsible or liable for compliance with any storm water discharge requirements at the site, if any, other than the preparation of the Notice of Intent for Storm Water Discharge Permit No. 2 applicable to the site and creation of the initial storm water pollution prevent plan (SWPPP) for the site.

EXHIBIT A
SCOPE OF SERVICES
NEAL SMITH TO HIGH TRESTLE TRAIL CONNECTION
POLK COUNTY SEGMENT
FEASIBILITY STUDY
POLK CITY, IOWA

GENERAL

The purpose of this study is to assess the feasibility of developing a trail connection between the City of Polk City and the High Trestle Trail. The envisioned route begins at the planned recreation complex at the proposed eastern extension of Vista Lake Avenue in Polk City. The proposed trail route follows the greenway to the northeast to connect to the High Trestle Trail, a distance of approximately one mile. We will evaluate the feasibility of this route as well as two possible alternatives.

SCOPE OF SERVICES

This study includes the following engineering services:

1. **Preparation of a base map** – A base map will be developed with available aerial photography, property lines obtained from right of way research, and LiDAR contours.
2. **Field investigation** – The majority of the route is currently proposed on private property. Therefore, on-site investigation will be limited to what can be seen from street right-of-ways or other public properties. Photos will be taken of connections, crossings, and other areas that can be seen from public property.
3. **Concept Plan** – We will examine the feasibility of three trail routes. Preliminary alignments will be developed and shown on the prepared base map.
4. **Narrative** – A brief written report will be prepared to communicate overall concepts, project challenges and opportunities. This may include items such as right-of-way needs, environmental constraints, safety concerns, and potential design challenges.
5. **Cost Opinions** – A Pre-Design Engineer's Opinion of Probable Construction Costs will be developed for the Concept Plans.

This scope of the study does not include an implementation and funding plan or preparation of any grant applications. It does not include a feasibility study for any trail segments located inside the corporate limits of the City of Polk City.

SCHEDULE

The Engineer will begin work upon authorization by the City. The study is anticipated to be completed within 3 months following authorization.

ENGINEERING FEES

The following services shall be paid on a lump sum basis. Monthly progress payments will be based on the percent of work completed.

Lump Sum	$10,500.00

Note: The City may request Additional Services from the Engineer that are not included in the Scope of Services as outlined. The Engineer will complete the additional services on an agreed lump sum basis or on hourly rates and expenses as included in the Engineer's current Standard Fee Schedule.

RESOLUTION 2015-14

A RESOLUTION APPROVING A PLAT OF SURVEY IN THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 81 NORTH, RANGE 25 WEST FOR SALLY JENSEN, PROPRIETOR

WHEREAS, Stumbo & Associates Land Surveying, on behalf of Sally Jensen, has submitted a Plat of Survey for approval for property located at 12737 NW Hugg Drive, Polk City, Iowa; and

WHEREAS, the subject property is located in unincorporated Polk County but within Polk City's Extra-Territorial Jurisdiction; and

WHEREAS, the property owner agrees that the 40' wide Right-of-Way shown in Parcel B shall be dedicated to Polk City, upon written request by the City and at no cost to the City following annexation; and

WHEREAS, the property owner agrees that no new driveways shall be permitted to Parcel B from N.W. Hugg Drive; and

WHEREAS, the property owner agrees that access to the residual parcel will be by an existing field drive located where the West line of the residual parcel intersection N.W. Hugg Drive only; and

WHEREAS, the City Attorney and City Engineer has reviewed this Plat of Survey and recommended its approval.

NOW, THEREFORE, the City Council of the City of Polk City, Iowa, hereby approves the Plat of Survey for Parcel "B" in the West half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West.

Passed and approved the 23RD day of February, 2015.

_____
Jason Morse, Mayor

ATTEST: _____
Jennifer Ratcliff, City Clerk

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES
ANKENY, IA (515) 964-2020 | ATLANTIC, IA (712) 243-6505 | CEDAR RAPIDS, IA (319) 362-9394 | MARYVILLE, MO (660) 582-8888 | ST. JOSEPH, MO (816) 364-5222

PLAT OF SURVEY

Date: February 17, 2015
Project: Jensen Plat of Survey

Prepared by: Kathleen Connor
Project No.: 115.0150.01

GENERAL INFORMATION:

Applicant/Owner:	Sally Jensen
Requested Action:	Approval of Plat of Survey
Location:	12737 Hugg Drive within 2-mile area
Parcel Size:	5.29 acres, gross 4.65 acres, net
Remnant Size:	59.41 acres, gross
Current Zoning:	Polk County – AG Agricultural

PROJECT DESCRIPTION:

On behalf of the applicant, Stumbo & Associates has prepared the enclosed Plat of Survey so the farmhouse and outbuildings can be sold while ownership of the farm ground is retained. Parcel 'B' includes the existing residence, outbuildings, well and septic system.

Polk County's zoning for this property is Agricultural. Since the parcel is smaller than the 10 acre minimum size in Polk City's A-1 zoning district, the city's equivalent zoning becomes R-1 Single Family residential. Parcel "B" exceeds the city's R-1 requirements for lot size and width; including additional requirements for properties where no water or sanitary sewer service are available. This Plat also meets the city's R-1 requirements for setbacks. (The R-1 district requires principal residences to meet setbacks of 35' front yard, 35' side yard, and 8'' rear yard. Accessory structures need only a 5' rear yard setback.)

It is not clear whether the farmhouse is connected to rural water, however the location of the existing well has been shown within this boundaries of the new parcel. The existing septic system serving this residence is also located within Parcel "B".

There is currently one driveway on Parcel 'B' providing access to Hugg Drive for this property. There is also an existing field drive near the west property line of the remnant parcel that provides access to the fields. No new driveways will be permitted from Hugg Drive from Parcel 'B'.

Since Parcel 'B' is not currently located within the corporate limits of Polk City, a Petition and Waiver for sidewalks is not required at this time. A sidewalk easement along Hugg Drive is not required since the sidewalk can be located within the future 7' wide right-of-way strip.

Polk City Code requires any parcel of land being divided into two or more parcels to be a subdivision. However, since there are no public improvements associated with this land division, we recommend this requirement be waived, provided all review comments are addressed. However, the applicant should be aware that neither Parcel 'B' or the remnant parcel can be split again via a Plat of Survey; a Plat of Subdivision will be required.

The property owner should be aware that this parcel of land, including the remnant parcel, falls within the service area for Polk City's TCI Plat 6 lift station. As a result, this area has development potential should the property be annexed. If the property owner is interested in further subdividing, they may wish to contact Gary Mahannah, City Administrator, to discuss this issue.

Hugg Drive is required to have a 80' wide right-of-way, which equates to a 40' wide ROW on across this parcel. Since this parcel of land is not located within Polk City, this ROW does not need to be dedicated at this time. This future 7' wide ROW strip is shown on the plat, along with a note that will be signed by the property owner acknowledging that this ROW strip shall be dedicated to the City of Polk City, at no cost to the City, upon written request by the City following annexation.

REVIEW COMMENTS:

1. All review comments have been addressed and all fees have been paid in full.

RECOMMENDATION:

P&Z and staff recommend approval of the Plat of Survey for the Jensen property subject to the following:

1. Provision to the City Clerk of a certified copies of the Plat of Survey, including signatures of both the licensed land surveyor and the property owner, prior to the Plat being stamped as approved by the City of Polk City.
2. Provision to the City Clerk of a recorded copy of the Plat of Survey following recordation.

Credit Policy

Employees needing a city credit card must obtain prior, written approval from their department head. To be eligible for a city credit card, an employee must in the course of his/her duties, purchase significant volumes of goods and services for use by the city, or incur other regular frequent business expenses of a kind appropriately paid by credit card. The city credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses.

Misuses of the card will result in cancellation of the card and withdrawal of city credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the city to recover, from their salary, any amount incorrectly claimed.

Each card will be limited to a maximum of $2,000. Increases to the established maximum may be made on a case-by-case basis by the Finance Officer. City credit card expenditures must be reconciled and submitted with original receipts to the Finance Department within 10 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Finance Department, the employee's corporate credit card will be cancelled.

Lost or stolen cards must be reported immediately to the Finance Officer.

SUPPORTING POLICY DOCUMENT Application for a Corporate Credit Card Employee Name: _____ Position: _____ I am applying for a city credit card. I understand and agree that: • I bear ultimate responsibility for the card. • I will not use the city credit card to withdraw cash. • I will not use the city credit card for personal expenses and will use it only for official business on behalf of the city. • If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, credit card privileges will be revoked. I authorize the city to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date. • If the city credit card is lost or stolen, I will report it immediately to the Finance Officer. • If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

_____ _____

Employee Signature Date

Form 631.1 Department of Management

NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2015 - ENDING JUNE 30, 2016

City of Polk City, Iowa

The City Council will conduct a public hearing on the proposed Budget at 112 Third Street

on 3/9/2015 (Date) xx/xx/xx at 6:30 (hour)

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

The estimated Total tax levy rate per $1000 valuation on regular property . . . . . $ 7.90000

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

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

515-984-6233
phone number

Debra J. Nability
City Clerk/Finance Officer's NAME

		Budget FY 2016	Re-estimated FY 2015	Actual FY 2014
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,272,524	942,763	956,228
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,272,524	942,763	956,228
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	665,000	322,500	363,211
Other City Taxes	6	2,438,011	2,419,827	2,562,061
Licenses & Permits	7	152,575	152,675	139,514
Use of Money and Property	8	107,750	111,000	111,349
Intergovernmental	9	418,285	395,621	395,682
Charges for Fees & Service	10	1,371,138	1,483,800	2,079,459
Special Assessments	11	5,000	10,300	0
Miscellaneous	12	23,700	349,200	40,028
Other Financing Sources	13	0	1,713,120	0
Transfers In	14	1,001,000	3,375,000	1,750,000
Total Revenues and Other Sources	15	7,454,983	11,275,806	8,397,532
Expenditures & Other Financing Uses				
Public Safety	16	1,434,661	1,502,957	1,419,542
Public Works	17	641,733	539,211	436,576
Health and Social Services	18	0	5,000	2,692
Culture and Recreation	19	505,692	475,896	400,294
Community and Economic Development	20	435,000	377,500	84,548
General Government	21	909,875	803,772	600,573
Debt Service	22	137,395	21,000	0
Capital Projects	23	814,793	1,738,293	1,644,495
Total Government Activities Expenditures	24	4,879,149	5,463,629	4,588,720
Business Type / Enterprises	25	1,344,130	2,980,571	1,763,339
Total ALL Expenditures	26	6,223,279	8,444,200	6,352,059
Transfers Out	27	1,001,000	3,375,000	1,750,000
Total ALL Expenditures/Transfers Out	28	7,224,279	11,819,200	8,102,059
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	230,704	-543,394	295,473
Beginning Fund Balance July 1	30	3,631,184	4,174,578	3,879,105
Ending Fund Balance June 30	31	3,861,888	3,631,184	4,174,578

Nov-14 Form 631.1 Department of Management

77-723

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2015 - ENDING JUNE 30, 2016

The City of: Polk City **County Name:** POLK **Date Budget Adopted:** 3/9/2015 (Date) (Month)

At a meeting of the City Council, held after the public hearing as required by law, as specified above, the proposed budget was adopted as summarized and attached hereto, and tax levies, as itemized below, were approved for all taxable property of this City. There is attached a Long Term Debt Schedule Form 703 for the debt service needs, if any.

