

Agenda

Notice of Meeting

Polk City | City Council

November 25, 2019 | 6:00 pm

City Hall | Council Chambers

Broadcast live at <https://polkcityia.gov/page/LiveStream>

Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

City Council Members: David Dvorak | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.

5. Consent Items

- a. City Council Meeting Minutes for November 11, 2019
- b. City Council Work Session Meeting Minutes for November 11, 2019
- c. Receive and file the P&Z Meeting Minutes for November 18, 2019
- d. Claims listing dated November 25, 2019
- e. November 2019 Finance Report
- f. Annual Financial Report FY 18/19
- g. FY21 TIF Certifications
- h. FY19 Annual Urban Renewal Report
- i. Add 26 part-time staffing hours per week to the library effective January 1, 2020
- j. Parks and Recreation Director job description

6. Business Items

- a. Resolution 2019-107 approving Preliminary Plat for Creekview Estates
- b. Resolution 2019-108 adopting PA-27 Economic Development Policy
- c. Adopt the changes to the Polk City Employee Handbook
- d. Second Reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee
 - i. (optional) Waive the third reading
- e. Second Reading of Ordinance 2019-1600 Midland Power Franchise Fee
 - i. (optional) Waive the third reading

7. Reports & Particulars

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

8. Adjournment

--next meeting date December 9, 2019

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., November 11, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on November 11, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.

2. **Roll Call** | Dvorak, Vogel, Walters, Anderson, Sarchet | In attendance

3. **Approval of Agenda**

MOTION: A motion was made by Anderson and seconded by Dvorak to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Hearing**

- a. Mayor Morse opened the Public Hearing at 6:01 p.m. on the proposed Electric and Natural Gas Franchise Fees. City Clerk, Gibbons, said the notice was published November 1, 2019 and no comments had been received for or against the proposed franchise fees. City Manager, Huisman provided a report. No one was present to be heard for or against the proposed franchise fees.

MOTION: A motion was made by Walters and seconded by Sarchet to close the public hearing at 6:02 p.m.
MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the First Reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee

MOTION CARRIED UNANIMOUSLY

- a. No action taken

- ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the First Reading of Ordinance 2019-1600 Midland Power Franchise Fee

MOTION CARRIED UNANIMOUSLY

- a. No action taken

5. **Public Comments** | None

6. **Consent Items** – Sarchet requested item f. be pulled

MOTION: A motion was made by Vogel and seconded by Sarchet to approve the amended consent agenda items

- a. City Council Meeting Minutes for October 28, 2019
- b. City Council Work Session Meeting Minutes for October 29, 2019
- c. Receive and file the Parks Commission Meeting Minutes for November 4, 2019
- d. Claims listing dated November 11, 2019
- e. Receive and file the November 2019 Water Report
- f. ~~Resolution 2019-103 fixing date for a public hearing on November 25, 2019 at 6pm for the sale of real property located at 510 S. 3rd Street~~
- g. Temporary Site Plan for PCCEDC annual Square Lighting event December 3, 6-8pm
- h. Cancel December 23, 2019 Council Meeting
- i. Resolution 2019-104 appointing a representative and alternate representative to the Polk County Emergency Management Commission
- j. Receive and file the September 10, 2019 and October 7, 2019 Library Board Meeting Minutes
- k. Receive and file October 2019 Library Stats Report
- l. Receive and file the October 2019 Library Director Report
- m. Receive and file the Library Resolution 2019-4L authorizing the sale, donation or disposal of non-functioning or obsolete Dell Computers
- n. Receive and file the Board of Adjustment Meeting Minutes from November 11, 2019

MOTION CARRIED UNANIMOUSLY

- f. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2019-103 fixing date for a public hearing on November 25, 2019 at 6pm for the sale of real property located at 510 S. 3rd Street

YES: Vogel, Walters

NO: Anderson, Sarchet, Dvorak

MOTION FAILED

7. Business Items

- a. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2019-105 approving Pay App No. 1 in the amount of \$42,227.50 for the 2019 Street Repairs Project
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2019-106 approving Pay App No. 3 in the amount of \$6,403.76 for the East Grimes and Deer Haven Intersection Repairs Project
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Snyder & Associates Invoice for September Services in the amount of \$24,215.45
YES: Dvorak, Vogel, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED

8. Reports & Particulars | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Council Member Sarchet thanked the Legion for inviting him to their last meeting. He said it was good to hear what's going on and they are excited about the new carriage route. He said it is a good organization and cool to see ceremonial stuff they do.
- Council Member Anderson said he is glad to see the current Legion leadership's involvement with the City.
- Council Member Dvorak thanked everyone that voted his re-election. He said it was a great turn-out and he is looking forward to serving another four years and representing the community.
- Council Member Walters attended a Community Visioning meeting with Anderson last week and said it was good information and good speakers. Walters said he is glad Polk City moved forward with this program and he was excited to see the age range of attendees.
- Mayor Morse congratulated the three council members on re-election. He attended two ribbon cutting ceremonies recently, One More Rep Fitness and Riah Salon Studio, and said he is excited to see the Centre full now along with all the other good stuff that is going on with economic development
- Library Director, Noack provided an update on the staffing situation at the Library regarding the lack of coverage on evenings and Saturdays and said the Library Board plans to add 26 staff hours a week. Noack explained the Library's inclement weather policy.

9. **MOTION:** A motion was made by Walters and seconded by Vogel at 6:18 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session; sub paragraph 1.j** To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
YES: Vogel, Walters, Anderson, Sarchet, Dvorak
MOTION CARRIED UNANIMOUSLY

10. (AFTER CLOSED SESSION ENDED AT 7:12 p.m.) No Action taken

11. Adjournment

- MOTION:** A motion was made by Dvorak and seconded by Walters to adjourn at 7:12 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, November 25, 2019

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, November 11, 2019
City Hall Council Chambers

A Council Work Session was held on October 29, 2019 at 5:00 p.m. at City Hall in Polk City, Iowa.

Minutes

Council Member Sarchet shared a supplement to the recent Parks and Rec survey. Council Member Dvorak provided details regarding recent committee meetings. Council Member Walters asked to review a draft job description. City Manager Huisman discussed data from comparable communities including titles, pay, and expectations. Mayor and Council discussed several details surrounding the potential Parks and Recreation position. Council Member Walters requested a formalized job description, metrics of expectations with a timeline and outline of goals to ensure the City set up a program for this person to succeed. Huisman will determine and finalize a plan to bring back to Council at the next meeting.

Adjournment – At 5:56 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, November 18, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on November 18, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Ohlfest called the meeting to order at 6:00 p.m.

2. **Roll Call** | Hankins, Triplett, Dietz, Ohlfest, Vogel, Sires | In attendance
Bowersox | arrived 6:02 p.m.

3. **Approval of Agenda**

MOTION: A motion was made by Triplett and seconded by Dietz to approve the agenda
MOTION CARRIED UNANIMOUSLY

4. **Approval of Meeting Minutes**

MOTION: A motion was made by Hankins and seconded by Vogel to approve the August 16, 2019 meeting minutes.

MOTION CARRIED UNANIMOUSLY

5. **Preliminary Plat for Creekview Estates**

Civil Design Advantage Civil Engineer, Josh Trygstad provided a summary of the preliminary plat on behalf of North Polk Development, stating the plans have not changed from initial concept plan presented at the rezoning from A-1 to R-2. All comments from Snyder & Associates have been addressed including leaving W. Trace Drive as a dead-end street. The plat includes 86 single family lots and a detention pond. Kathleen Connor, Snyder & Associates representative, added the developer will be increasing the 2-foot sidewalk to a 10-foot wide trail per staff request along 3rd Street.

P&Z Commission Member Hankins outlined a couple of options he'd prefer instead of W. Trace Drive remaining as dead-end street, suggesting a cul-de-sac Bulb be installed at the end of the existing stub on W. Trace Drive within the development or possible vacating the section of W. Trace Dr. and have it deeded from the City to Wolfe Creek Association

Connor added there has been a staff discussion and Public Works Director, Fire Chief and Police Chief are all in agreement with the option of leaving the short stub street as is.

Ohlfest asked Trygstad if grading was scheduled to begin this year. Trygstad replied yes, after the preliminary plat was approved. Connor added they have been advised to proceed at own risk after approval prior to final plat approval.

Vogel agreed that land at end of W. Trace Drive would be difficult to pave and agreed to leaving W. Trace as is for that reason.

Ohlfest asked for comments from the audience.

The following audience members spoke in support of West Trace Drive remaining as a non-through street:

1. Al Burrows, 532 W. Trace Drive
2. Brian Blaylock, 910 Chinock Way
3. Charlotte Loter, 913 W. Trace Drive
4. Jim Jensen, 530 N. Trace Court
5. Donna Jensen, 530 N. Trace Court
6. Betty Sikkink, 904 W. Trace Drive

MOTION: A motion was made by Dietz and seconded by Vogel to recommend Council approve the Preliminary Plat for Creekview Estates subject to all recommendation and comments in the Engineer Memo dated November 14, 2019 being satisfactorily addressed.

YES: Vogel, Sires, Dietz, Ohlfest, Bowersox

NO: Hankins, Triplett

MOTION CARRIED

6. Adjournment

MOTION: A motion was made Triplett and seconded by Dietz to adjourn at 6:43 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, December 16, 2019

Attest:

Carol Thornburg, Deputy City Clerk

CLAIMS REPORT

The City of Polk City

For **11/25/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PD	GEN	WEX	FUEL	\$1,661.88
PD	GEN	JEREMY SIEPKER	MILEAGE FOR COPS CONFERENCE	\$677.00
PD	GEN	MATT ASWEGAN	TRAINING PER DIEM	\$22.35
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$41.77
PD	GEN	AUREON TECHNOLOGY	PHONE	\$809.69
PD	GEN	JEREMY SIEPKER	NOVEMBER CELL STIPEND	\$40.00
PD	GEN	TRACE KENDIG	NOVEMBER CELL STIPEND	\$40.00
PD	GEN	BRICK LAW FIRM	PROSECUTIONS	\$1,650.00
PD	GEN	PHILIP L ASCHEMAN, PHD	EVALUATION	\$205.00
PD	GEN	AMAZON BUSINESS	SAFE	\$142.18
PD	GEN	Crystal Clear Water Co	PURCHASED WATER	\$8.00
PW	GEN	Gurnsey Electric Co	SIRENS - FALL MAINTENANCE	\$875.00
FD	GEN	Sioux Sales Company	JOB SHIRT	\$77.45
FD	GEN	MEDIX OCCUPATIONAL HEALTH	PHYSICAL EXAM	\$694.50
FD	GEN	POLK CITY KIWANIS CLUB	MEMBERSHIP DUES	\$115.00
FD	GEN	DES MOINES AREA COMM.COLLEGE	CONTINUING ED HOURS	\$15.00
FD	GEN	Fire Service Training Bureau	ESSENTIALS OF FIREFIGHTING	\$149.00
FD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$58.09
FD	GEN	AUREON TECHNOLOGY	PHONE	\$100.10
FD	GEN	JIM MITCHELL	NOVEMBER CELL STIPEND	\$40.00
FD	GEN	AUREON TECHNOLOGY	INTERNET	\$225.00
FD	GEN	440-PRAXAIR DISTR. INC.	OXYGEN	\$27.75
FD	GEN	Bound Tree Medical	MEDICAL SUPPLIES	\$729.86
PW	GEN	BRICK LAW FIRM	DEER HAVEN AND GRIMES	\$787.50
PW	GEN	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$5,988.78
PW	GEN	Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$7,115.12
PW	GEN	POLK COUNTY TREASURER	A/C CONTRACT FEES	\$226.12
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$3,906.12
PW	GEN	MIDLAND POWER CO-OP	STREET LIGHTING	\$467.21
LIB	GEN	NICHE ACADEMY	ANNUAL SUBSCRIPTION	\$500.00
LIB	GEN	CENTURY LINK	PHONE SERVICE	\$274.67
LIB	GEN	AMAZON	BOOKS AND SUPPLIES	\$879.73
LIB	GEN	MICROMARKETING, LLC	INV#792857	\$150.96
LIB	GEN	OVERDRIVE INC	BOOKS	\$269.48
LIB	GEN	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$42.54
LIB	GEN	OVERDRIVE INC	BOOKS	\$194.97
LIB	GEN	BAKER & TAYLOR	BOOKS	\$362.67
LIB	GEN	CENTRAL IOWA DISTRIBUTING	PAPER TOWELS	\$127.00
LIB	GEN	BAKER & TAYLOR	BOOKS	\$370.86
PW	GEN	Dennis Godfrey	MILEAGE	\$227.36
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICES	\$75.00
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICES	\$75.00
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$10.00
PW	GEN	ACCUJET LLC	LIFT STATION	\$282.78
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICES	\$75.00
PW	GEN	PORTABLE PRO, INC.	PORTABLE SERVICES	\$75.00
CH	GEN	CHELSEA HUISMAN	NOVEMBER CELL STIPEND	\$40.00
CH	GEN	BUSINESS PUBLICATIONS CORP	BUSINESS RECORD	\$321.60
CH	GEN	ACCESS SYSTEMS	NETWORK SECURITY AUDIT	\$500.00
CH	GEN	AUREON TECHNOLOGY	TABLET	\$4,281.47
CH	GEN	WOLF CREEK TECHNOLOGY, INC.	SERVICE	\$729.00
CH	GEN	PAPA'S PIZZERIA	ELECTION	\$65.21
CH	GEN	Ahlers & Cooney	HY-VEE	\$1,054.50
CH	GEN	BRICK LAW FIRM	GENERAL	\$6,687.45
CH	GEN	AUREON TECHNOLOGY	PHONE	\$298.89
CH	GEN	CENTURY LINK	PHONE SERVICE	\$130.18
CH	GEN	LINDSEY HUBER	NOVEMBER CELL STIPEND	\$40.00
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$24.00
PW	RUT	WEX	FUEL	\$1,273.40
PW	RUT	CENTURY LINK	PHONE SERVICE	\$110.05
PW	RUT	CITY LAUNDERING	MEDICAL KIT MAINTENANCE	\$41.38
PW	RUT	KIMBALL MIDWEST	RESTOCK	\$550.24

CLAIMS REPORT

The City of Polk City

For

11/25/2019

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
DEBT	DEBT	UMB BANK	INTEREST PAYMENT	\$60,040.00
PW	WATER	HAWKINS INC	PUMP REPAIR	\$715.00
PW	WATER	HOTSY CLEANING SYSTEMS INC.	CLEANING SYSTEMS	\$167.40
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$18.79
PW	WATER	CENTURY LINK	PHONE SERVICE	\$61.32
PW	WATER	Des Moines Water Works	PURCHASED WATER	\$6,163.99
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$89.00
PW	WATER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$3,102.23
PW	WATER	Gurnsey Electric Co	LOCATE & REPAIR ELEC FOR WELL	\$177.39
PW	SEWER	CENTURY LINK	PHONE SERVICE	\$278.64
PW	SEWER	ACCUJET LLC	LIFT STATION	\$300.00
PW	SEWER	CORE AND MAIN	PVC	\$178.44
TOTAL				\$118,328.06
		GENERAL		\$45,060.79
		ROAD USE		\$1,975.07
		DEBT SERVICE		\$60,040.00
		WATER		\$10,495.12
		SEWER		\$757.08
		TOTAL		\$118,328.06



POLK CITY - A City For All Seasons -

Monthly Finance Report October 31, 2019

Prepared By: Lindsey M. Huber

City of Polk City
Cash and Investment Reconciliation
All Funds
10/31/2019

Cash Basis Fund Balances	<u>\$ 10,361,732.71</u>
Investments	\$ 4,676,548.34
Grinnell State Bank Business Checking- 0.60%	5,727,797.75
Outstanding Transactions	<u>(42,613.38)</u>
Total	<u>\$10,361,732.71</u>

Summary of Investments

Luana Savings Bank Money Market- 1.81%	\$ 1,625,844.14
Luana Savings Bank Certificate of Deposit- 1.85%	\$ 1,545,683.36
Grinnell State Bank Certificate of Deposit- 2.25%	1,056,367.20
Grinnell State Bank Business Money Market- 1.46%	448,649.64
IPAIT Investment Account	<u>4.00</u>
	\$ 4,676,548.34

**City of Polk City
Cash Balance Summary
10/31/2019**

Fund	Cash Balance September 30, 2019	Revenues	Expenditures	Cash Balance October 31, 2019
General Fund	\$ 3,860,533.20	\$ 951,454.31	\$ 269,583.60	\$ 4,542,403.91
Road Use Tax	149,923.10	42,485.52	117,902.41	\$ 74,506.21
Tax Increment Financing	137,352.44	183,653.90	-	\$ 321,006.34
Low Moderate Income	1,579,515.62	1,036.68	-	\$ 1,580,552.30
PC Comm. Lib Trust	15,437.01	-	932.25	\$ 14,504.76
Asset Forfeiture	5,682.50	-	-	\$ 5,682.50
Debt Service	34,474.03	142,343.38	-	\$ 176,817.41
Capital Improvements	(220,600.99)	38,432.53	95,948.00	\$ (278,116.46)
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	739,823.27	109,728.93	77,247.23	\$ 772,304.97
Sewer Utility	870,249.32	112,418.71	69,061.66	\$ 913,606.37
Total	<u>\$ 9,410,849.90</u>	<u>\$ 1,581,553.96</u>	<u>\$ 630,675.15</u>	<u>\$ 10,361,732.71</u>

**City of Polk City
Revenue Summary by Fund
10/31/2019**

Fund	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of Oct 31, 2019	Variance	Percent ⁽¹⁾
General Total	5,669,696.18	5,335,202.89	4,650,658.30	5,113,862.08	3,669,338.00	1,514,146.84	(2,155,191.16)	41%
Road Use Total	422,393.91	425,317.38	436,103.13	455,806.80	440,000.00	176,269.26	(263,730.74)	40%
TIF Total	361,874.17	205,235.86	300,221.00	342,324.53	336,600.00	203,618.61	(132,981.39)	60%
L.M.I Total	15,431.41	55,242.83	70,839.08	90,698.75	85,651.00	4,347.96	(81,303.04)	5%
PC Comm. Library Trust	-	0.00	20,000.00	0.00	0.00	0.00	-	0%
Asset Forfeiture Total	0.00	610.00	0.00	4,726.00	0.00	699.00	699.00	0%
Debt Service Total	271,892.45	137,160.00	136,215.00	321,958.32	357,587.00	160,485.66	(197,101.34)	45%
Capital Improvements Total	2,334,810.55	908,704.56	1,128,651.95	1,470,705.00	759,793.00	50,157.30	(709,635.70)	7%
Capital Water Project	-	0.00	60,000.00	2,961,568.80	0.00	0.00	-	0%
Water Total	611,146.22	788,088.93	954,955.00	1,044,825.56	1,040,000.00	509,664.66	(530,335.34)	49%
Sewer Total	639,078.61	761,007.40	870,631.50	1,329,223.39	1,224,000.00	460,215.32	(763,784.68)	38%
Total Of All Revenues	10,326,323.50	8,616,569.85	8,628,274.96	13,135,699.23	7,912,969.00	3,079,604.61	(4,833,364.39)	39%

(1) October is 33.3% of the fiscal year

**City of Polk City
Expenditures Report
10/31/19**

Account Title	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	As of October 31, 2019	Variance	Percent (1)
Police Total	643,613.46	728,089.33	751,430.58	788,543.47	869,037.00	340,341.14	528,695.86	43.16%
Civil Defense Total	6,435.51	7,180.70	4,009.83	4,547.16	15,400.00	483.94	14,916.06	10.64%
Fire Total	465,724.29	456,504.44	479,940.15	759,900.23	701,080.00	203,609.52	497,470.48	26.79%
Building/Housing Total	327,498.79	461,270.52	423,623.74	389,606.92	376,892.00	175,542.83	201,349.17	45.06%
Dog Control Total	312.48	603.70	1,438.29	1,133.84	2,000.00	504.34	1,495.66	44.48%
Road Use Total	149,997.73	154,726.93	102,308.96	104,196.78	146,484.00	45,832.75	100,651.25	43.99%
Street Lighting Total	60,371.53	55,632.71	52,756.68	49,599.49	60,000.00	17,226.55	42,773.45	34.73%
Other Public Works (Theft)	16,455.60	-	0.00		0.00	0.00	0.00	0.00%
Env.Health Services Total	111.40	3,627.80	246.25	4,433.30	15,000.00	0.00	15,000.00	0.00%
Library Total	265,792.84	240,329.49	273,480.58	277,882.31	306,050.00	104,809.63	201,240.37	37.72%
Parks Total	223,617.65	316,853.97	366,446.16	510,507.92	275,968.00	148,144.26	127,823.74	29.02%
Community Center Total	12,302.68	9,948.52	10,034.75	9,938.38	11,000.00	6,033.53	4,966.47	60.71%
Economic Development Total	125,000.00	-	0.00		0.00		0.00	0.00%
Mayor Council Total	203,903.88	206,759.19	218,058.58	281,953.87	98,636.00	23,887.94	74,748.06	8.47%
Policy Administration	413,582.81	449,960.55	383,042.40	364,360.76	218,812.00	102,325.89	116,486.11	28.08%
Elections	1,601.70	-	0.00	0.00	2,000.00	0.00	2,000.00	0.00%
City Attorney Total	60,882.41	58,341.69	42,445.52	74,120.21	51,000.00	22,771.10	28,228.90	30.72%
City Hall Total	107,208.09	145,468.76	120,905.77	220,165.77	113,300.00	33,219.57	80,080.43	15.09%
Other City Government Total	60,858.86	69,790.51	195,182.76	179,202.99	187,000.00	33,087.71	153,912.29	18.46%
Capital Improvements	-	-	500,000.00		0.00		0.00	0.00%
Transfer Total	2,606,703.00	1,032,160.00	1,260,230.68	910,912.00	200,000.00	0.00	200,000.00	0.00%
General Total	5,751,974.71	4,397,248.81	5,185,581.68	4,931,005.40	3,649,659.00	1,257,820.70	2,391,838.30	22.72%
Road Use Total	347,488.01	294,350.76	674,279.15	480,083.12	499,693.00	224,904.44	274,788.56	45.01%
TIF Total	359,125.48	206,347.94	243,221.00	284,984.91	336,600.00	0.00	336,600.00	0.00%
L.M.I Total	6,745.00	-	7,294.00	27,512.00	36,000.00	0.00	36,000.00	0.00%
PC Comm. Lib Trust Fund Total				4,152.45	5,000.00	1,342.79	3,657.21	26.86%
Asset Forfeiture Total	0.00	152.50	0.00	200.00	0.00	0.00	0.00	0.00%
Debt Service Total	137,395.00	137,160.00	136,215.00	305,626.57	341,080.00	0.00	341,080.00	0.00%
Capital Improvements Total	1,450,384.16	945,265.38	1,129,054.79	1,470,704.58	759,793.00	328,274.18	431,518.82	43.21%
Capital Water Project Total				783,108.40	500,000.00	0.00	500,000.00	0.00%
Water Total	676,504.07	611,971.91	919,479.44	698,762.78	1,047,142.00	377,413.78	669,728.22	36.04%
Sewer Total	614,973.35	514,735.07	619,795.77	1,168,242.69	1,503,962.00	384,031.81	1,119,930.19	25.53%
Total Of All Expenses	9,344,589.78	7,107,079.87	8,914,920.83	10,154,382.90	8,678,929.00	2,573,787.70	6,105,141.30	29.66%