515-984-6233 (Telephone Number) (Signature)

County Auditor Date Stamp

January 1, 2014 Property Valuations

		With Gas & Electric		Without Gas & Electric	Last Official Census
Regular	2a	163,418,462	2b	160,885,360	3,418
DEBT SERVICE	3a		3b		
Ag Land	4a	509,474			

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose		(A) Request with Utility Replacement		(B) Property Taxes Levied		(C) Rate
384.1	8.10000	Regular General levy	5	1,291,005		1,270,994	43	7.90000
(384)		Non-Voted Other Permissible Levies						
12(5)	0.67500	Contract for use of Bridge	6			0	44	0
12(10)	0.95000	Opr & Maint publicly owned Transit	7			0	45	0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8			0	46	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9			0	47	0
12(13)	0.08750	Planning a Sanitary Disposal Project	10			0	48	0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11			0	49	0
12(15)	0.08750	Levee Impr. fund in special charter city	13			0	51	0
12(17)	Amt Nec	Liability, property & self insurance costs	14			0	52	0
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462			0	465	0
(384)		Voted Other Permissible Levies						
12(1)	0.13500	Instrumental/Vocal Music Groups	15			0	53	0
12(2)	0.81000	Memorial Building	16			0	54	0
12(3)	0.13500	Symphony Orchestra	17			0	55	0
12(4)	0.27000	Cultural & Scientific Facilities	18			0	56	0
12(5)	As Voted	County Bridge	19			0	57	0
12(8)	1.35000	Missi or Missouri River Bridge Const.	20			0	58	0
12(9)	0.08375	Aid to a Transit Company	21			0	59	0
12(16)	0.20500	Maintain Institution received by gift/devise	22			0	60	0
12(18)	1.00000	City Emergency Medical District	463			0	466	0
12(20)	0.27000	Support Public Library	23			0	61	0
28E.22	1.50000	Unified Law Enforcement	24			0	62	0
		Total General Fund Regular Levies (5 thru 24)	25	1,291,005		1,270,994		
384.1	3.00375	Ag Land	26	1,530		1,530	63	3.00375
		Total General Fund Tax Levies (25 + 26)	27	1,292,535		1,272,524		Do Not Add
		Special Revenue Levies						
384.8	0.27000	Emergency (if general fund at levy limit)	28			0	64	0
384.6	Amt Nec	Police & Fire Retirement	29			0		0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30			0		0
Rules	Amt Nec	Other Employee Benefits	31			0		0
		Total Employee Benefit Levies (29,30,31)	32	0		0	65	0
		Sub Total Special Revenue Levies (28+32)	33	0		0		
		Valuation						
305	As Req	*With Gas & Elec* / *Without Gas & Elec*						
	SSMID 1	(A) (P)	34			0	66	0
	SSMID 2	(A) (P)	35			0	67	0
	SSMID 3	(A) (P)	36			0	68	0
	SSMID 4	(A)	37			0	69	0
	SSMID 5	(A)	565			0	566	0
	SSMID 6	(A)	566			0	567	0
	SSMID 7	(A) (P)	1177			0		0
	Total SSMID		38	0		0		Do Not Add
		Total Special Revenue Levies	39	0		0		
384.4	Amt Nec	**Debt Service Levy** 76.10(6)	40	0	40	0	70	0
384.7	0.67500	**Capital Projects** (Capital Improv. Reserve)	41		41	0	71	0
		Total Property Taxes (27+39+40+41)	42	1,292,535	42	1,272,524	72	7.90000

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:
Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
3) Adopted property taxes do not exceed published or posted amounts.
4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
5) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.

(County Auditor)

CHECK CITY VALUATIONS
Taxable Valuations By Class By Levy Authority

Commercial & Industrial Replacement Claim Estimation

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

The City of Polk City

		(A) Commercial - Non-TIF	(B) Commerical - TIF	(C) Industrial - Non-TIF	(D) Industrial - TIF
1	Taxable	14,540,584	7,952,801	180,000	
2	Assessed	16,630,054	8,362,596	0	

		REPLACEMENT $	FILLS TO:
3	General Fund	$15,085	REVENUES, LINE 18, COL (C)
4	Special Fund	$0	REVENUES, LINE 18, COL (D)
5	Debt Fund	$0	REVENUES, LINE 18, COL (F)
6	Capital Reserve Fund	$0	REVENUES, LINE 18, COL (G)

* Please input the amount of revenue being received from State of Iowa sources in the form of grants or reimbursements below. Separate the revenues by fund receiving the money. The information below will flow to REVENUES line 18.

		(A) General	(B) Special Revenue	(C) TIF Sp. Revenue	(D) Debt Service	(E) Capital Projects	(F) Proprietary
Other State Grants & Reimbursements	18	$24,600	$0				$0

Amount of Backfill to Remove from Request	
General Fund	(14,233,372)
Special Fund	0
Debt Service	0
Cap Res Fund	0

Enter the totals from the lines of COLUMN A on the CERT tab before changing requests.

	GENERAL FUND	SPECIAL FUND	DEBT SERVICE	CAPITAL RESERVE
Line 27				
	$1,307,620			$0
Line 33		$0		$0
Line 40			$0	
Line 41				$0
	-$1,307,620	$0	$0	$0

Commercial & Industrial Replacement Claim Estimation

For SSMIDs

The City of Polk City

SSMID 1

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 2

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 3

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 4

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 5

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 6

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

SSMID 7

		(A) Commercial - Reg	(B) Industrial - Reg	Replacement $
1	Taxable			
2	Assessed			$0

		REPLACEMENT $
1	Special Fund	$0

Form FBW

Department of Management

Fund Balance Worksheet for City of **Polk City**

(1) *Annual Report FY 2014		General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
Beginning Fund Balance July 1 (pg 5, line 134) *	1	2,425,567	114,635	869,845	0	-22,087	0	3,387,960	491,145	3,879,105
Actual Revenues Except Beg Bal (pg 5, line 132) *	2	4,320,834	381,650	327,878	0	1,750,000	0	6,780,362	1,617,170	8,397,532
Actual Expenditures Except End Bal (pg 12, line 259) *	3	4,294,217	354,703	45,305		1,644,495	0	6,338,720	1,763,339	8,102,059
Ending Fund Balance June 30 (pg 12, line 281) *	4	2,452,184	141,582	1,152,418	0	83,418	0	3,829,602	344,976	4,174,578

(2) ** Re-Estimated FY 2015		General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	5	2,452,184	141,582	1,152,418	0	83,418	0	3,829,602	344,976	4,174,578
Re-Est Revenues	6	4,029,786	351,600	322,500	1,713,120	1,700,000	0	8,117,006	3,158,800	11,275,806
Re-Est Expenditures	7	4,627,340	399,496	377,500	1,696,000	1,738,293	0	8,838,629	2,980,571	11,819,200
Ending Fund Balance	8	1,854,630	93,686	1,097,418	17,120	45,125	0	3,107,979	523,205	3,631,184

(3) ** Budget FY 2016		General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	9	1,854,630	93,686	1,097,418	17,120	45,125	0	3,107,979	523,205	3,631,184
Revenues	10	4,449,845	341,300	666,500	121,000	880,000	0	6,458,645	996,338	7,454,983
Expenditures	11	4,032,572	460,389	435,000	137,395	814,793	0	5,880,149	1,344,130	7,224,279
Ending Fund Balance	12	2,271,903	-25,403	1,328,918	725	110,332	0	3,686,475	175,413	3,861,888

* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2014

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

Form EMC

CITY OF Polk City

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

Input the amount of General Fund Levy request to be used

		Request with Utility Replacement (A)	Property Taxes Levied (B)
1	Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	0	0
2	Support of a Local Emerg.Mgmt.Comm.	0	0
3	TOTAL FOR FISCAL YEAR 2014	0	0

Form 631 E P1

CITY OF Polk City

Department of Management

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending 2015

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUE (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	Fiscal Years RE-ESTIMATED 2015 (J)	Fiscal Years ACTUAL 2014 (K)
PUBLIC SAFETY										
Police Department/Crime Prevention	1	634,874							634,874	600,036
Jail	2								0	0
Emergency Management	3	5,000							5,000	8,483
Flood Control	4								0	0
Fire Department	5	441,950							441,950	445,278
Ambulance	6								0	0
Building Inspections	7	418,883							418,883	365,067
Miscellaneous Protective Services	8								0	0
Animal Control	9	2,250							2,250	678
Other Public Safety	10								0	0
TOTAL *(lines 1 - 10)*	11	1,502,957	0	0			0		1,502,957	1,419,542
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	74,715	399,496						474,211	382,530
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	55,000							55,000	54,046
Traffic Control and Safety	15								0	0
Snow Removal	16	10,000	0						10,000	0
Highway Engineering	17								0	0
Street Cleaning	18	0							0	0
Airport *(if not Enterprise)*	19								0	0
Garbage *(if not Enterprise)*	20								0	0
Other Public Works	21								0	0
TOTAL *(lines 12 - 21)*	22	139,715	399,496	0			0		539,211	436,576
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27	5,000							5,000	2,692
Community Mental Health	28								0	0
Other Health and Social Services	29								0	0
TOTAL *(lines 23 - 29)*	30	5,000	0	0			0		5,000	2,692
CULTURE & RECREATION										
Library Services	31	230,625							230,625	213,717
Museum, Band and Theater	32								0	0
Parks	33	227,221							227,221	175,467
Recreation	34								0	0
Cemetery	35								0	0
Community Center, Zoo, & Marina	36	18,050							18,050	11,110
Other Culture and Recreation	37								0	0
TOTAL *(lines 31 - 37)*	38	475,896	0	0			0		475,896	400,294