(1) October is 33.3% of the fiscal year

City of Polk City
Summary of Funds for Fiscal Year
10/31/19

	Revenues	Expenses	Net Difference (R-E)	Note
General Total	\$1,514,146.84	\$1,257,820.70	\$256,326.14	
Road Use Total	\$176,269.26	\$224,904.44	(\$48,635.18)	
TIF Total	\$203,618.61	\$0.00	\$203,618.61	
L.M.I Total	\$4,347.96	\$0.00	\$4,347.96	
PC Library Trust Fund Total	\$0.00	\$1,342.79	(\$1,342.79)	Library had initial deposit of \$20,000
Asset Forfeiture Total	\$699.00	\$0.00	\$699.00	
Debt Service Total	\$160,485.66	\$0.00	\$160,485.66	
Capital Improvements Total	\$50,157.30	\$328,274.18	(\$278,116.88)	Transfer from General Fund will clear up
Capital Water Project Total	\$0.00	\$0.00	\$0.00	
Water Total	\$509,664.66	\$377,413.78	\$132,250.88	
Sewer Total	\$460,215.32	\$384,031.81	\$76,183.51	
Total	<u>\$3,079,604.61</u>	<u>\$2,573,787.70</u>	<u>\$505,816.91</u>	

STATE OF IOWA 2019 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2019 CITY OF POLK CITY, IOWA DUE: December 1, 2019		16207701000000 CITY OF POLK CITY PO Box 426 POLK CITY IA 50226-0426 POPULATION: 3418		
NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.				
ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	2238899		2,238,899	2,234,131
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	2,238,899		2,238,899	2,234,131
Delinquent Property Taxes	0		0	0
TIF Revenues	342,325		342,325	336,600
Other City Taxes	1,799,473	0	1,799,473	1,680,368
Licenses and Permits	249,119	0	249,119	206,925
Use of Money and Property	210,304	0	210,304	139,600
Intergovernmental	514,073	0	514,073	495,002
Charges for Fees and Service	283,473	2,374,049	2,657,522	2,140,013
Special Assessments	713	0	713	200
Miscellaneous	53,181	0	53,181	348,500
Other Financing Sources, Including Transfers in	5,070,090	0	5,070,090	5,201,012
Total Revenues and Other Sources	10,761,650	2,374,049	13,135,699	12,782,351
Expenditures and Other Financing Uses				
Public Safety	1,943,931		1,943,931	1,944,230
Public Works	633,879		633,879	662,836
Health and Social Services	4,433		4,433	5,000
Culture and Recreation	802,480		802,480	802,891
Community and Economic Development	233,569		233,569	292,949
General Government	1,119,804		1,119,804	1,121,493
Debt Service	305,627		305,627	320,854
Capital Projects	1,753,813		1,753,813	1,959,793
Total Governmental Activities Expenditures	6,797,536	0	6,797,536	7,110,046
Business type activities		1,307,213	1,307,213	1,393,662
Total All Expenditures	6,797,536	1,307,213	8,104,749	8,503,708
Other Financing Uses, Including Transfers Out	1,489,840	559,793	2,049,633	2,239,444
Total All Expenditures/and Other Financing Uses	8,287,376	1,867,006	10,154,382	10,743,152
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	2,474,274	507,043	2,981,317	2,039,199
Beginning Fund Balance July 1, 2018	5,904,215	970,325	6,874,540	6,874,540
Ending Fund Balance June 30, 2019	8,378,489	1,477,368	9,855,857	8,913,739
NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:				
Non-budgeted Internal Service Funds		Pension Trust Funds		
Private Purpose Trust Funds		Agency Funds		
Indebtedness at June 30, 2019	Amount	Indebtedness at June 30, 2019	Amount	
General Obligation Debt	4,100,000	Other Long-Term Debt	0	
Revenue Debt	0	Short-Term Debt	0	
TIF Revenue Debt	0			
		General Obligation Debt Limit	20,965,860	



City of Polk City, Iowa
City Council Agenda Communication

Date: November 25, 2019
To: Mayor Morse & City Council
From: Lindsey Huber, Finance Director
Subject: Polk County Auditor TIF Certification

BACKGROUND: Every year the city is required to certify what TIF revenue we want to capture. The deadline for requesting these funds is December 1st. These funds will be distributed in FY21 by Polk County Treasurer. We will then turn around and use those funds to pay developers who we have development agreements with.

FINANCIAL IMPACT: We are requesting \$293,780 for Urban Renewal Area II and asking for maximum collections for the Polk City Koester Construction area.

We are also certifying for the first time Frihalage for \$300,000 and Luana Savings Bank for \$650,000. These are both development agreements that the council approved but we are now capturing revenue for the first time.

RECOMMENDATION: I recommend that the council approve our TIF certifications so we can continue to bring in TIF revenue to pay our obligations for development agreements.

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

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Use State five-digit Area Number)

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

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 1,154,906.00

*There must be attached a 'CITY TIF FORM 1.1' showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

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

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

Dated this 25th day of November, 2019

Lindsey M. Huber
Signature of Authorized Official

515-984-9157
Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Five-digit State Area Number)

(Format: XX/XX/20XX)

Individual TIF Indebtedness Type/Description:	Date Approved*:	Total Amount:
1 Frihalage	7/24/2017	300,000.00
2 Luana Savings Bank	12/10/2018	650,000.00
3 Twelve Oaks LMI	12/12/2016	165,906.00
4 3100, LLC LMI	12/12/2016	39,000.00
5		
6		
7		
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39		
40		
Total TIF Indebtedness NOT Previously Certified:		1,154,906.00

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

SPECIFIC URBAN RENEWAL TIF AREA TOTAL TAX DOLLAR REQUEST FOR NEXT FISCAL YEAR CERTIFICATION TO COUNTY AUDITOR

Due To County Auditor By December 1 Prior To The Fiscal Year
Where Less Than The Legally Available TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area

City: Polk City

County: POLK

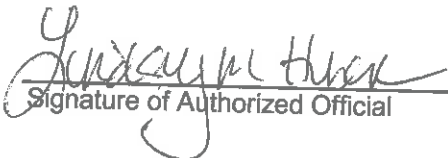
Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Five-digit State Area Number)

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

Typically There Would Only Be A Single Entry In 'Tax Amount Requested'	Tax Amount Requested:
Fareway	32,332
Polk City Commercial	15,033
Twelve Oaks	94,300
Luana Savings Bank	68,975
Bridge Pointe	55,075
Frihalage	28,065
Total TIF Increment Tax Request For This Urban Renewal Area:	293,780

Dated this 25th day of November, 2019


Signature of Authorized Official

515-984-9157
Telephone

**TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF
TIF INCREMENT TAX REVENUE RECEIVED FROM THE COUNTY TREASURER
CERTIFICATION TO COUNTY AUDITOR
Use One Certification Per Urban Renewal Area**

City: Polk City County: POLK

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Five-digit State Area Number)

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

		<small>(Format: XX/XX/20XX)</small>	
Individual TIF Indebtedness Type/Description/Details:		Date Indebtedness Reduced:	Amount Reduced:
1	Fareway Purchase Grant	11/18/2019	37,935.00
2			
3			
4			
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24			
25			
Total Indebtedness Reduction For This Urban Renewal Area:			37,935.00

Dated this 25th day of November, 2019

Gunderson Hoyer
Signature of Authorized Official

515-984-9157
Telephone

Annual Urban Renewal Report, Fiscal Year 2018 - 2019

Levy Authority Summary

Local Government Name: POLK CITY
 Local Government Number: 77G723

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL	77077	1
POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL	77089	4
POLK CITY DEER HAVEN URBAN RENEWAL	77096	2

TIF Debt Outstanding: 2,179,493

TIF Sp. Rev. Fund Cash Balance as of 07-01-2018: 1,513,018 1,513,018 Amount of 07-01-2018 Cash Balance Restricted for LMI

TIF Revenue:	342,324
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	342,324

Rebate Expenditures:	284,984
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	284,984

TIF Sp. Rev. Fund Cash Balance as of 06-30-2019: 1,570,358 1,576,204 Amount of 06-30-2019 Cash Balance Restricted for LMI

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 324,151

♣ Annual Urban Renewal Report, Fiscal Year 2018 - 2019

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL
 UR Area Number: 77077

UR Area Creation Date: 07/1991

UR Area Purpose: Economic Development

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR	77795	77796	1,305,000

Urban Renewal Area Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,450,000	0	0	0	1,450,000	0	1,450,000
Taxable	0	0	1,305,000	0	0	0	1,305,000	0	1,305,000
Homestead Credits									0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2018: 0 0 **Amount of 07-01-2018 Cash Balance Restricted for LMI**

TIF Revenue:	41,458
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	41,458

Rebate Expenditures:	41,458
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	41,458

TIF Sp. Rev. Fund Cash Balance as of 06-30-2019: 0 0 **Amount of 06-30-2019 Cash Balance Restricted for LMI**

Projects For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

Description:	Developer Agreement
Classification:	Commercial-Medical
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	276,671
Interest:	0
Total:	276,671
Annual Appropriation?:	Yes
Date Incurred:	05/10/2010
FY of Last Payment:	2033

Rebates For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

Polk City Dental, LLC

TIF Expenditure Amount:	41,458
Rebate Paid To:	Polk City Dental, LLC
Tied To Debt:	Polk City Dental, LLC Rebate
Tied To Project:	Polk City Dental, LLC
Projected Final FY of Rebate:	2033

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL (77077)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR
 TIF Taxing District Inc. Number: 77796
 TIF Taxing District Base Year: 2010
 FY TIF Revenue First Received: 2013
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	06/1991

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,450,000	0	0	0	1,450,000	0	1,450,000
Taxable	0	0	1,305,000	0	0	0	1,305,000	0	1,305,000
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	121,300	1,305,000	1,305,000	0	0

FY 2019 TIF Revenue Received: 41,458

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL
 UR Area Number: 77089

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	77867	77868	9,300,719
POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR	77869	77870	0
POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	77871	77872	352,425
POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR	77873	77874	0

Urban Renewal Area Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	71,320	145,096,840	10,146,400	0	0	-70,376	155,244,184	0	155,244,184
Taxable	38,833	80,704,163	9,131,760	0	0	-70,376	89,804,380	0	89,804,380
Homestead Credits									359

TIF Sp. Rev. Fund Cash Balance as of 07-01-2018:

1,513,018

1,513,018

Amount of 07-01-2018 Cash Balance Restricted for LMI

TIF Revenue:	300,866
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	300,866

Rebate Expenditures:	243,526
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	243,526

TIF Sp. Rev. Fund Cash Balance as of 06-30-2019:

1,570,358

1,576,204

Amount of 06-30-2019 Cash Balance Restricted for LMI

Projects For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	Yes

FAREWAY

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

POLK CITY COMMERCIAL, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

TWELVE OAKS, LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

TWELVE OAKS, LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

3100 LLC

Description:	DEVELOPER AGREEMENT
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

3100 LLC LMI

Description:	LMI
Classification:	Low and Moderate Income Housing
Physically Complete:	Yes
Payments Complete:	No

BRIDGEPOINTE

Description:	DEVELOPER AGREEMENT
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY STORES, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	Yes
Date Incurred:	02/06/2013
FY of Last Payment:	2016