Form 631 E P2

CITY OF **Polk City**

Department of Management

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

RE-ESTIMATED Fiscal Year Ending 2015

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	Fiscal Years RE-ESTIMATED 2015 (J)	ACTUAL 2014 (K)
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39								0	0
Economic Development	40		0						0	0
Housing and Urban Renewal	41								0	0
Planning & Zoning	42								0	0
Other Com & Econ Development	43	0		377,500					377,500	84,548
	44									
TOTAL *(lines 39 - 44)*	45	0	0	377,500			0		377,500	84,548
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	295,719							295,719	167,510
Clerk, Treasurer, & Finance Adm.	47	268,928							268,928	271,252
Elections	48	0							0	40
Legal Services & City Attorney	49	45,750							45,750	30,406
City Hall & General Buildings	50	126,550							126,550	62,471
Tort Liability	51	0							0	0
Other General Government	52	66,825							66,825	68,894
TOTAL *(lines 46 - 52)*	53	803,772	0	0			0		803,772	600,573
DEBT SERVICE	54				21,000				21,000	0
Gov Capital Projects	55					1,738,293			1,738,293	0
TIF Capital Projects	56								0	1,644,495
TOTAL CAPITAL PROJECTS	57	0	0	0		1,738,293	0		1,738,293	1,644,495
TOTAL Governmental Activities Expenditures *(lines 11+22+30+38+44+52+53+54)*	58	2,927,340	399,496	377,500	21,000	1,738,293	0		5,463,629	4,588,720
BUSINESS TYPE ACTIVITIES **Proprietary: Enterprise & Budgeted ISF**										
Water Utility	59							575,745	575,745	556,204
Sewer Utility	60							2,404,826	2,404,826	1,207,135
Electric Utility	61								0	0
Gas Utility	62								0	0
Airport	63								0	0
Landfill/Garbage	64								0	0
Transit	65								0	0
Cable TV, Internet & Telephone	66								0	0
Housing Authority	67								0	0
Storm Water Utility	68								0	0
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0
Enterprise DEBT SERVICE	70								0	0
Enterprise CAPITAL PROJECTS	71								0	0
Enterprise TIF CAPITAL PROJECTS	72								0	0
TOTAL BUSINESS TYPE EXPENDITURES *(lines 56 - 68)*	73							2,980,571	2,980,571	1,763,339
TOTAL ALL EXPENDITURES *(lines 58+74)*	74	2,927,340	399,496	377,500	21,000	1,738,293	0	2,980,571	8,444,200	6,352,059
Regular Transfers Out	75	1,700,000			1,675,000			0	3,375,000	1,750,000
Internal TIF Loan Transfers Out	76			0					0	0
Total ALL Transfers Out	77	1,700,000	0	0	1,675,000	0	0	0	3,375,000	1,750,000
Total Expenditures and Other Fin Uses (lines 73+74)	78	4,627,340	399,496	377,500	1,696,000	1,738,293	0	2,980,571	11,819,200	8,102,059
Ending Fund Balance June 30	79	1,854,630	93,686	1,097,418	17,120	45,125	0	523,206	3,631,184	4,174,578

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

Form 631.D

CITY OF **Polk City**

Department of Management

RE-ESTIMATED REVENUES DETAIL

RE-ESTIMATED Fiscal Year Ending 2015 — **Fiscal Years**

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2015 (J)	ACTUAL 2014 (K)
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1	942,763				0			942,763	956,228
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes *(line 1 minus line 2)*	3	942,763	0		0	0			942,763	956,228
Delinquent Property Taxes	4								0	0
TIF Revenues	5			322,500					322,500	363,211
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	19,827							19,827	0
Utility franchise tax *(Iowa Code Chapter 364.3)*	7	0							0	
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	0							0	1,643
Other *Local Option Taxes*	12	2,400,000							2,400,000	2,560,418
Subtotal - Other City Taxes *(lines 6 thru 12)*	13	2,419,827	0		0	0			2,419,827	2,562,061
Licenses & Permits	14	152,675							152,675	139,514
Use of Money & Property	15	111,000		0				0	111,000	111,349
Intergovernmental:										
Federal Grants & Reimbursements	16	0							0	0
Road Use Taxes	17		341,300						341,300	341,300
Other State Grants & Reimbursements	18		0		0			0	0	
Local Grants & Reimbursements	19	54,321							54,321	54,382
Subtotal - Intergovernmental *(lines 16 thru 19)*	20	54,321	341,300	0	0	0		0	395,621	395,682
Charges for Fees & Service:										
Water Utility	21							575,745	575,745	571,994
Sewer Utility	22							560,905	560,905	1,045,176
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27								0	0
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32								0	0
Other Fees & Charges for Service	33							347,150	347,150	462,289
Subtotal - Charges for Service *(lines 21 thru 33)*	34	0	0		0	0	0	1,483,800	1,483,800	2,079,459
Special Assessments	35	0	10,300						10,300	
Miscellaneous	36	349,200							349,200	40,028
Other Financing Sources:										
Regular Operating Transfers In	37	0	0			1,700,000		1,675,000	3,375,000	1,750,000
Internal TIF Loan Transfers In	38			0					0	0
Subtotal ALL Operating Transfers In	39	0	0	0	0	1,700,000	0	1,675,000	3,375,000	1,750,000
Proceeds of Debt *(Excluding TIF Internal Borrowing)*	40				1,713,120				1,713,120	0
Proceeds of Capital Asset Sales	41	0	0						0	0
Subtotal-Other Financing Sources *(lines 36 thru 41)*	42	0	0	0	1,713,120	1,700,000	0	1,675,000	5,088,120	1,750,000
Total Revenues except for beginning fund balance *(lines 3, 4, 5, 12, 13, 14, 15, 33, 34, 35, & 39)*	43	4,029,786	351,600	322,500	1,713,120	1,700,000	0	3,158,800	11,275,606	8,397,532
Beginning Fund Balance July 1	44	2,452,184	141,582	1,152,418	0	83,418	0	344,976	4,174,578	3,879,105
TOTAL REVENUES & BEGIN BALANCE *(lines 43+44)*	45	6,481,970	493,182	1,474,918	1,713,120	1,783,418	0	3,503,776	15,450,384	12,276,637

Form 691 A P1

CITY OF Polk City

Department of Management

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2016

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2016 (J)	RE-ESTIMATED 2015 (K)	ACTUAL 2014 (L)
PUBLIC SAFETY											
Police Department/Crime Prevention	1	677,859							677,859	634,874	600,036
Jail	2								0	0	0
Emergency Management	3	18,700							18,700	5,000	8,483
Flood Control	4								0	0	0
Fire Department	5	461,025							461,025	441,950	445,278
Ambulance	6								0	0	0
Building Inspections	7	274,827							274,827	419,883	365,067
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	2,250							2,250	2,250	678
Other Public Safety	10								0	0	0
TOTAL *(lines 1 - 10)*	11	1,434,661	0				0		1,434,661	1,502,957	1,419,542
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	126,344	460,389						586,733	474,211	382,530
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	55,000							55,000	55,000	54,046
Traffic Control and Safety	15								0	0	0
Snow Removal	16	0	0						0	10,000	0
Highway Engineering	17								0	0	0
Street Cleaning	18	0							0	0	0
Airport *(if not Enterprise)*	19								0	0	0
Garbage *(if not Enterprise)*	20								0	0	0
Other Public Works	21								0	0	0
TOTAL *(lines 12 - 21)*	22	181,344	460,389				0		641,733	539,211	436,576
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27	0							0	5,000	2,692
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL *(lines 23 - 29)*	30	0	0				0		0	5,000	2,692
CULTURE & RECREATION											
Library Services	31	270,302							270,302	230,625	213,717
Museum, Band and Theater	32								0	0	0
Parks	33	216,390							216,390	227,221	175,467
Recreation	34								0	0	0
Cemetery	35								0	0	0
Community Center, Zoo, & Marina	36	19,000							19,000	18,050	11,110
Other Culture and Recreation	37								0	0	0
TOTAL *(lines 31 - 37)*	38	505,692	0				0		505,692	475,896	400,294

Form 631 A P2

CITY OF Polk City

Department of Management

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2016

GOVERNMENT ACTIVITIES CONT. (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	Fiscal Years BUDGET 2016 (J)	RE-ESTIMATED 2015 (K)	ACTUAL 2014 (L)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	0
Economic Development	40								0	0	0
Housing and Urban Renewal	41								0	0	0
Planning & Zoning	42								0	0	0
Other Com & Econ Development	43	0		435,000					435,000	377,500	84,548
	44										
TOTAL *(lines 39 - 44)*	45	0	0	435,000			0		435,000	377,500	84,548
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	273,535							273,535	295,719	167,510
Clerk, Treasurer, & Finance Adm.	47	421,375							421,375	268,928	271,252
Elections	48	3,000							3,000	0	40
Legal Services & City Attorney	49	41,000							41,000	45,750	30,406
City Hall & General Buildings	50	101,665							101,665	126,550	82,471
Tort Liability	51	0							0	0	0
Other General Government	52	69,300							69,300	66,825	68,894
TOTAL *(lines 46 - 52)*	53	909,875	0	0			0		909,875	803,772	600,573
DEBT SERVICE	54				137,395				137,395	21,000	0
Gov Capital Projects	55					814,793			814,793	1,738,293	0
TIF Capital Projects	56								0	0	1,644,495
TOTAL CAPITAL PROJECTS	57	0	0	0		814,793	0		814,793	1,738,293	1,644,495
TOTAL Government Activities Expenditures *(lines 11+22+30+38+45+53+54+57)*	58	3,031,572	460,389	435,000	137,395	814,793	0		4,879,149	5,463,629	4,588,720
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							618,236	618,236	575,745	556,204
Sewer Utility	60							725,892	725,892	2,404,826	1,207,135
Electric Utility	61								0	0	0
Gas Utility	62								0	0	0
Airport	63								0	0	0
Landfill/Garbage	64								0	0	0
Transit	65								0	0	0
Cable TV, Internet & Telephone	66								0	0	0
Housing Authority	67								0	0	0
Storm Water Utility	68								0	0	0
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0	0
Enterprise DEBT SERVICE	70								0	0	0
Enterprise CAPITAL PROJECTS	71								0	0	0
Enterprise TIF CAPITAL PROJECTS	72								0	0	0
TOTAL Business Type Expenditures *(lines 59 - 73)*	73							1,344,130	1,344,130	2,980,571	1,763,339
TOTAL ALL EXPENDITURES *(lines 58+74)*	74	3,031,572	460,389	435,000	137,395	814,793	0	1,344,130	6,223,279	8,444,200	6,352,059
Regular Transfers Out	75	1,001,000			0			0	1,001,000	3,375,000	1,750,000
Internal TIF Loan / Repayment Transfers Out	76			0					0	0	0
Total ALL Transfers Out	77	1,001,000	0	0	0	0	0	0	1,001,000	3,375,000	1,750,000
Total Expenditures & Fund Transfers Out (lines 75+76)	78	4,032,572	460,389	435,000	137,395	814,793	0	1,344,130	7,224,279	11,819,200	8,102,059
Ending Fund Balance June 30	79	2,271,903	-25,403	1,328,916	725	110,332	0	175,413	3,861,888	3,631,184	4,174,578