FAREWAY STORES, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	435,988
Interest:	0
Total:	435,988
Annual Appropriation?:	Yes
Date Incurred:	02/06/2013
FY of Last Payment:	2034

POLK CITY COMMERCIAL REBATE

Debt/Obligation Type:	Rebates
Principal:	162,018
Interest:	0
Total:	162,018
Annual Appropriation?:	No
Date Incurred:	04/22/2013
FY of Last Payment:	2034

TWELVE OAKS, LLC REBATE

Debt/Obligation Type:	Rebates
Principal:	249,756
Interest:	50,000
Total:	299,756
Annual Appropriation?:	Yes
Date Incurred:	04/22/2013
FY of Last Payment:	2034

3100 LLC

Debt/Obligation Type:	Rebates
Principal:	44,831
Interest:	0
Total:	44,831
Annual Appropriation?:	Yes

Date Incurred:	09/24/2013
FY of Last Payment:	2025

BRIDGEPOINTE

Debt/Obligation Type:	Rebates
Principal:	771,886
Interest:	0
Total:	771,886
Annual Appropriation?:	Yes
Date Incurred:	05/29/2015
FY of Last Payment:	2032

TWELVE OAKS LMI

	Outstanding LMI Housing
Debt/Obligation Type:	Obligations
Principal:	159,680
Interest:	0
Total:	159,680
Annual Appropriation?:	Yes
Date Incurred:	04/22/2013
FY of Last Payment:	2034

3100 LLC LMI

	Outstanding LMI Housing
Debt/Obligation Type:	Obligations
Principal:	28,663
Interest:	0
Total:	28,663
Annual Appropriation?:	Yes
Date Incurred:	09/24/2013
FY of Last Payment:	2025

Non-Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

TIF Expenditure Amount:	0
Tied To Debt:	FAREWAY STORES, LLC REBATE
Tied To Project:	FAREWAY

Rebates For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

FAREWAY

TIF Expenditure Amount: 0
Rebate Paid To: FAREWAY
Tied To Debt: FAREWAY STORES, LLC
REBATE
Tied To Project: FAREWAY
Projected Final FY of Rebate: 2016

FAREWAY

TIF Expenditure Amount: 26,893
Rebate Paid To: FAREWAY
Tied To Debt: FAREWAY STORES, LLC
REBATE
Tied To Project: FAREWAY
Projected Final FY of Rebate: 2030

TWELVE OAKS

TIF Expenditure Amount: 94,300
Rebate Paid To: TWELVE OAKS
Tied To Debt: TWELVE OAKS, LLC REBATE
Tied To Project: TWELVE OAKS, LLC
Projected Final FY of Rebate: 2034

TWELVE OAKS LMI

TIF Expenditure Amount: 60,290
Rebate Paid To: TWELVE OAKS LMI
Tied To Debt: TWELVE OAKS LMI
Tied To Project: TWELVE OAKS, LLC LMI
Projected Final FY of Rebate: 2034

POLK CITY COMMERCIAL

TIF Expenditure Amount: 14,256
Rebate Paid To: POLK CITY COMMERCIAL
Tied To Debt: POLK CITY COMMERCIAL
REBATE
Tied To Project: POLK CITY COMMERCIAL,
LLC
Projected Final FY of Rebate: 2034

3100 LLC

TIF Expenditure Amount: 29,150
Rebate Paid To: 3100 LLC

Tied To Debt: 3100 LLC
Tied To Project: 3100 LLC
Projected Final FY of Rebate: 2025

3100 LMI

TIF Expenditure Amount: 18,637
Rebate Paid To: 3100 LLC LMI
Tied To Debt: 3100 LLC LMI
Tied To Project: 3100 LLC LMI
Projected Final FY of Rebate: 2025

Income Housing For POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL

Amount of FY 2019 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	0
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 77868

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	141,842,240	8,516,400	0	0	-70,376	150,288,264	0	150,288,264
Taxable	0	78,893,925	7,664,760	0	0	-70,376	86,488,309	0	86,488,309
Homestead Credits									356

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	1,143,427	86,488,309	9,300,719	77,187,590	2,412,583

FY 2019 TIF Revenue Received: 283,692

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 77870

TIF Taxing District Base Year:	1990	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	71,320	0	0	0	0	0	71,320	0	71,320
Taxable	38,833	0	0	0	0	0	38,833	0	38,833
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	71,320	0	0	0	0

FY 2019 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 77872
 TIF Taxing District Base Year: 1990
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,254,600	1,630,000	0	0	0	4,884,600	0	4,884,600
Taxable	0	1,810,238	1,467,000	0	0	0	3,277,238	0	3,277,238
Homestead Credits									3

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	11,740	3,277,238	352,425	2,924,813	91,501

FY 2019 TIF Revenue Received: 17,174

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA II URBAN RENEWAL (77089)
 TIF Taxing District Name: POLK CITY AG/ANKENY SCH/12 URBAN RENEW AREA II TIF INCR
 TIF Taxing District Inc. Number: 77874
 TIF Taxing District Base Year: 1990
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

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

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	0	0	0	0	0

FY 2019 TIF Revenue Received: 0

Urban Renewal Area Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL
 UR Area Number: 77096

UR Area Creation Date:

UR Area Purpose:

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	77235	77236	0
POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR	77237	77238	0

Urban Renewal Area Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	34,040	0	0	0	0	0	34,040	0	34,040
Taxable	18,534	0	0	0	0	0	18,534	0	18,534
Homestead Credits									0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2018: **0** **0** **Amount of 07-01-2018 Cash Balance Restricted for LMI**

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

Rebate Expenditures: 0
 Non-Rebate Expenditures: 0
 Returned to County Treasurer: 0
Total Expenditures: 0

TIF Sp. Rev. Fund Cash Balance as of 06-30-2019: **0** **0** **Amount of 06-30-2019 Cash Balance Restricted for LMI**

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 77236

TIF Taxing District Base Year:	0	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

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

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	0	0	0	0	0

FY 2019 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: POLK CITY (77G723)
 Urban Renewal Area: POLK CITY DEER HAVEN URBAN RENEWAL (77096)
 TIF Taxing District Name: POLK CITY AG/N-POLK SCH/MAD CEM/16 DEER HAVEN TIF INCR
 TIF Taxing District Inc. Number: 77238

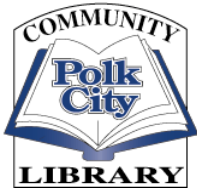
TIF Taxing District Base Year:	0	UR Designation	
FY TIF Revenue First Received:		Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	No

TIF Taxing District Value by Class - 1/1/2017 for FY 2019

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	34,040	0	0	0	0	0	34,040	0	34,040
Taxable	18,534	0	0	0	0	0	18,534	0	18,534
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2019	0	18,534	0	18,534	476

FY 2019 TIF Revenue Received: 0



**POLK CITY
COMMUNITY LIBRARY**

1500 W Broadway
Polk City, IA 50226
Phone: (515) 984 – 6119
Fax: (515) 984 – 9273
Email: library@polkcitylibrary.org
Web: www.polkcitylibrary.org

November 18, 2019

To the Polk City Council Members and Mayor Morse:

The Director and the Board of Trustees of the Polk City Community Library are requesting permission to increase staff by adding 26 part-time hours each week effective January 1, 2020.

To staff the 54 hours per week that the Polk City Community Library is open, we currently operate with a FTE of 3.5, including 3 full-time staff and one part-time staff member who covers 20 hours per week. This change would have us operating with a FTE of 4.15. The average FTE for other libraries in Iowa with populations between 5,000-6,500 residents is 5.08 for their average 54 open hours. It is also important to note that the recent community survey we administered as part of our accreditation process showed a strong demand for expanded library hours, both by opening earlier during the week and adding Sunday hours. This is something the Board of Trustees will be researching as part of the library's strategic plan which may lead to additional staffing needs.

We are asking for additional staff to allow for coverage when an employee is absent, as well as to prevent employees from having to work alone. Currently our part-time employee works alone from 5-8 pm on weeknights and 9:30-4 on Saturdays. With the recent injury of our part-time employee, the remaining library staff has been covering those extra 20 hours per week to avoid interruption in library services. Our plan is to fill the 26 hours with three additional staff members (Library Assistants), each working 6-10 hours per week. These same employees will also fill the extra staff hours we add each year during our summer reading program. This will be an additional benefit because the employees will already be trained when the summer season begins rather than a single, temporary employee getting a "crash course" during the library's busiest time of year. The additional cost of adding these staff hours would be approximately \$5,500 from January 1- June 30, 2020 which would be requested in a budget amendment.

We respectfully ask you to approve the additional hours and funding so that we may continue to offer excellent library services to our community.

Sincerely,

Jamie Noack, Library Director

Job Description (pending approval by Board of Trustees):
Title: Library Assistant

Job Summary

- Reports directly to the Director or shift supervisor on duty
- Library Assistant is responsible for duties pertaining to the day-to-day operations of the Library
- Assisting customers with regards to library services as needed
- Employment hours will be primarily evenings and weekends
- Limited weekday hours may be available June and July

Job Duties/Responsibilities

- Works the circulation desk according to the written policies of the Library
- Aides the public in locating the needed materials as best as possible or refer them to another staff member
- Will learn and be backup for all other duties and tasks done by other staff as directed by the Director
- Will help Children/Adult Librarians during programs as needed
- Shelving books, reading shelves, and straightening shelves
- Inventory
- Basic cleaning tasks of toys, library furniture and shelves
- Any other projects as assigned by the Director

Job Requirements

- Excellent organizational skills
- Excellent communication skills
- Ability to change tasks quickly and efficiently
- Courteous, outgoing personality
- Ability to listen carefully, take instructions, learn procedures quickly
- Good rapport with public
- Knowledge of libraries and Dewey Decimal System
- Strong attention to detail
- Ability to seek out and complete tasks independently

Minimum Qualifications

- 16 years of age
- Basic computer skills
- Reliable transportation
- Ability to work 6-10 hours per week with a flexible schedule
- Must sign waiver for background check of child abuse directory and criminal records check

Equipment Used

- All building equipment in the facility that can be operated, and or programmed by Library Staff
- Public use equipment



City of Polk City, Iowa City Council Agenda Communication

Date: November 25, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Parks and Recreation Director job description

BACKGROUND: In your packet is a job description for the Parks and Recreation Director position. The job description is a work in progress, and if there is information missing, we can always amend and add to it.

I have put together a tentative timeframe for hiring of the position:

- November 25, 2019 Council approves job description, formally creating the position
- December 13, 2019 City staff completes goals, initiatives, criteria for what this person is to accomplish within specified timeframes. The staff will also have an advertisement of the position ready for the advertising period.
- December 19, 2019-January 17, 2020 Position is advertised on various outlets, City manager will also attend Iowa Parks and Recreation Meetings or send information for announcements in early January
- January 17, 2020-Deadline to apply by 5PM
- January 20, 2020-January 22, 2020-finalists are narrowed down by staff
- January 31st-February 5, 2020-Interviews are conducted
- February 5, 2020-Position is offered to candidate
- February 10, 2020-Resolution to set pay for the position is on the February 10th City Council agenda
- March 2020-Proposed start date

ALTERNATIVES: Do not approve the job description.

FINANCIAL CONSIDERATIONS: There are few financial considerations to approve the job description. Advertising costs will be minimal. The Financial Considerations for the future will be pay and benefits for the position.

RECOMMENDATION: It is my recommendation that the Council approve the job description.