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

Form 631 B

CITY OF **Polk City**

Department of Management

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

REVENUES DETAIL

Fiscal Year Ending 2016

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2016 (J)	RE-ESTIMATED 2015 (K)	ACTUAL 2014 (L)
									Fiscal Years		
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	1,272,524	0		0	0			1,272,524	942,763	956,228
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes *(line 1 minus line 2)*	3	1,272,524	0		0	0			1,272,524	942,763	956,228
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			665,000					665,000	322,500	383,211
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	20,011	0		0	0			20,011	19,827	0
Utility franchise tax *(Iowa Code Chapter 364.2)*	7	3,000							3,000	0	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	15,000							15,000	0	1,843
Other *Local Option Taxes*	12	2,400,000							2,400,000	2,400,000	2,560,418
Subtotal - Other City Taxes *(lines 6 thru 12)*	13	2,438,011	0		0	0			2,438,011	2,419,827	2,562,061
Licenses & Permits	14	152,575							152,575	152,675	139,514
Use of Money & Property	15	103,250		1,500				3,000	107,750	111,000	111,349
Intergovernmental:											
Federal Grants & Reimbursements	16	0							0	0	0
Road Use Taxes	17		341,300						341,300	341,300	341,300
Other State Grants & Reimbursements	18	39,585	0	0	0	0		0	39,585	0	0
Local Grants & Reimbursements	19	37,300							37,300	54,321	54,382
Subtotal - Intergovernmental *(lines 16 thru 19)*	20	76,885	341,300	0	0	0		0	418,285	395,621	395,682
Charges for Fees & Service:											
Water Utility	21							519,338	519,338	575,745	571,994
Sewer Utility	22							470,000	470,000	569,805	1,045,176
Electric Utility	23								0	0	0
Gas Utility	24								0	0	0
Parking	25								0	0	0
Airport	26								0	0	0
Landfill/Garbage	27								0	0	0
Hospital	28								0	0	0
Transit	29								0	0	0
Cable TV, Internet & Telephone	30								0	0	0
Housing Authority	31								0	0	0
Storm Water Utility	32								0	0	0
Other Fees & Charges for Service	33	381,800							381,800	347,150	462,289
Subtotal - Charges for Service *(lines 21 thru 33)*	34	381,800	0		0	0	0	989,338	1,371,138	1,493,800	2,079,459
Special Assessments	35	1,000						4,000	5,000	10,300	0
Miscellaneous	36	23,700							23,700	349,200	40,028
Other Financing Sources:											
Regular Operating Transfers In	37	0	0		121,000	880,000		0	1,001,000	3,375,000	1,750,000
Internal TIF Loan Transfers In	38			0					0	0	0
Subtotal ALL Operating Transfers In	39	0	0	0	121,000	880,000	0	0	1,001,000	3,375,000	1,750,000
Proceeds of Debt *(Excluding TIF Internal Borrowing)*	40	0			0				0	1,713,120	0
Proceeds of Capital Asset Sales	41	0	0						0	0	0
Subtotal-Other Financing Sources *(lines 36 thru 40)*	42	0	0	0	121,000	880,000	0	0	1,001,000	5,088,120	1,750,000
Total Revenues except for beginning fund balance *(lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)*	43	4,449,845	341,300	666,500	121,000	880,000	0	996,338	7,454,983	11,275,806	8,397,532
Beginning Fund Balance July 1	44	1,954,630	93,686	1,097,418	17,120	45,125	0	523,205	3,631,184	4,174,578	3,879,105
TOTAL REVENUES & BEGIN BALANCE *(lines 43+44)*	45	6,304,475	434,986	1,763,918	138,120	925,125	0	1,519,543	11,086,167	15,450,384	12,276,637

Form 635.2A

Department of Management

CITY OF Polk City

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2016

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	Fiscal Years BUDGET 2016 (J)	RE-ESTIMATED 2015 (K)	ACTUAL 2014 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	1,272,524	0		0	0			1,272,524	942,763	956,228
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	1,272,524	0		0	0			1,272,524	942,763	956,228
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			665,000					665,000	322,500	363,211
Other City Taxes	6	2,438,011	0		0	0			2,438,011	2,419,827	2,562,061
Licenses & Permits	7	152,575	0					0	152,575	152,675	139,514
Use of Money and Property	8	103,250	0	1,500	0	0	0	3,000	107,750	111,000	111,349
Intergovernmental	9	76,985	341,300	0	0	0		0	418,285	395,621	395,682
Charges for Fees & Service	10	381,800	0		0	0	0	989,338	1,371,138	1,483,800	2,079,459
Special Assessments	11	1,000	0		0	0		4,000	5,000	10,300	0
Miscellaneous	12	23,700	0		0	0	0	0	23,700	349,200	40,028
Sub-Total Revenues	13	4,449,845	341,300	666,500	0	0	0	996,338	6,453,983	6,187,686	6,647,532
Other Financing Sources:											
Total Transfers In	14	0	0	0	121,000	880,000	0	0	1,001,000	3,375,000	1,750,000
Proceeds of Debt	15	0	0	0	0	0		0	0	1,713,120	0
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	4,449,845	341,300	666,500	121,000	880,000	0	996,338	7,454,983	11,275,806	8,397,532
Expenditures & Other Financing Uses											
Public Safety	18	1,434,861	0	0			0		1,434,861	1,502,957	1,419,542
Public Works	19	181,344	460,389	0			0		641,733	539,211	436,576
Health and Social Services	20	0	0	0			0		0	5,000	2,692
Culture and Recreation	21	505,692	0	0			0		505,692	475,896	400,294
Community and Economic Development	22	0	0	435,000			0		435,000	377,500	84,548
General Government	23	909,875	0	0			0		909,875	803,772	600,573
Debt Service	24	0	0	0	137,395		0		137,395	21,000	0
Capital Projects	25	0	0	0		814,793	0		814,793	1,736,293	1,644,495
Total Government Activities Expenditures	26	3,031,572	460,389	435,000	137,395	814,793	0		4,879,149	5,463,629	4,588,720
Business Type Proprietary: Enterprise & ISF	27							1,344,130	1,344,130	2,980,571	1,763,339
Total Gov & Bus Type Expenditures	28	3,031,572	460,389	435,000	137,395	814,793	0	1,344,130	6,223,279	8,444,200	6,352,059
Total Transfers Out	29	1,001,000	0	0	0	0	0	0	1,001,000	3,375,000	1,750,000
Total ALL Expenditures/Fund Transfers Out	30	4,032,572	460,389	435,000	137,395	814,793	0	1,344,130	7,224,279	11,819,200	8,102,059
Excess Revenues & Other Sources Over	31										
(Under) Expenditures/Transfers Out	32	417,273	-119,089	231,500	-16,395	65,207	0	-347,792	230,704	-543,394	295,473
Beginning Fund Balance July 1	33	1,854,630	93,686	1,097,418	17,120	45,125	0	523,205	3,631,184	4,174,578	3,879,105
Ending Fund Balance June 30	34	2,271,903	-25,403	1,328,918	725	110,332	0	175,413	3,861,888	3,631,184	4,174,578

Form 703

Department of Management

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

City Name: **Polk City**

Fiscal Year 2016

	Project Name (A)	Amount of Issue (B)	Date Certified to County Auditor (C)	Principal Due FY 2016 (D)	Interest Due FY 2016 +(E)	Bond Reg/Other Fees Due FY 2016 +(F)	Total Obligation Due FY 2016 =(G)	Paid from Funds OTHER THAN Current Year Property Taxes -(H)	Amount Paid by Current Year Debt Service Levy =(I)
(1)	D/S BACKFILL REVENUE								0
(2)	GO CAPITAL LOANS, SERIES 2014	1,878,720		105,000	32,395		137,395	137,395	0
(3)							0		0
(4)							0		0
(5)							0		0
(6)							0		0
(7)							0		0
(8)							0		0
(9)							0		0
(10)							0		0
(11)							0		0
(12)							0		0
(13)							0		0
(14)							0		0
(15)							0		0
(16)							0		0
(17)							0		0
(18)							0		0
(19)							0		0
(20)							0		0
(21)							0		0
(22)							0		0
(23)							0		0
(24)							0		0
(25)							0		0
(26)							0		0
(27)							0		0
(28)							0		0
(29)							0		0
(30)							0		0
			TOTALS	105,000	32,395	0	137,395	137,395	0

ERRORS LISTING PAGE SCROLL TO VIEW ALL ERROR MESSAGES (You may also print this page)

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

(1) OPERATING TRANSFERS IN / OPERATING TRANSFERS OUT COMPARISONS

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

0
0

0
0

0
0

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

Form 631.1

NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE
FISCAL YEAR BEGINNING JULY 1, 2015 - ENDING JUNE 30, 2016

City of Polk City, Iowa

The City Council will conduct a public hearing on the proposed Budget at 112 Third Street on 3/9/2015 at 6:30

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.
The estimated Total tax levy rate per $1000 valuation on regular property . . 7.90000
The estimated tax levy rate per $1000 valuation on Agricultural land is 3.00375
At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-984-6233
phone number

Debra J. Nability
City Clerk/Finance Officer's NAME

		Budget FY 2016	Re-est. FY 2015	Actual FY 2014
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,272,524	942,763	956,228
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,272,524	942,763	956,228
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	685,000	322,500	363,211
Other City Taxes	6	2,438,011	2,419,827	2,562,061
Licenses & Permits	7	152,575	152,675	139,514
Use of Money and Property	8	107,750	111,000	111,349
Intergovernmental	9	418,285	395,621	395,682
Charges for Services	10	1,371,138	1,483,800	2,079,459
Special Assessments	11	5,000	10,300	0
Miscellaneous	12	23,700	349,200	40,028
Other Financing Sources	13	0	1,713,120	0
Transfers In	14	1,001,000	3,375,000	1,750,000
Total Revenues and Other Sources	15	7,464,983	11,275,808	8,397,532
Expenditures & Other Financing Uses				
Public Safety	16	1,434,661	1,502,957	1,419,542
Public Works	17	841,733	639,211	436,576
Health and Social Services	18	0	5,000	2,692
Culture and Recreation	19	505,692	475,896	400,294
Community and Economic Development	20	435,000	377,500	84,548
General Government	21	909,875	803,772	600,573
Debt Service	22	137,395	21,000	0
Capital Projects	23	814,793	1,738,293	1,644,495
Total Government Activities Expenditures	24	4,879,149	5,463,629	4,588,720
Business Type / Enterprises	25	1,344,130	2,980,571	1,763,339
TOTAL ALL Expenditures	26	6,223,279	8,444,200	6,352,059
Transfers Out	27	1,001,000	3,375,000	1,750,000
Total Expenditures/Transfers Out	28	7,224,279	11,819,200	8,102,059
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	230,704	-543,394	295,473
Beginning Fund Balance July 1	30	3,631,184	4,174,578	3,879,105
Ending Fund Balance June 30	31	3,861,888	3,631,184	4,174,578

RECEIVED
FEB 1[illegible] 2015
CITY OF POLK CITY

February 15, 2015

City of Polk
112 Third St.
Polk City, IA 50026

Dear Mayor Morse, Administrator Mahannah, and City Council Members

I would like to inform you that I am retiring from my position as Deputy City Clerk effective May 27, 2015.

Thank you for the opportunities that you have given me over the last 9 years. I have enjoyed working for the City of Polk City and helping the residents of Polk City.

While I look forward to enjoying my retirement. I will miss working with all of the City Staff and the residents of Polk City.

Sincerely

Charlotte A Loter

Polk City Water Department

Monthly Report

Month Jan. Year 2015

Total Water Pumped 8272420 Gallons
Monthly Daily Avg 266852 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Absent **University Hygienic Lab.**
  Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.

- **Fluoride Analysis** .7 **University Hygienic Lab.**
  A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
  Fluoride at Plant- Monthly Average .81 **mg/l Polk City Lab.**
  Fluoride in System- Monthly Average .78 **mg/l Polk City Lab.**

- **Chlorine Free At Plant- Monthly Average** 1.18 **mg/l Polk City Lab.**
  Chlorine Total at plant- Monthly Average 3.34 **mg/l Polk City Lab.**
  Chlorine Free in System- Monthly Average .85 **mg/l Polk City Lab.**
  Chlorine Total in System- Monthly Average 1.03 **mg/l Polk City Lab.**
  Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.

- **Iron Raw Water- Monthly Average** 6.50 **mg/l Polk City Lab.**
  Iron Finish Water- Monthly Average .02 **mg/l Polk City Lab.**
  Iron System Water- Monthly Average .01 **mg/l Polk City Lab.**
  Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.

- **Manganese Raw Water- Monthly Average** .17 **mg/l Polk City Lab.**
  Manganese Finish Water- Monthly Average .09 **mg/l Polk City Lab.**
  Manganese System Water- Monthly Average .01 **mg/l Polk City Lab.**
  Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.

- **pH Raw Water Monthly Average** 8.5 **mg/l Polk City Lab.**
  pH Finish Water-Monthly Average 8.7 **mg/l Polk City Lab.**
  pH System Water- Monthly Average 9.3 **mg/l Polk City Lab.**
  pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Preformed- Polk City Lab_____ Total Hours to perform tests_____

Library- January 2015 Stats Snapshot	
Total Visitors	1405
People Checking Out	292
Polk City Cardholders	*245*
Open Access Cardholders	*35*
Rural Cardholders	*12*
Total Checkouts	3038
WILBOR Checkouts	145
Incoming ILL Books	27
Outgoing ILL Books	53
Reserves Placed	89
Materials Added	144
Materials Withdrawn	34
New Cards Issued	18
Computer Users	96
WiFi Users (on site)	49
Reference Questions	76
No. of Meeting Room Uses by Outside Groups	6
Patron Savings for August	$38,968.52
Adult Programs	16
Adult Program Attendance	100
Youth Programs	7
Youth Program Attendance	190

On 1/31/15: Snapshot Winners

364 Picture Books

235 DVDs

233 Adult Fiction Books

208 Juvenile Books

117 Easy Readers

51 Teen Fiction

40 Adult Books on CD

Total Items 1566

Polk City Fire Department - 2015 Call Response Statistics

Year To Date - As of 2/1/2015

Call Numbers by Call Type		
Fire Alarm	1	2.2%
Fire Assignment	7	15.6%
Investigation Assignment	0	0.0%
Medical Assignment	23	51.1%
Rescue Assignment	4	8.9%
COQ - Fire	0	0.0%
COQ - EMS	9	20.0%
Special Assignment	0	0.0%
Water/Ice Rescue	1	2.2%
Totals	**45**	

Call Numbers By ALS		
M1 - Dan G.	3	8.1%
M2 - JD. Stover	0	0.0%
M3 - Adam V.	4	10.8%
M4 - Jason B.	6	16.2%
M5 - Garrett F.	0	0.0%
M6 - Derek M.	3	8.1%
M7 - Chris R.	0	0.0%
M8 - Jason C.	2	5.4%
M9 - Craig V.	1	2.7%
M10 - Mike B.	1	2.7%
M11 - Mark D.	0	0.0%
M12 -	0	0.0%
Ankeny	0	0.0%
Other	0	0.0%
Totals	**20**	**54.1%**

New Recruits		
Active New Recruits	7	19.4%

Active Members		
Active Members	42	

Call Numbers By Day		
Monday	10	22.2%
Tuesday	6	13.3%
Wednesday	6	13.3%
Thursday	5	11.1%
Friday	4	8.9%
Saturday	9	20.0%
Sunday	5	11.1%
Totals	**45**	

Call Numbers By Time Frame		
05:00-07:00	3	6.7%
07:00-09:00	3	6.7%
09:00-11:00	5	11.1%
11:00-13:00	4	8.9%
13:00-15:00	5	11.1%
15:00-17:00	7	15.6%
17:00-19:00	11	24.4%
19:00-21:00	4	8.9%
21:00-23:00	1	2.2%
23:00-01:00	0	0.0%
01:00-03:00	1	2.2%
03:00-05:00	1	2.2%
Totals	**45**	

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	22	48.9%
Mon-Fri Evening (1800-2200)	6	13.3%
Mon-Fri Night (2200-0600)	3	6.7%
Sat/Sun Day (0600-1800)	8	17.8%
Sat/Sun Evening (1800-2200)	5	11.1%
Sat/Sun Night (2200-0600)	1	2.2%

Call Numbers By Mutual Aid		
Ankeny Fire Department	11	
Granger Fire Department	0	
Grimes Fire Department	0	
Johnston Fire Department	0	
Madrid Fire Department	0	
Story County	0	
Other	0	
Totals	**11**	**24.4%**

Call Numbers By Automatic Aid		
Granger Fire Dept	4	
Ankeny Fire Dept	5	
Totals	**9**	**20.0%**

Call Numbers By Month		
January	45	100.0%
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	0	0.0%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	0	0.0%
December	0	0.0%
Totals	**45**	

Call Numbers By Division		
Fire Division	8	17.8%
EMS Division	37	82.2%
Totals	**45**	

Transports By Hospital		
Blank Children's Hospital	1	5.6%
Boone County Hospital	0	0.0%
Broadlawns	0	0.0%
Dallas County Hospital	0	0.0%
Lutheran	0	0.0%
Mary Greeley	0	0.0%
Mercy Medical Center	8	44.4%
Mercy West Lakes	1	5.6%
Methodist	7	38.9%
Methodist West	1	5.6%
VA	0	0.0%
Totals	**18**	

Call Numbers by Response Area		
IN Polk City Response Area	30	66.7%
OUT of Polk City Response	15	33.3%
Totals	**45**	

Call Numbers by Apparatus		
Chief 4500	7	15.6%
Deputy Chief 4501	3	6.7%
Duty Officer 4506	10	22.2%
Attack 4520	7	15.6%
Engine 4530	5	11.1%
Tanker 4550	0	0.0%
Engine 4570	5	11.1%
Special Operations 4575	1	2.2%
Ambulance M2	6	13.3%
Ambulance M3	32	71.1%
Boat 4599	0	0.0%

Call Totals By Call Reason		
Abdominal Pain	2	4.4%
Allergic Reaction	1	2.2%
Altered LOC	0	0.0%
Animal Bite	0	0.0%
Apnea (Not Breathing)	0	0.0%
Arm Injury	0	0.0%
Assault	0	0.0%
Assistance	0	0.0%
Back Pain	0	0.0%
Bicycle Accident	0	0.0%
Burns	0	0.0%
Change of Quarters/Standby	9	20.0%
Chest Pain/Cardiac	2	4.4%
Choking	1	2.2%
Code 4 (possible death)	0	0.0%
Commercial Fire	1	2.2%
CPR in Progress	0	0.0%
Crash unknown Injuries	1	2.2%
Crash with Injuries	3	6.7%
Diabetic Problem	1	2.2%
Difficulty Breathing	4	8.9%
Dislocated Shoulder	0	0.0%
Fall	1	2.2%
Fire - Other	0	0.0%
Grass/Brush Fire	0	0.0%
Haz-mat Clean-up	0	0.0%
Head Injury	0	0.0%
Heat Problems	0	0.0%
Ice Rescue	1	2.2%
Illegal Burn	0	0.0%
Insect Bite	0	0.0%
Labor/Delivery	0	0.0%
Leg Injury	0	0.0%
Motorcycle Accident	0	0.0%
Natural Gas Odor	0	0.0%
Odor Investigation	0	0.0%
Medical - Other	2	4.4%
Overdose	0	0.0%
Psychiatric Problem	0	0.0%
Public Assist	0	0.0%
Residential Fire	4	8.9%

Call Totals By Call Reason		
Seizure	1	2.2%
Sick & Care	7	15.6%
Smoke Investigation	0	0.0%
Stroke/CVA	1	2.2%
Sucide Attempt	0	0.0%
Syncope/Passsed Out	0	0.0%
Transport (Medical)	0	0.0%
Trauma	0	0.0%
Under the Influence	0	0.0%
Unknown Medical Problem	0	0.0%
Unresponsive	0	0.0%
Vehicle Fire	2	4.4%
Water Rescue	0	0.0%

Certifications By Staff		
EMR	1	2.4%
EMT	9	21.4%
Advanced EMT	26	61.9%
Paramedic	21	50.0%
Firefighter I	24	57.1%
Firefighter II	13	31.0%
Haz-mat Operations	5	11.9%
Engineer	0	0.0%
Fire Officer I	11	26.2%
Fire Officer II	0	0.0%
Fire/EMS Instructor	8	19.0%
Fire Instructor II	1	2.4%
BLS Instructor (CPR)	10	23.8%
Health Safety Officer	8	19.0%
Ice Rescue Specialist	1	2.4%

Staffing Summary		
Resident - Paid on Call	18	42.9%
Resident - POC/Part Time	8	19.0%
Non-Resident - POC	3	7.1%
Non-Resident - POC/Part Time	13	31.0%
Total Fire Department Staff	42	