City of Polk City



Title:	Parks and Recreation Director
Department:	Parks and Recreation
Status:	Regular Full-Time/Non-Exempt
Reports to:	City Manager
Supervises:	Summer Recreational Director & Seasonal Recreation staff

POSITION FUNCTION:

This Parks and Recreation Director is responsible for planning, coordinating, implementing, managing and organizing recreational programs for all residents. This includes scheduling events at City facilities and park development. Work involves programming athletic, social and instructional activities and educational seminars for all age groups. The Director must exercise discretion and independent judgment in day to day activities of the Parks Department.

DUTIES AND RESPONSIBILITIES:

1. Works closely with the Parks and Recreation Commission to further their vision and goals.
2. Develops an annual work plan based on priorities set by the Parks and Recreation Commission and the City Council.
3. Coordinates with Public Works Department for park and recreational trail maintenance; the library for joint programming; the Police and Fire Departments on as needed basis to ensure safety, cooperation and public relations.
4. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public. Other agencies include, but are not limited to various community organizations, North Polk Community School District, PCCEDC, nearby towns, community members, other City Departments, community businesses, and athletic teams.
5. Advises the Parks and Recreation Commission and makes recommendations on programming and the City's operating and capital improvements budget for the Parks Department.
6. Develops programming and leisure time activities for all ages and abilities; providing opportunities for social development that are recreational and educational.
7. Review activities and programs on an ongoing basis to form short- and long-range recommendations to implement changes within the parameters of the city budget.
8. Reviews and approves all departmental expenditures and invoices in a timely manner.
9. Promote Parks and Recreation programs and other City communications through various media outlets, including the City's website, Facebook page and City marquee sign.

10. Attend staff, Parks and Recreation Commission and City Council meetings as requested by the City Manager. This position will be required to take meeting minutes of the Parks and Recreation Commission meetings.
11. Aid City Administrative staff as needed and as requested by the City Manager.
12. Adheres to all City policies and procedures.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the City Manager.

SKILLS AND ABILITIES:

Ability to develop a work schedule that ensures all activities and meetings are accounted for. Will also need to have the ability to have a flexible schedule where programming will often take place outside of City Hall operational hours.

1. Ability to develop a work schedule that ensures all activities and meetings are accounted for. Will also need to have the ability to have a flexible schedule where programming will often take place outside of City Hall operational hours.
 2. Ability to organize, manage and motivate volunteers and personnel; insuring work schedule has minimum number of organizers to supervise safely and meet legal requirements for various activities.
 3. General knowledge of parks and recreation issues, funding sources and budget development and oversight.
 4. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 5. Possess good planning, organizational and scheduling skills.
 6. Maintain department records in an organized and orderly way.
 7. Use computers and related software applications.
 8. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.
 9. Formal plan in place to obtain and manage required certifications and requirements for department.
-

TRAINING AND EXPERIENCE:

Minimum 4 year (bachelor's degree) in Parks and Recreation Management or Leisure Services. Acceptable combination of education and experience will be considered.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Adult and Pediatric First Aid/CPR/AED within 6 months of hire
3. Pre-employment drug testing and criminal background history check

PRELIMINARY PLAT REVIEW

Date: November 18, 2019
 Project: Creekview Estates

Compiled by: Kathleen Connor, Planner
 Project No.: 119.0842.01

GENERAL INFORMATION:

Applicant:	North Polk Development, LLC
Property Owner:	Bettylee Miller, Karla Samo, and Floyd Neal Miller
Requested Action:	Approval of Preliminary Plat
Location	Southwest corner of N. 3 rd St. and NW Hugg Dr.
Size:	33.03 acres
Zoning:	R-2 One and Two-family Residential District
Proposed Use:	86 single family lots; 7 outlots; and street rights-of-way



PROJECT BACKGROUND:

City Council approved the voluntary annexation of the subject property into Polk City on August 26, 2019. This property was subsequently rezoned from A-1 to R-2. Orton Development Company now intends to move forward with development of Creekview Estates and request approvals of the Preliminary Plat.

PROJECT DESCRIPTION:

This Preliminary Plat is in general conformance with the concept plan presented to P&Z and Council at the time the property was rezoned to R-2. The plat includes 86 single-family lots. These lots range in size from 8,250 sf to 21,555 sf. All lots are at least 65 feet wide and 8,000 sf in size. The two existing dwellings and associated outbuildings will be demolished in the initial phase of development.

The public improvements associated with this plat include the extension of Wolf Creek Drive and new streets, with three cul-de-sacs and an access onto N. 3rd Street and a second access onto NW Hugg Drive. At the time of rezoning, property owners on the north side of NW Hugg Drive indicated they prefer there be no access onto NW Hugg Drive from this development. However, this would create a block that is substantially longer than the 1,300 linear feet maximum permitted by the Subdivision Ordinance. In addition, both the Fire Chief and Police Chief have stated that secondary access from NW Hugg Drive is important for emergency access to the future residences. Staff therefore recommends approval of the two access locations as shown on the Preliminary Plat.

Outlot Z will be owned by the Homeowners Association and contains a permanent, wet-bottom detention pond. The pond outlet will be designed to control runoff velocity and mitigate erosion. The property owners will be responsible for maintaining the detention pond while the city will be responsible for maintaining pipes and structures. The pond and outlot will not be dedicated to the City and are not considered part of the required park land dedication. Water mains, sanitary sewers, and storm sewers will be extended to provide service to each lot.

Staff proposes the developer fulfill a portion of their 1.97-acre parkland dedication requirement by upgrading the required 4' sidewalk along N. 3rd Street to a 10' shared use trail. The parkland dedication will be based on the additional pavement cost for a 10-foot wide, 5" thick pcc trail over a 4-foot wide, 4" thick pcc sidewalk. It is anticipated this trail will be constructed with Plat 2, therefore a Development Agreement may be required at the time of Plat 1 is final platting. The remainder of the park land dedication, if any, will be a cash donation equivalent to the fair market value of the land, paid in at the time Plat 2 is final platting.

Internal sidewalks will be required in conjunction with Building Permits. However, the developer will pave the ADA sidewalk ramps within the plat, with two sets of ramps at full intersections and one set of ramps at tee-intersections as plat improvements. A sidewalk will be paved adjacent to Outlot Z. The City Engineer will review the need for paving of depressed sidewalks at emergency overflows at the time of construction drawing review.

The developer is interested in commencing clearing, grubbing, and grading this year. Off-site grading shall not be permitted until all necessary permanent off-site easement documents have prepared on a form approved by the City Attorney and signed by the abutting property owner(s).

This Preliminary Plat in conformance with the Tree Ordinance as follows:

- A. Whether an excessive or unnecessary number of existing trees are to be removed, taking into consideration the city's goal of preserving existing trees and any reasonable alternatives available to the developer. *[The Preliminary Plat indicates the tree removal areas for City Council consideration and approval.]*
- B. Whether the applicant has provided for the replacement of existing trees to be removed, at other locations on the property. *[Trees will be planted within the 15' Parkway Easement along N. 3rd Street, In addition, per Code, each homebuilder will be required to plant one overstory tree in the front yard of each home prior to a Certificate of Occupancy.]*
- C. Whether the landscaping provides a visual buffer, where necessary, from the surrounding property including headlight screening for streets. *[Existing trees outside the grading limits will be to the extent possible along the south plat boundary, particularly near the southwest corner of the property.]*
- D. Whether the streets, sidewalks and lots are laid out in a manner to preserve existing trees, where feasible, and whether the applicant has provided for fencing off or protecting trees during construction, to the extent feasible. *[Streets are laid out to provide reasonable connection to existing streets. The connection of W. Trace Drive to Wolf Creek Townhomes was eliminated to preserve trees. Sidewalks and the trail will be located within the public right-of-way. Snow fence will be required along the grading limits for protection of existing trees.]*

- E. Whether parkways are designed in accordance with the Comprehensive Plan. *[A 15' Parkway Easement is shown. The developer will be required to plant the parkway trees, with species per Polk City's tree list. The easement will require property owners to maintain these trees]*

DEVELOPMENT AGREEMENT:

Prior to approval of the Construction Drawings or Final Plat, staff plans to recommend Council approval of a Development Agreement that will provide for reimbursement to the developer for a portion of the cost of specific public improvements through an economic development grant or tax increment financing. These public improvements exceed the requirements of the Subdivision Ordinance, are in conformance with the Comprehensive Plan, and of benefit to the City as a whole. This proposed agreement will cover costs for only the following items, with said costs based on the budgetary cost opinion dated 11/14/19:

- 100% of the cost of design and construction of an off-site 12" water main running along NW Hugg Drive; beginning at the northwest corner of this plat and terminating at the existing 12" water main in Big Creek Valley. This water main is adjacent to Aric Sharp's property and will complete a portion of the "North Loop" in accordance with the Comprehensive Plan.
- Incremental construction cost for upsizing one water main running through Creekview Estates from the required 8" water main to a 12" water main in conformance with the Comp Plan.
- 50% of the cost of design and construction of an off-site 12" water main running along N. 3rd Street, beginning at Creekview Drive, then crossing N. 3rd Street to the east side of the street, and then extending south to its point of connection to the existing 12" water main that currently terminates at the north end of Big Creek Technology Park. This water main will complete the remaining portion of the "North Loop" in accordance with the Comprehensive Plan.

REVIEW COMMENTS:

City staff and Snyder & Associates reviewed the Preliminary Plat for conformance with the concept plan presented by the applicant at the time the property was rezoned to R-2, Polk City's Subdivision Regulations, SUDAS, and other applicable city codes. Submittal #4 addresses all review comments.

RECOMMENDATION:

Based on the satisfactory resolution of each of the forgoing review comments, staff recommends P&Z approval of the Preliminary Plat for Creekview Estates, subject to the following:

1. Council approval of the terms for the Development Agreement related to public water main improvements that exceed the requirements of the Subdivision Ordinance at the time the Preliminary Plat is approved. Said Development Agreement shall be executed prior to approval of a Final Plat for Creekview Estates.
2. All P&Z recommendations being addressed prior to this item being placed on the City Council agenda.
3. All professional billings being paid in full to the Finance Director prior to Council action.

RESOLUTION NO. 2019-107

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR
CREEKVIEW ESTATES**

WHEREAS, Civil Design Advantage, on behalf of North Polk Development, LLC., submitted a Preliminary Plat for Creekview Estates; and

WHEREAS, on November 18, 2019 the Polk City Planning and Zoning Commission met and recommended approval of the Preliminary Plat for Creekview Estates, subject to completion of the City Engineer's review comments and recommendations being satisfactorily addressed; and

WHEREAS, the City Engineer has reviewed the Preliminary Plat and finds that all review comments have been satisfactorily addressed and therefore recommends approval of said Preliminary Plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission and the City Engineer and deems it appropriate to approve the Preliminary Plat for Creekview Estates.

PASSED AND APPROVED the 18th day November 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

PRELIMINARY PLAT FOR: CREEKVIEW ESTATES

POLK CITY, IOWA

APPLICANT/OWNER

NORTH POLK DEVELOPMENT, LLC
CONTACT: BRUCE GATES
2280 WOODLANDS PARKWAY
CLIVE, IA 50325

ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
CONTACT: JOSH TRYGSTAD
PH. (515) 369-4400
FX. (515) 369-4410

PROJECT SCHEDULE

PHASE 1: 2019-2020
PHASE 2: 2020-2021

PARKLAND DEDICATION

REQUIRED:
86 SINGLE-FAMILY LOTS * 995.95 SF/LOT = 1.97 ACRES

BULK REGULATIONS

TOTAL AREA: = 1,457,617 SF
R-2 REGULATIONS SHALL APPLY:

MINIMUM LOT AREA = 8,000 SF
MINIMUM LOT WIDTH = 65 FT
SETBACKS:
FRONT YARD = 30 FT
REAR YARD = 35 FT
SIDE YARD = 8 FT

ZONING

EXISTING: R-2
PROPOSED: R-2

PRELIMINARY PLAT DESCRIPTION

THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA,

AND
THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.