January 2015 Summary

Total Calls for Month	45
Total Calls for Month Last Year	66
% Increase/Decrease For Month	-31.82%

Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	22
% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	48.89%

Monthly Volunteer On Call Hours	1402

Total Calls Year To Date	45
Total Calls Last Year To Date	66
% Increase Year to Date	-31.82%

Record # of call in 24 hours: 11 -May 31st 2014
Record for # of calls in one week: 31 - July 16th - July 22nd 2012
Record for # of calls in one month: 94 - December 2013 (89 - July 2012)

bravo

strategic plan

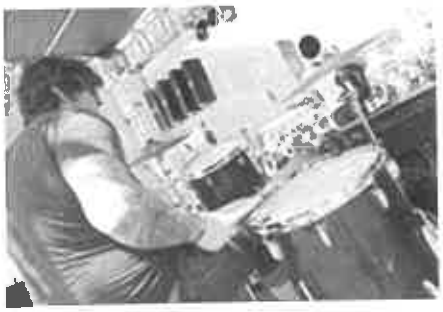
2015 - 2018

strategic plan / 2015 - 2018

the purpose of this plan

The Bravo Greater Des Moines Strategic Plan is the result of extensive community dialogue, research and visioning across the region and among a wide range of cultural stakeholders. This plan sets the vision for Bravo's future role in Greater Des Moines' thriving cultural community.

how the plan was built



The Strategic Planning Process was led by the Strategic Planning Committee, comprised of Bravo Greater Des Moines board members and staff, and the entire Bravo Board of Directors played an active role throughout. Additional feedback was provided by local community members involved in the arts and other key stakeholders in Bravo's future. Input was also solicited from the broader community through a regional Community Engagement Survey which was distributed online. The entire process was facilitated by the Arts Consulting Group.

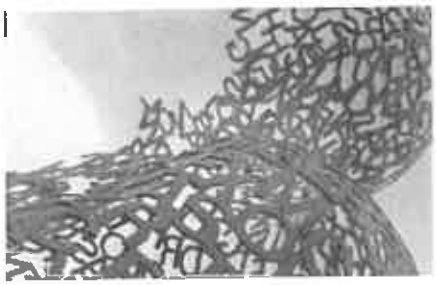
how the plan will be used

The Bravo Greater Des Moines board of directors and staff will use the Strategic Plan to guide decision making, establish clear priorities, align the allocation of Bravo's resources, and assess progress over time.

our vision

Bravo Greater Des Moines envisions a community where arts, culture and heritage organizations across central Iowa are recognized and supported as vital contributors to the region's vibrant quality of life.

the mission



The mission of Bravo Greater Des Moines is to provide reliable funding and support that strengthens arts, culture and heritage organizations serving Greater Des Moines.

guiding values

Bravo affirms that cultural arts enrich the quality of life of the Greater Des Moines region and embraces the following organizational values:

- **Collaborative** – Bravo values collaboration throughout the region, across all partner communities and among the organizations we support. We will work with all stakeholders to define and achieve long-term success for arts and culture in the region.

- **Inclusive** - Bravo values diversity and we will promote a culture of inclusion in our governance, operations, grants and other initiatives that support arts, culture and heritage organizations.

- **Accountable** – Bravo will be accountable to its local government partner communities and to the organizations we support. We will act with integrity and transparency, and we will allocate our resources responsibly.

- **Regional** – A focus and a commitment to investing where resources, organizations and activities will have the most impact throughout the region.

- **Opportunistic** – Bravo will consistently deliver on core functions but will remain nimble enough to respond strategically to the needs of the organizations we support and as opportunities arise.

- **Passionate** – Bravo stakeholders are all passionate about arts and culture and the benefits Bravo brings to the organizations we support. We will make decisions based on what is best for the arts and culture organizations in Greater Des Moines.

strategic plan priorities

The Plan focuses on the following five priorities, three of which focus on external service to the community, and two which address necessary organizational infrastructure required to succeed:

1. **Invest wisely in a vibrant cultural community.**

2. **Enhance opportunities for the cultural community to thrive.**

3. **Promote the value of the cultural community and Bravo's direct impact.**

4. **Enrich Bravo's leadership to sustain success.**

5. **Protect legacy of sustainable investment in the cultural community.**

Each priority is described in the following section and includes potential initiatives that will achieve the objectives.

The Bravo Strategic Plan focuses on five interdependent initiatives that will help define and determine the structure, work and impact of the organization. Implementation of all five initiatives will be ongoing throughout the 2015-18 plan term, but priority focus will be staged in order to achieve the organization's 2018 goals.

priority one

INVEST WISELY IN A VIBRANT CULTURAL COMMUNITY

Strengthen Bravo's grant-making function to help elevate the arts, culture and heritage organizations serving Greater Des Moines.

Strategic Initiatives:

- Work with stakeholders to identify funding needs and align grant making structure to have most strategic impact.
- Define the goals for grant making, including performance measures for how funds will be evaluated toward reaching the objectives.
- Improve internal grant making processes to add accountability, transparency and best practices.
- Support eligible organizations through the transition to the new grant requirements.

priority two

ENHANCE OPPORTUNITIES FOR THE CULTURAL COMMUNITY TO THRIVE

Identify, develop and promote strategic initiatives that will benefit arts and cultural organizations and the region.

Strategic Initiatives:

- Work with stakeholders to identify strategic initiatives beyond grant making that will elevate the regional cultural community.
- Define the goals, objectives, timelines, sustainability plans and exit strategies for any project in which Bravo participates.
- Allocate resources to support strategic initiatives.

priority three

PROMOTE THE VALUE OF THE CULTURAL COMMUNITY AND BRAVO'S DIRECT IMPACT

Establish Bravo as the regional cultural body, leading and guiding the dialogue about community cultural plans and promoting the impact of the arts.

Strategic Initiatives:

- Lead efforts to collect data that demonstrate the critical value the arts bring to the region.
- Enhance communication with stakeholders about the impact of the arts on economic and quality of life measures.
- Define Bravo's public value, clearly articulating the essential benefit the organization provides.
- Develop a strategic public relations initiative to inform and engage the Greater Des Moines community of the value of the arts and the work of Bravo.

priority four

ENRICH BRAVO'S LEADERSHIP TO SUSTAIN SUCCESS

Build Bravo's infrastructure to support strategic action.

Strategic Initiatives:

- Define the governance structure needed to support identified strategic priorities.
- Create and adopt governance policies and procedures that will support the structure.
- Recruit board and committee members who are passionate about Bravo's mission, vision and values.
- Identify and build the staff to support and lead priorities.
- Provide ongoing education and training to ensure engagement and effectiveness.
- Create a resource plan that will align staff, board and committee leadership, and financial capacity with the goals outlined.

priority five

PROTECT LEGACY OF SUSTAINABLE INVESTMENT IN THE CULTURAL COMMUNITY

Financially sustain Bravo's ability to fund and support arts, culture and heritage organizations.

Strategic Initiatives:

- Assess current revenue streams to clearly define the function, purpose, goals, stability and viability.
- Define revenue allocation priorities and develop policies for reviewing and modifying allocations.
- Build and maintain a reserve fund for grant-making and operations to ensure fiscal security.
- Explore complimentary revenue streams that could provide additional resources for elevating arts and culture in greater Des Moines.

strategic plan timeline

	2015-2016	2016-2017	2017-2018
Invest wisely in a vibrant cultural community.	Work with stakeholders to identify funding needs and align grant making structure to have most strategic impact. Define the goals for grantmaking, including performance measures for how funds will be evaluated toward reaching the objectives.	Improve internal grantmaking processes to add accountability, transparency and best practices.	Support eligible organizations through the transition to the new grant requirements.
Enhance opportunities for the cultural community to thrive.		Work with stakeholders to identify strategic initiatives beyond grant making that will elevate the regional cultural community. Define the goals, objectives, timelines, sustainability plans and exit strategies for any project in which Bravo participates.	Allocate resources to support strategic initiatives.
Promote the value of the cultural community and Bravo's direct impact.	Lead efforts to collect data that demonstrate the critical value the arts bring to the region.	Define Bravo's public value, clearly articulating the essential benefit the organization provides.	Enhance communication with stakeholders about the impact of the arts on economic and quality of life measures. Develop a strategic public relations initiative to inform and engage the Greater Des Moines community of the value of the arts and the work of Bravo.
Enrich Bravo's leadership to sustain success.	Define the governance structure needed to support identified strategic priorities. Recruit board and committee members who are passionate about Bravo's mission, vision and values.	Create and adopt governance policies and procedures that will support the structure. Identify and build the staff to support and lead priorities. Create a resource plan that will align staff, board and committee leadership, and financial capacity with the goals outlined.	Provide ongoing education and training to ensure engagement and effectiveness.
Protect legacy of sustainable investment in the cultural community.	Assess current revenue streams to clearly define the function, purpose, goals, stability and viability.	Define revenue allocation priorities and develop policies for reviewing and modifying allocations. Build and maintain a reserve fund for grantmaking and operations to ensure fiscal security.	Explore complementary revenue streams that could provide additional resources for elevating arts and culture in Greater Des Moines.

bravo greater des moines

Bravo Greater Des Moines is a non-profit organization committed to providing cultural groups in central Iowa with funding and support that will elevate their role in driving quality of life in the region.

Seeing the need for centralized grant making functions for the arts and culture sector, local government officials, business and community leaders came together to form Bravo Greater Des Moines in 2004.

Local government partners commit a portion of their hotel/motel tax revenues to Bravo to elevate the region's cultural landscape. Through these funds, as well as public and private donations, Bravo is able to provide operational and capital grant awards to central Iowa arts and culture organizations. Funds are also raised through the annual Bravo Awards Gala to provide additional administrative support.

The following local governments have partnered with Bravo: Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Polk County, Polk City, Urbandale, Waukee, West Des Moines and Windsor Heights.

Bravo is governed by a board of directors comprised of representatives of each partner local government as well as the business, education and arts and culture sectors.

Due to the work of Bravo, the arts and culture sector has seen increased investment through sustainable and reliable funding streams. Additionally, Bravo works at the community level to promote central Iowa's arts and culture offerings and serves as a leader in community planning initiatives to impact quality of life for visitors and residents of the region.