BENCHMARKS

- CUT 'X' AT INTERSECTION OF WOLF CREEK DRIVE CENTERLINE AND NORTHERN TRACE DRIVE. CENTERLINE AT SOUTHEAST CORNER OF SITE. ELEVATION = 862.26 (NAVD 88)
- CUT 'X' AT INTERSECTION OF WEST TRACE DRIVE CENTERLINE AND NORTHERN TRACE DRIVE. CENTERLINE. ELEVATION = 863.86 (NAVD 88)

SUBMITTALS

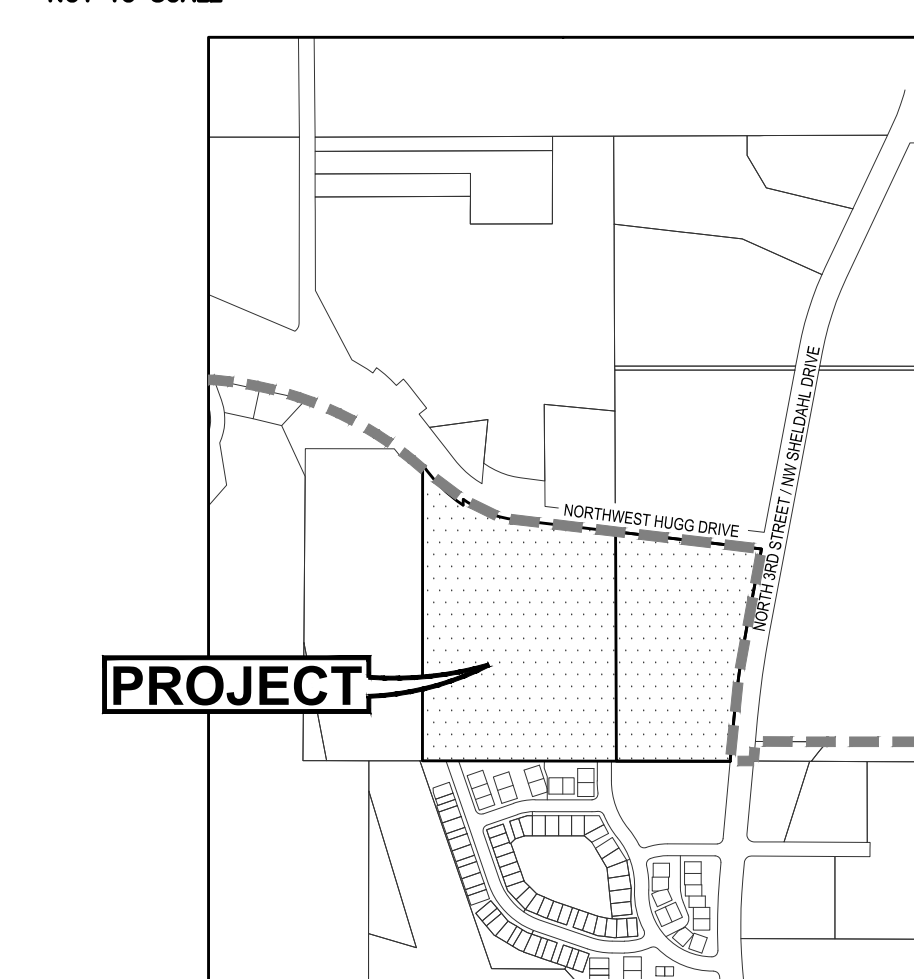
FIRST SUBMITTAL: 08/27/2019
SECOND SUBMITTAL: 10/25/2019
THIRD SUBMITTAL: 11/13/2019

NOTES

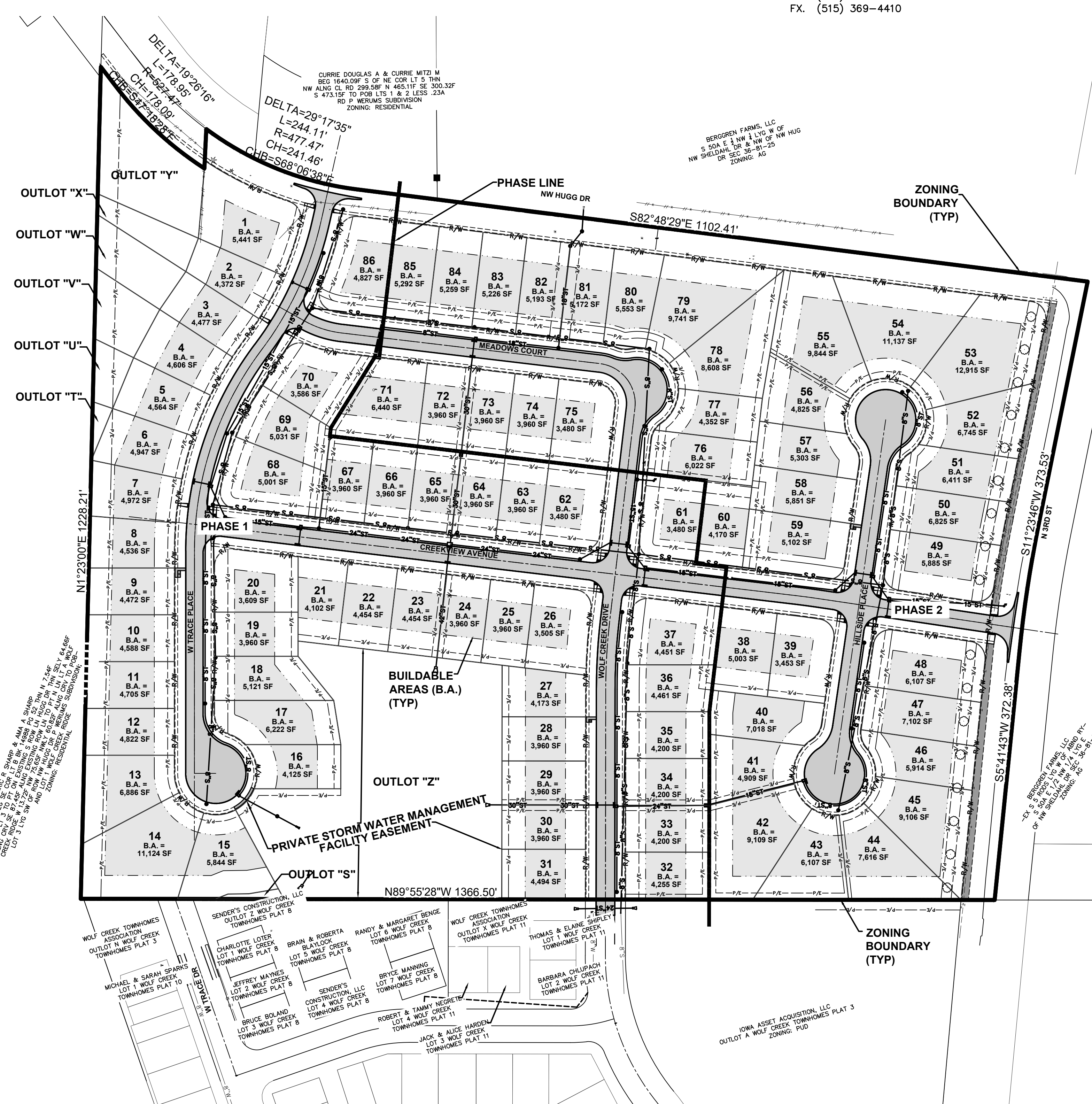
- CONTRACT FOR STREET LIGHTING SHALL BE EXECUTED WITH FINAL PLAT.
- STREET LIGHTS SHALL BE ON THE SAME SIDE OF STREET AS WATER MAIN.
- CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM SHALL BE EXECUTED WITH FINAL PLAT.
- WATER AND SANITARY SEWER SHALL BE PROVIDED BY THE CITY OF POLK CITY.
- OUTLOTS T-Y WILL BE INDIVIDUALLY, PERMANENTLY TIED TO LOTS 1-6 AT THE TIME OF FINAL PLATTING.
- NO LOTS WITHIN THIS PLAT SHALL BE PERMITTED TO HAVE A DRIVEWAY OFF NW HUGG DRIVE OR N 3RD STREET.
- OUTLOT Z WILL BE OWNED BY THE HOMEOWNER'S ASSOCIATION.
- A HOME OWNER ASSOCIATION SHALL BE ESTABLISHED AT THE TIME OF FINAL PLATING AND SHALL INCLUDE ALL LOTS WITHIN CREEKVIEW ESTATES.
- WELLS AND SEPTIC SYSTEMS WILL BE REMOVED AND ABANDONED ACCORDING TO IOWA DNR STANDARDS.
- SUBDRAINS SHALL BE PROVIDED ON BOTH SIDES OF ALL STREETS.
- THE MINIMUM OPENING ELEVATION (M.O.E.) SHALL BE THE ELEVATION OF THE LOWEST OPENING.
- THE MINIMUM BASEMENT ELEVATION (M.B.E.) SHALL BE THE ELEVATION OF THE LOWEST FLOOR, INCLUDING BASEMENT.

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA



LEGEND

FEATURES

PROPOSED

- GROUND SURFACE CONTOUR
- TYPE SW-501 STORM INTAKE
- TYPE SW-502 STORM INTAKE
- TYPE SW-503 STORM INTAKE
- TYPE SW-505 STORM INTAKE
- TYPE SW-506 STORM INTAKE
- TYPE SW-512 STORM INTAKE
- TYPE SW-513 STORM INTAKE
- TYPE SW-401 STORM MANHOLE
- TYPE SW-402 STORM MANHOLE
- FLARED END SECTION
- TYPE SW-301 SANITARY MANHOLE
- STORM/SANITARY CLEANOUT
- WATER VALVE
- FIRE HYDRANT ASSEMBLY
- SIGN
- DETECTABLE WARNING PANEL
- SANITARY SEWER
- STORM SEWER
- WATERMAIN WITH SIZE

SURVEY

- SECTION CORNER
- 1/2" REBAR, YELLOW CAP #18660 (UNLESS OTHERWISE NOTED)
- ROW MARKER
- ROW RAIL
- PLATTED DISTANCE
- MEASURED BEARING & DISTANCE
- RECORDED AS
- DEED DISTANCE
- CALCULATED DISTANCE
- CURVE ARC LENGTH
- CENTERLINE
- SECTION LINE
- 1/4 SECTION LINE
- 1/4 SECTION LINE
- EASEMENT LINE
- LOT LINE
- RIGHT OF WAY
- BUILDING SETBACK
- PLAT BOUNDARY
- MINIMUM BASEMENT ELEVATION
- MINIMUM OPENING ELEVATION
- MINIMUM PROTECTION ELEVATION

EXISTING

- GROUND SURFACE CONTOUR
- SANITARY MANHOLE
- WATER VALVE BOX
- FIRE HYDRANT
- WATER CURB STOP
- WELL
- STORM SEWER MANHOLE
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- DECIDUOUS SHRUB
- CONIFEROUS SHRUB
- ELECTRIC POWER POLE
- GUY ANCHOR
- STREET LIGHT
- POWER POLE W/ TRANSFORMER
- UTILITY POLE W/ LIGHT
- ELECTRIC BOX
- ELECTRIC TRANSFORMER
- ELECTRIC MANHOLE OR VAULT
- TRAFFIC SIGN
- TELEPHONE JUNCTION BOX
- TELEPHONE MANHOLE/VAULT
- TELEPHONE POLE
- GAS VALVE BOX
- CABLE TV JUNCTION BOX
- CABLE TV MANHOLE/VAULT
- MAIL BOX
- BENCHMARK
- SOIL BORING
- UNDERGROUND TV CABLE
- GAS MAIN
- FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- FIELD TILE
- SANITARY SEWER W/ SIZE
- STORM SEWER W/ SIZE
- WATER MAIN W/ SIZE

FOUND

- M.B.E.
- M.O.E.
- M.P.E.