The Bravo Strategic Plan 2015 - 2018 sets the organization's vision for the future— to continue to build on our achievements and elevate arts and culture in our region.

bravo FY14-FY15 board of directors

Bob Andeweg
Mayor, City of Urbandale

Tom Armstrong
Mayor, City of Grimes

Bobbi Bentz
Council Member, City of Ankeny

Michelle Book (President)
DuPont Pioneer

Jerry Borowick (Treasurer)
KPMG LLP

Robert Brownell
Polk County Supervisor

Mary Chapman, Ed. D
Community Volunteer

Scott Cirksena (Exec. Comm. At-Large)
Mayor, City of Clive

Paula Dierenfeld
Mayor, City of Johnston

Richard L. Early
Des Moines Symphony & Academy

Jeff Fleming
Des Moines Art Center

Christine Hensley (Secretary)
Council Member, City of Des Moines

Matt McIver
After School Arts Program

Robert Miller
Council Member, City of Polk City

Bob Kling
Adjunct Professor of Art, Simpson College

Kristi Knous
Community Foundation of Greater Des Moines

Sharon Krause (Past President)
Dalla Terra Ranch

Brian Laurenzo (Exec. Comm. At-Large)
Brick Gentry P.C.

Tracy Levine
Polk County Housing Trust Fund

Brian Lohse
Council Member, City of Bondurant

Kyle Mertz
Council Member, City of Altoona

Marketa Oliver
City Manager, City of Norwalk

Bill Peard
Mayor, City of Waukee

Suku Radia
Bankers Trust

Ruth Randleman
Mayor, City of Carlisle

Debra Salowitz
Strategic Relocation Solutions

Jim Sandager
Council Member, City of West Des Moines

John Schmidt (Exec. Comm. At-Large)
Community Volunteer

John Smith
Drake University

Katie Stocking
Happy Medium

Tony Timm
Council Member, City of Windsor Heights

San Wong
Iowa Department of Human Rights

bravo staff

- Sally Dix, Executive Director
- Dave Stone, Associate Director

FY15 Capital Campaign and Project Grant Awards

	Organization	CCP Grant Award Amount
1	Altoona Area Historical Society	$6,900
2	Blank Park Zoo	$75,000
3	City of Waukee	$25,000
4	Des Moines Community Orchestra	$800
5	Des Moines Community Playhouse	$50,000
6	Des Moines Performing Arts	$75,000
7	DesMoinesArts, Inc.	$75,000
8	Greater Des Moines Botanical Garden	$75,000
9	Iowa Asian Alliance	$2,000
10	Iowa Gold Star Military Museum	$37,300
11	Living History Farms Foundation	$12,000
12	Salisbury House Foundation	$16,000
	TOTALS	$450,000

Approved by CCP Committee 11.19.14

Approved by Exec. Committee 12.16.14

Approved by Board 01.20.15

BRAVO GREATER DES MOINES, INC.

FINANCIAL STATEMENTS
(With Independent Auditor's Report Thereon)

June 30, 2014 and 2013

BRAVO GREATER DES MOINES, INC.

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PITTMAN & COMPANY, LLP
Certified Public Accountants

James D. Pittman, CPA
John D. Pittman, CPA

Independent Auditor's Report

Board of Directors
Bravo Greater Des Moines, Inc.

We have audited the accompanying financial statements of Bravo Greater Des Moines, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014, and 2013, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bravo Greater Des Moines as of June 30, 2014, and 2013 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Pittman & Company, LLP

October 21, 2014

40 Omega Place • 8525 Douglas Ave. • Des Moines, IA 50322
Phone (515) 276-2727 • Fax (515) 276-9611 • Toll Free (866) 276-2727
www.pittmancpa.com

BRAVO GREATER DES MOINES, INC.

Statements of Financial Position
June 30, 2014 and 2013

ASSETS	2014	2013
Current Assets		
Beneficial interest in assets held by Greater Des Moines Community Foundation	$ 1,840,663	$ 1,180,192
Government agencies receivables	829,699	1,021,798
Other Receivables		3,000
Prepaid expenses	18,205	17,421
Total Current Assets	2,688,567	2,222,411
Total Assets	$ 2,688,567	$ 2,222,411
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	$ 3,394	$ 1,501
Accrued vacation	5,056	1,058
Accrued expenses	1,817	7,615
Total Current Liabilities and Total Liabilities	10,267	10,174
Net Assets		
Unrestricted	2,228,300	2,062,237
Temporarily restricted	450,000	150,000
Total Net Assets	2,678,300	2,212,237
Total Liabilities and Net Assets	$ 2,688,567	$ 2,222,411

See accompanying notes to financial statements.

BRAVO GREATER DES MOINES, INC.

Statements of Activities
For the Years Ended June 30, 2014 and 2013

	2014		
	Unrestricted	Temporarily Restricted	Total
Public Support and Revenue:			
Contributions	$ 163,279		163,279
Funding from government agencies	3,293,428	515,707	3,809,135
Special event, net of direct costs of $412,687 and $315,762, respectively	139,804		139,804
Interest revenue	6,441		6,441
Amounts designated by the City of Des Moines to the Blank Park Zoo Foundation	(290,000)	-	(290,000)
			-
Net assets released from restrictions	215,707	(215,707)	-
Total Public Support and Revenue	3,528,659	300,000	3,828,659
Expenses			
Program service grants	3,345,377	-	3,345,377
Amounts designated by the City of Des Moines to the Blank Park Zoo Foundation	(290,000)	-	(290,000)
Net Program Services	3,055,377	-	3,055,377
Management and General			
Salary, payroll taxes and benefits	158,458	-	158,458
Administrative services	21,049	-	21,049
Contract labor	-	-	-
Professional audit and tax fees	9,000	-	9,000
Cultural development plan	57,316	-	57,316
Information technology support	7,046	-	7,046
Other expenses	54,350	-	54,350
Total Expenses	3,362,596	-	3,362,596
Change in Net Assets	166,063	300,000	466,063
Net Assets - Beginning of Year	2,062,237	150,000	2,212,237
Net Assets - End of Year	$ 2,228,300	$ 450,000	$ 2,678,300

See accompanying notes to financial statements.

2013		
Unrestricted	Temporarily Restricted	Total
$ 199,388	$ -	$ 199,388
3,162,099	164,798	3,326,897
123,713	-	123,713
813	-	813
(290,000)	-	(290,000)
249,083	(249,083)	-
3,445,096	(84,285)	3,360,811
2,584,039	-	2,584,039
(290,000)	-	(290,000)
2,294,039	-	2,294,039
164,105	-	164,105
18,600	-	18,600
18,300	-	18,300
9,000	-	9,000
4,550	-	4,550
8,960	-	8,960
48,739	-	48,739
2,566,293	-	2,566,293
878,803	(84,285)	794,518
1,183,434	234,285	1,417,719
$ 2,062,237	$ 150,000	$ 2,212,237

BRAVO GREATER DES MOINES, INC.

Statements of Cash Flows
For the Year Ended June 30, 2014 and 2013

	2014	2013
Cash Flows from Operating Activities		
Change in Net Assets	$ 466,063	$ 794,518
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	-	106
(Increase) Decrease in beneficial interest in assets held by Greater Des Moines Community Foundation	(660,471)	119,032
(Increase) Decrease in receivables	195,099	(393,193)
(Increase) Decrease in prepaid expenses	(784)	976
Increase (Decrease) in accounts payable	1,893	(2,407)
Increase (Decrease) in accrued vacation	3,998	(4,872)
Increase (Decrease) in accrued expenses	(5,798)	(1,426)
Increase (Decrease) in deferred revenue	-	(37,160)
Increase (Decrease) in grants payable	-	(475,574)
Net Cash Provided by Operating Activities	$ -	$ -
Net Increase in Cash & Cash Equivalents	-	-
Cash & Cash Equivalents - Beginning of Year	-	-
Cash & Cash Equivalents - End of Year	$ -	$ -

See accompanying notes to financial statements.

BRAVO GREATER DES MOINES, INC.

Notes to the Financial Statements
For the Years Ended June 30, 2014 and 2013

Note 1. The Organization and its Significant Accounting Policies

Nature of Organization
Bravo Greater Des Moines, Inc. ("Bravo"), located in Des Moines, Iowa, began operations in July 2004 as a nonprofit organization assisting the cultural community of the Greater Des Moines area by increasing awareness, advocacy, and funding, as well as fostering collaboration among cultural organizations. On an annual basis, Bravo, as directed by its Board of Directors, distributes available grants in support of various cultural organizations based on submitted grant applications for funds.

Basis of Accounting
Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in FASB ASC 958-205, *Financial Statements for Not-for-Profit Organizations*. Under FASB ASC 958-205, Bravo is required to report information regarding its financial position and activities according to three classes of net assets:

Unrestricted - assets that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations. Bravo's governing board may earmark portions of its unrestricted net assets as board-designated for various purposes.

Temporarily restricted - assets resulting from contributions and other inflows of assets whose use by the Foundation is limited to donor-imposed stipulations that either expire by passage of time or can be fulfilled by actions of Bravo meeting the purpose of the restriction.

Permanently restricted - assets resulting from contributions which are permanently restricted by donors. Although such assets may not be expended, the investment income earned on them is to be expended for operating purposes, unless otherwise specified by the donor.

Beneficial Interest in Assets Held by Greater Des Moines Community Foundation
On September 30, 2005, Bravo entered into a non-interest bearing pass-through fund agreement with the Greater Des Moines Community Foundation ("Foundation") and established the Bravo Greater Des Moines Fund ("Fund"). The agreement allows for Bravo to make contributions to the Fund at any time. Distributions from the Fund require a written request from Bravo's Executive Director and Board president or treasurer. The funds held by the Foundation are pooled with funds of other nonprofit agencies and invested in a money market fund.

Indexed Growth Portfolio
On November 19, 2012 Bravo Greater Des Moines contributed $25,497 in funds to Endow Iowa. These funds, by choice, were invested into an Indexed Growth Portfolio. The funds will be available to Bravo at the rate of 5% per year over the next 20 years. At June 30, 2014 the Indexed Growth Portfolio was valued at $56,531.

Government Agencies Receivables
Government agencies receivables are recorded at the amount Bravo expects to collect on balances outstanding at year-end. An allowance for doubtful accounts is recorded when accounts are deemed uncollectible. Bravo considers all accounts fully collectible and, therefore, an allowance for doubtful accounts has not been recorded.

Note 1. The Organization and its Significant Accounting Policies (continued)

Property, Equipment, and Depreciation
Property and equipment consist of computer equipment and a website and are stated at cost and depreciated using the straight-line method over an estimated useful life of three years. Property and equipment contributed to Bravo is recorded at the fair market value on the date of contribution. Maintenance costs are expensed when incurred.

Grants Payable
Grants payable consists of amounts awarded, but not paid, to local nonprofit cultural organizations.

Donated Assets and Services
Bravo receives donated services from volunteers who assist in fundraising and special projects. During the years ended June 30, 2014 and 2013, Bravo recorded $80,501 and $17,275, respectively, of in-kind contributions for entertainment and printing costs related to the annual gala.

Allocation of Functional Expenses
The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes
Bravo is exempt from income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code. No unrelated business income was earned by the Organization.