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

PRELIMINARY
NOT FOR CONSTRUCTION

JOSHUA A. TRYGSTAD, P.E.
19228
DATE: _____
LICENSE RENEWAL DATE IS DECEMBER 31, 2020
PAGES OR SHEETS COVERED BY THIS SEAL:
ALL SHEETS

CREEKVIEW ESTATES
PRELIMINARY PLAT

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: CIVIL DESIGN ADVANTAGE
POLK CITY, IOWA

DATE: _____
REVISIONS: _____
THIRD SUBMITTAL: 11/13/2019
SECOND SUBMITTAL: 10/25/2019
FIRST SUBMITTAL: 08/27/2019

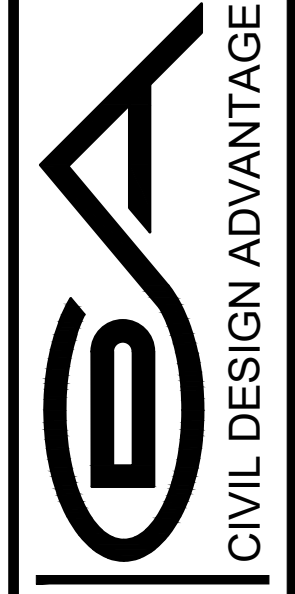
1 / 6
1904.178



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 DATE: 11/19/2019 1:16 PM
 COMMENT: EXISTING

REVISIONS	DATE
THIRD SUBMITTAL	11/13/19
SECOND SUBMITTAL	10/25/19
FIRST SUBMITTAL	08/28/19

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410

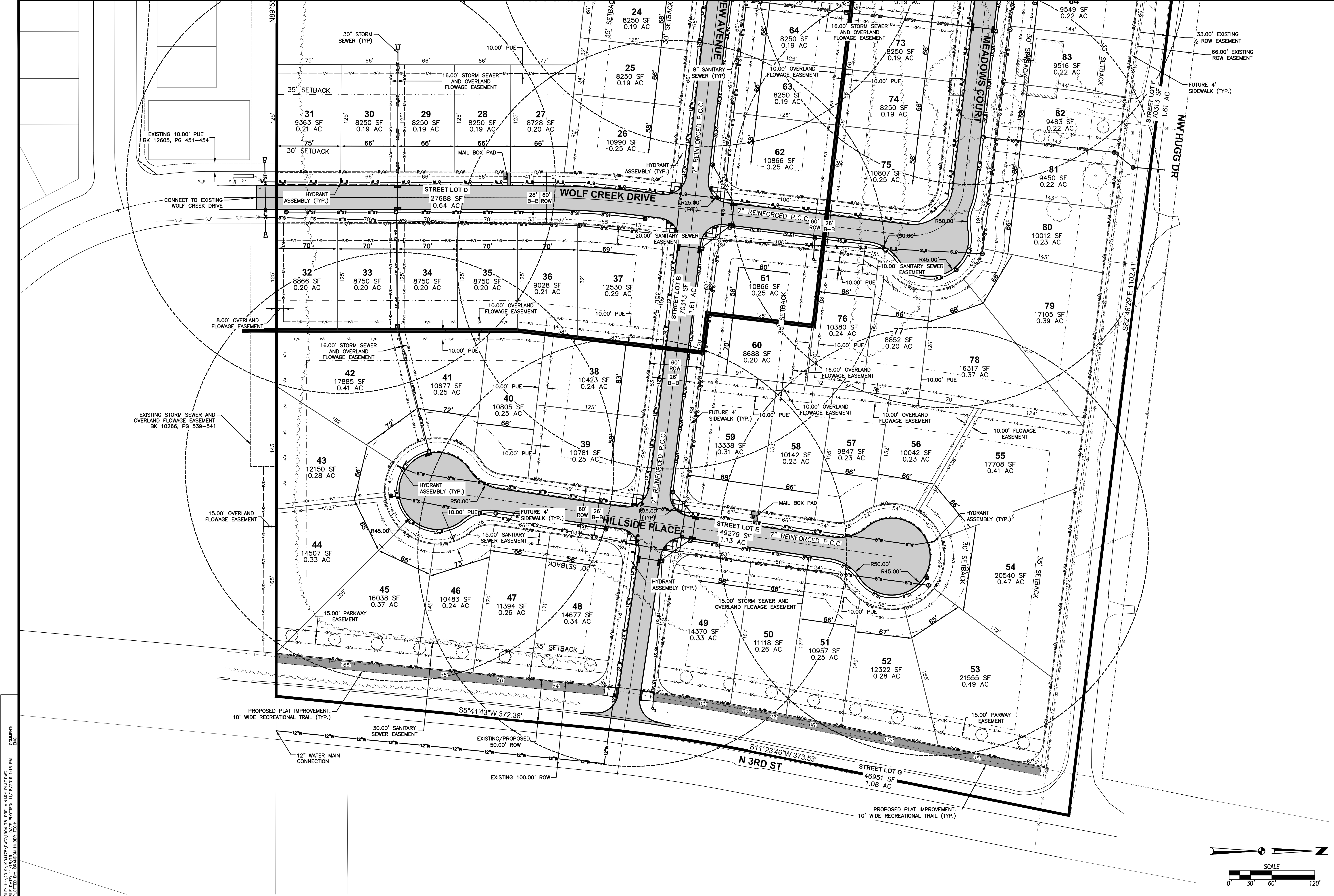


CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

CREEKVIEW ESTATES

PRELIMINARY PLAT

TECH: _____
 ENGINEER: _____



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 DATE: 11/18/2019 1:16 PM
 COMMENT: ENCL.

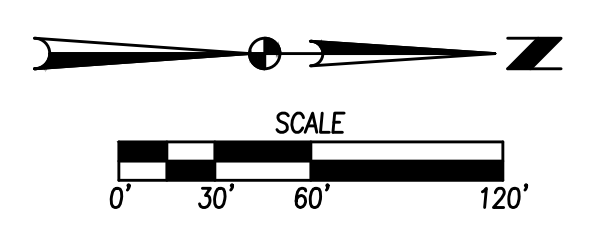
PROPOSED PLAT IMPROVEMENT,
 10' WIDE RECREATIONAL TRAIL (TYP.)

30.00' SANITARY SEWER EASEMENT

EXISTING/PROPOSED 50.00' ROW

12" WATER MAIN CONNECTION

EXISTING 100.00' ROW



REVISIONS	DATE
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FIRST SUBMITTAL	08/28/19

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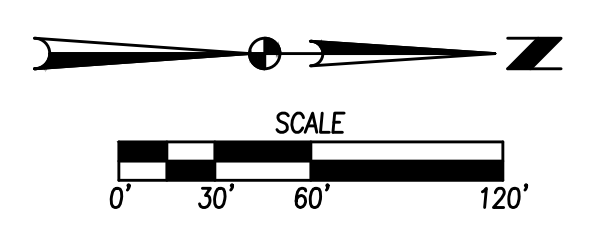
CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

CREEKVIEW ESTATES

PRELIMINARY PLAT

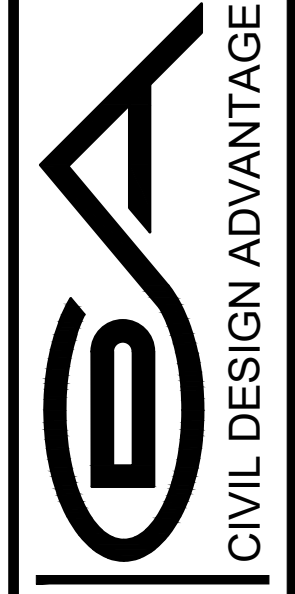


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 DATE: 11/19/2019 1:16 PM
 COMMENT: ENCL.



REVISIONS	DATE
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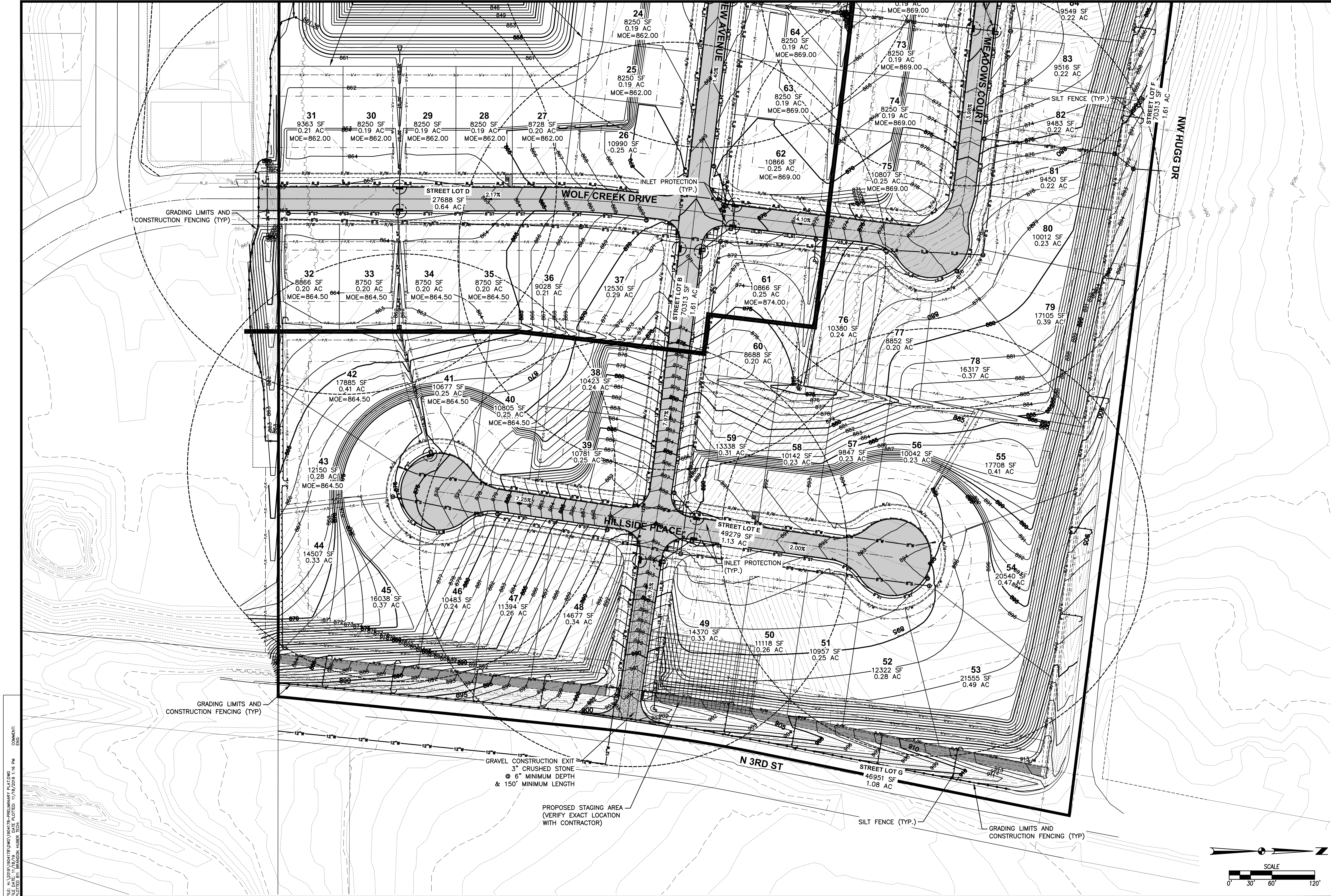
3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410



CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

CREEKVIEW ESTATES

PRELIMINARY PLAT



FILE: H:\2019\1904178\1904178-PRIMINARY PLAT.DWG
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 COMMENT:
 DATE: 11/18/2019 1:16 PM

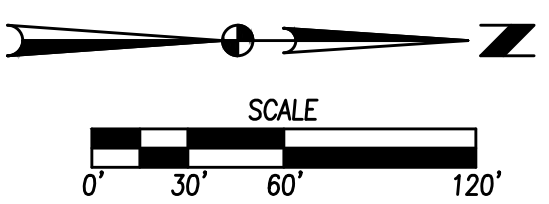
GRADING LIMITS AND
CONSTRUCTION FENCING (TYP)

GRAVEL CONSTRUCTION EXIT
3" CRUSHED STONE
6" MINIMUM DEPTH
& 150' MINIMUM LENGTH

PROPOSED STAGING AREA
(VERIFY EXACT LOCATION
WITH CONTRACTOR)

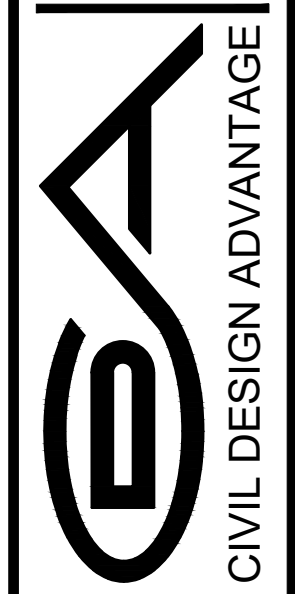
SILT FENCE (TYP.)