Bravo has adopted the provisions of FASB ACS 740-10, which requires that a tax position be recognized or derecognized based on a "more-likely-than-not" threshold. This applies to positions taken or expected to be taken in a tax return. Bravo does not believe its financial statements include (or reflect) any uncertain tax positions. The Organization is no longer subject to examinations by federal or state authorities for years ending before June 30, 2010 nor has the Organization been notified of any impending examinations and no examinations are currently in process.

Support and Expenses
Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. Bravo reports gifts of cash and other assets as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as net assets released from restrictions. All donor-restricted contributions are reported as temporarily restricted support.

Expenses are recorded when incurred in accordance with the accrual basis of accounting. Expenses paid to satisfy donor-imposed restrictions are reported as temporarily restricted expenses.

Note 1. The Organization and its Significant Accounting Policies (continued)

Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Note 2. Fair Value Measurements

The Organization has adopted the provisions of FASB ASC 820, Fair Value Measurements and Disclosure, which defines fair value to be the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date and emphasizes that fair value hierarchy and expands disclosures about fair value measurements in both interim and annual periods.

Professional standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy are described below:

Level 1 – quoted prices in active markets for identical assets or liabilities.

Level 2 – quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in markets that are not active; modeling with inputs that have observable inputs (i.e. interest rates observable at commonly quoted intervals).

Level 3 – valuation is generated from model-based techniques that use significant assumptions not observable in the market.

The level in the fair value hierarchy within which a fair value measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

The beneficial interest is valued based on the estimated credit risk of the Foundation and the crediting interest rate of similar securities.

Note 2. Fair Value Measurements (continued)

The following table presents financial instruments that are measured at fair value on a recurring basis as of June 30, 2014:

	Fair Value	Level 1	Level 2	Level 3
Beneficial interest in Community Foundation and Indexed Growth Portfolio	$ 1,840,663	$ -	$ -	$ 1,840,663

Changes in assets are measured at fair value on a recurring basis using significant unobservable inputs (Level 3) as follows:

	Beneficial Interest in Community Foundation
Fair value – June 30, 2013	$ 1,180,192
Gains/losses included in interest revenue	6,441
Sales, issuances, maturities, settlements, purchases, net	654,030
Fair value – June 30, 2014	$ 1,840,663

The following table presents financial instruments that are measured at fair value on a recurring basis as of June 30, 2013:

	Fair Value	Level 1	Level 2	Level 3
Beneficial interest in Community Foundation and Indexed Growth Portfolio	$ 1,180,192	$ -	$ -	$ 1,180,192

Changes in assets are measured at fair value on a recurring basis using significant unobservable inputs (Level 3) as follows:

	Beneficial Interest in Community Foundation
Fair value – June 30, 2012	$ 1,299,224
Gains/losses included in interest revenue	230
Sales, issuances, maturities, settlements, purchases, net	(119,262)
Fair value – June 30, 2013	$ 1,180,192

Note 3. Funding Agreements and Commitments

Bravo receives its funding primarily from fifteen municipalities and one county in the Greater Des Moines area through Iowa Code Chapter 28E agreements (the "Agreements") entered into with each local government agency. The Agreements primarily require two sevenths of the hotel/motel sales tax by provided to Bravo for grant making. The municipalities and county have renewed the Agreements, which continue through the later date of July 1, 2016 or eighteen months after the local government agency provides a notice of termination. Bravo's ability to continue its sustained level of grant making is dependent upon continued support from these entities. Under the Agreements, Bravo recorded funding of $3,809,135 and $3,326,897 for the years ended June 30, 2014 and 2014, respectively, and receivables of $829,699 and $1,024,798 as of June 30, 2014 and 2013, respectively.

Note 4. Changes in Temporarily Restricted Net Assets

The Agreements require Bravo to restrict at least $150,000 per year, and maintain a balance of at least $150,000 at the commencement of each fiscal year, to maintain the Capital Campaign and Projects Fund. Not-for-profit organizations within participating communities may apply for grant funding in the form of matching funds as part of a cultural improvements capital campaign.

Temporarily restricted net assets consisted of the following at June 30, 2014:

	Balance 6/30/13	Additional Revenue	Released from Restriction	Balance 6/30/14
Capital Campaign and Projects Fund	$ 150,000	$ 515,707	$ 215,707	$ 450,000

Temporarily restricted net assets consisted of the following at June 30, 2013:

	Balance 6/30/12	Additional Revenue	Released from Restriction	Balance 6/30/13
Capital Campaign and Projects Fund	$ 234,285	$ 164,798	$ 249,083	$ 150,000

Note 5. Related Party Transactions

Bravo receives administrative services from the Foundation. The Foundation administers and supports Bravo's grant program, serves as a contact with the public, and performs various clerical and accounting duties, including producing annual reports required by government units. Payments to the Foundation for administrative services were $18,450 and $18,600 for the years ended June 30, 2014 and 2013, respectively.

Note 5. Related Party Transactions (continued)

Certain members of the Board of Directors of Bravo are also members of the board of directors of organizations receiving grants. However, these members abstain from votes which represent a conflict of interest.

Note 6. Subsequent Events

Management has reviewed and evaluated material subsequent events from the balance sheet date of June 30, 2014 through the financial statements issue date of October 21, 2014. All appropriate subsequent event disclosures have been made to the financial statements.

BRAVO GREATER DES MOINES, INC.

Schedules of Program Services
For the Years Ended June 30, 2014 and 2013

	2014	2013
Program Service Grants:		
Blank Park Zoo Foundation	$ 440,000	$ 465,625
Civic Center of Greater Des Moines	$ -	339,857
Science Center of Iowa	$ 283,590	255,437
Edmundson Art Foundation	$ 306,250	206,713
Greater Des Moines Botanical Garden	$ 245,000	245,625
Living History Farms	$ 150,000	154,430
Des Moines Community Playhouse	$ 108,674	107,202
Des Moines Symphony Association	$ 141,000	95,082
Connecting Kids and Culture	$ 95,000	95,000
Salisbury House Foundation	$ 55,000	72,229
State Historical Museum of Iowa	$ 80,842	50,587
Des Moines Metro Opera, Inc.	$ 113,976	42,935
Hoyt Sherman Place Foundation	$ 78,500	40,891
Indianola Community Foundation	$ -	(25,000)
Iowa Hall of Pride	$ 52,000	26,268
Des Moines Arts Festival, Inc.	$ 60,000	30,000
Fort Des Moines Museum and Education Center	$ -	7,500
Terrace Hill Foundation, Inc.	$ 15,000	-
World Food Prize Foundation	$ 25,000	10,000
Metro Arts Alliance of Greater Des Moines	$ 25,000	17,500
Historic Valley Junction Foundation	$ 25,000	14,000
Ballet Theatre of Des Moines	$ 68,008	12,000
Greater Des Moines Music Coalition	$ 30,000	15,000
Greater Des Moines Public Arts Foundation	$ 20,000	40,000
Italian-American Culture Center of Iowa	$ -	25,000
Gateway Dance Theatre, Inc.	$ 15,000	5,000
Civic Music Association	$ 12,000	10,000
I'll Make Me A World In Iowa, Inc.	$ 15,000	10,000
Iowa Asian Alliance	$ 15,000	10,000
Iowa Shakespeare Experience	$ 20,000	12,000
Latino Resources, Inc.	$ 15,000	10,000
Stage West Theatre Company	$ 12,500	10,000
Des Moines Social Club	$ 20,000	35,625
Iowa Gold Star Military Museum	$ 25,000	10,000

BRAVO GREATER DES MOINES, INC.

Schedules of Program Services, continued
For the Years Ended June 30, 2014 and 2013

	2014	2013
Program Service Grants:		
Ankeny Art Center	$ 17,200	$ -
West Des Moines Historical Society	$ 76,107	8,000
Clive Public Arts Commission	$ 23,000	6,000
World of Difference	$ 13,500	5,000
Windsor Heights Arts in the Heights	$ -	5,000
Heartland Youth Choir	$ 11,000	7,500
Iowa Youth Chorus	$ 11,000	7,500
Urbandale Historical Society	$ 18,000	5,000
Clive Historical Society	$ 10,000	4,000
Music Under the Stars	$ 7,500	5,000
Repertory Theatre of Iowa	$ 10,000	7,500
Waukee Area Arts Council	$ 4,000	3,500
City of Grimes	$ 1,472	-
After School Arts Program	$ 4,200	2,000
Iowa Irish, Inc.	$ 3,000	2,000
Des Moines Choral Society	$ -	2,400
Des Moines Gay Men's Chorus	$ 4,000	3,450
Des Moines Vocal Arts Ensemble	$ 2,000	1,500
West Des Moines Parks & Recreation	$ -	6,509
Tallgrass Theatre Company	$ 2,000	1,100
Des Moines Community Orchestra	$ 800	1,629
Des Moines Diversity Chorus	$ 600	500
Windsor Heights Foundation	$ 500	-
Ankeny Community Foundation	$ -	15,000
Ankeny Community Theatre	$ -	4,955
City of Bondurant	$ -	1,200
Des Moines Arts, Inc.	$ -	5,000
Urbandale Community Action Network	$ -	4,290
Ankeny Area Historical Society	$ -	3,500
Ankeny Community Chorus	$ 1,500	3,000
Ankeny Friends of the Arts	$ -	5,500
City of Urbandale	$ 24,408	-
West Des Moines Public Library Friends Foundation	$ 6,000	-
Ankeny City Band	$ 2,500	-
Central Iowa Wind Ensemble	$ 1,000	-
City of Altoona Park Department	$ 10,000	-
Des Moines Performing Arts	$ 500,000	-
Downtown Events Group (WOW Festival)	$ 5,000	-
Iowa Architectural Foundation	$ 5,000	-
Norwalk Easter Public Library	$ 250	-
Polk City Development Corporation	$ 2,500	-
	$ 3,345,377	$ 2,584,039

BRAVO GREATER DES MOINES, INC.

Schedules of Gala Revenues and Expenses
For the Years Ended June 30, 2014 and 2013

	2014	2013
Gala Revenue		
Tables sales, sponsorships and contributions	$ 471,990	$ 422,200
In-kind contributions	80,501	17,275
	552,491	439,475
Gala Expenses		
Administrative	6,122	6,212
Advertising	2,043	1,579
Audio/visual	67,126	16,354
Consulting	29,000	29,000
Decorations	45,039	38,258
Production	59,779	49,776
Entertainment	38,388	39,327
Hall rental/food	142,360	118,866
Service staff	14,201	5,984
Postage and printing	8,629	10,406
Total Gala Expenes	412,687	315,762
	$ 139,804	$ 123,713