GRADING LIMITS AND
CONSTRUCTION FENCING (TYP)



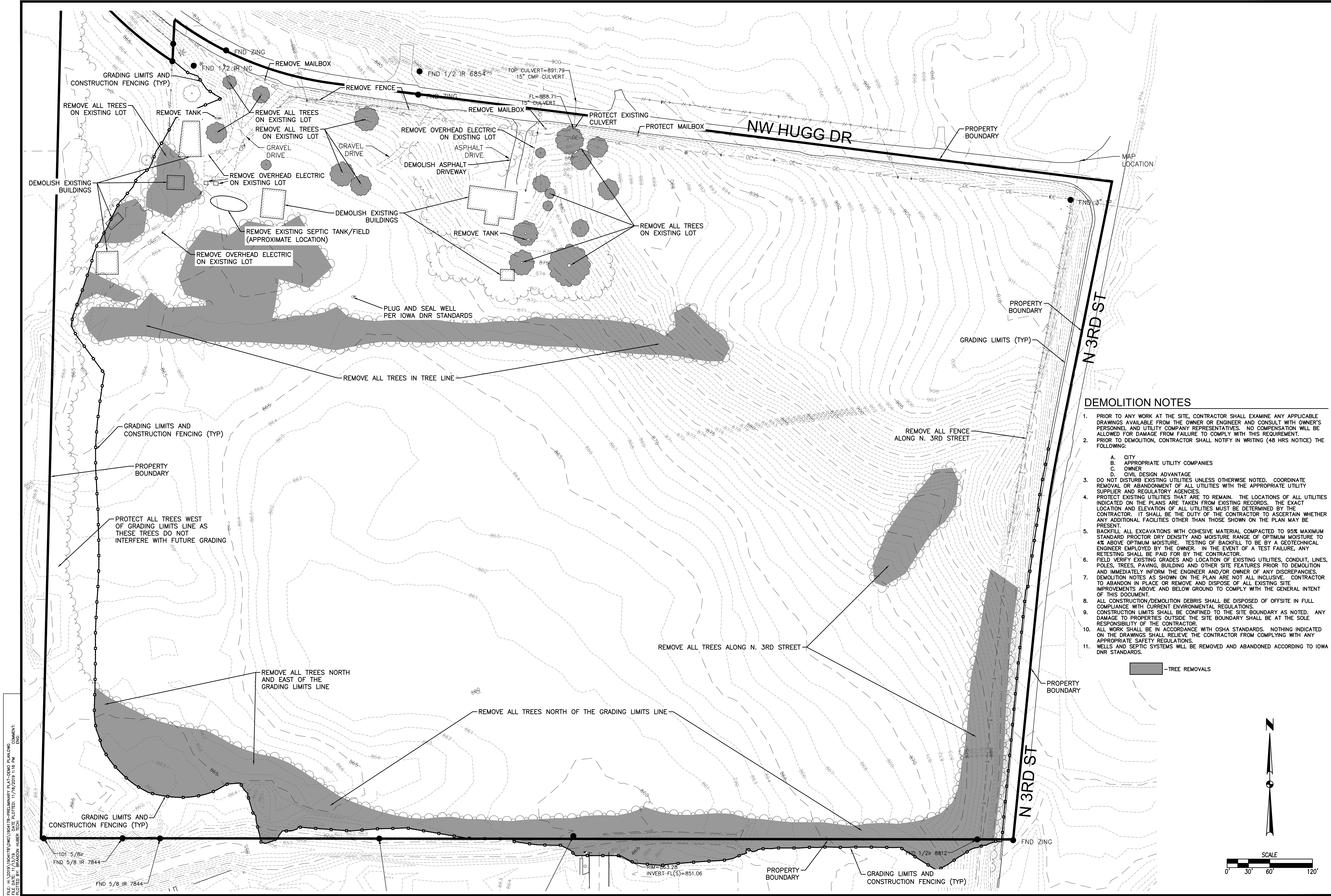
REVISIONS	DATE
THIRD SUBMITTAL	11/13/19
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FIRST SUBMITTAL	08/28/19

3405 S.E. CROSSROADS DRIVE, SUITE G
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POLK CITY, IOWA

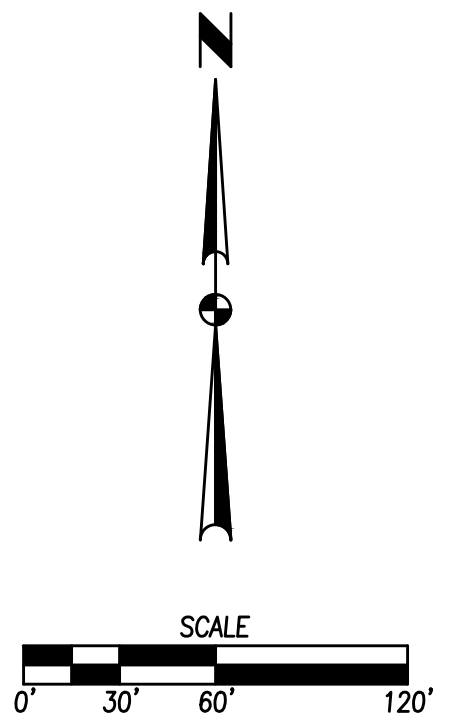
CREEKVIEW ESTATES PRELIMINARY PLAT



DEMOLITION NOTES

1. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER OR ENGINEER AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT. PRIOR TO DEMOLITION, CONTRACTOR SHALL NOTIFY IN WRITING (48 HRS NOTICE) THE FOLLOWING:
 - A. CITY
 - B. APPROPRIATE UTILITY COMPANIES
 - C. OWNER
 - D. CIVIL DESIGN ADVANTAGE
2. DO NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE NOTED. COORDINATE REMOVAL OR ABANDONMENT OF ALL UTILITIES WITH THE APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
3. PROTECT EXISTING UTILITIES THAT ARE TO REMAIN. THE LOCATIONS OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLAN MAY BE PRESENT.
4. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 95% MAXIMUM STANDARD PROCTOR DRY DENSITY AND MOISTURE RANGE OF OPTIMUM MOISTURE TO 4% ABOVE OPTIMUM MOISTURE. TESTING OF BACKFILL TO BE BY A GEOTECHNICAL ENGINEER EMPLOYED BY THE OWNER. IN THE EVENT OF A TEST FAILURE, ANY RETESTING SHALL BE PAID FOR BY THE CONTRACTOR.
5. FIELD VERIFY EXISTING GRADES AND LOCATION OF EXISTING UTILITIES, CONDUIT, LINES, POLES, TREES, PAVING, BUILDING AND OTHER SITE FEATURES PRIOR TO DEMOLITION AND IMMEDIATELY INFORM THE ENGINEER AND/OR OWNER OF ANY DISCREPANCIES.
6. DEMOLITION NOTES AS SHOWN ON THE PLAN ARE NOT ALL INCLUSIVE. CONTRACTOR TO ABANDON IN PLACE OR REMOVE AND DISPOSE OF ALL EXISTING SITE IMPROVEMENTS ABOVE AND BELOW GROUND TO COMPLY WITH THE GENERAL INTENT OF THIS DOCUMENT.
7. ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE DISPOSED OF OFFSITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
8. CONSTRUCTION LIMITS SHALL BE CONFINED TO THE SITE BOUNDARY AS NOTED. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
9. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
10. WELLS AND SEPTIC SYSTEMS WILL BE REMOVED AND ABANDONED ACCORDING TO IOWA DNR STANDARDS.

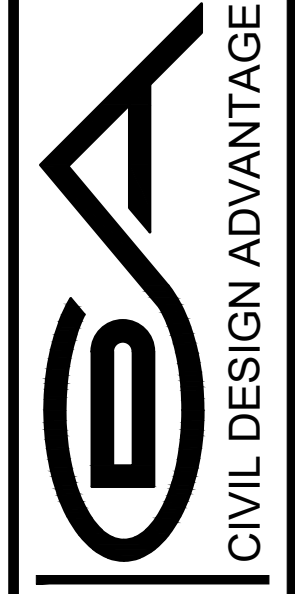
— TREE REMOVALS



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 PLOTTED BY: BRANDON HUBER, TECH
 DATE: 11/13/19 1:16 PM
 COMMENTS:

REVISIONS	DATE
THIRD SUBMITTAL	11/13/19
SECOND SUBMITTAL	10/25/19
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 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER: _____ TECH: _____



CREEKVIEW ESTATES
PRELIMINARY PLAT - DEMOLITION PLAN
 POLK CITY, IOWA

RESOLUTION NO. 2019-108

**A RESOLUTION ADOPTING POLICY PA-27
PECONOMIC DEVELOPMENT POLICY**

WHEREAS, the City of Polk City recognizes the need for a policy to establish and define guidelines for businesses seeking economic development incentives under Chapters 15A and 403 of the Code of Iowa; and

WHEREAS, the goal of the policy is to encourage quality economic development and to enhance the City's commercial, industrial, and specialized retail tax base by providing incentives to businesses and developers wanting to expand or locate in Polk City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-27 effective November 25, 2019.

PASSED AND APPROVED, this the 25th day of November 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A – 27
CITY OF POLK CITY

ECONOMIC DEVELOPMENT POLICY

Goals, Policies, Criteria and Procedure Goals:

The City of Polk City, Iowa, has developed the following guide for businesses seeking economic development incentives available under Chapters 15A and 403 of the Code of Iowa. The goals of the Economic Development Policy Statement and the Tax Increment Financing (TIF) Program are to encourage quality economic development and to enhance the City's commercial, industrial, and specialized retail tax base by providing incentives to businesses and developers that want to expand or locate in Polk City. The City of Polk City, Iowa, has developed the following guide for businesses seeking economic development incentives available under Chapters 15A and 403 of the Code of Iowa.

Policies:

- TIF is a discretionary program. The recommendation to the City Council to use TIF as an economic development incentive shall be at the sole discretion of the Finance Committee, which consists of the Mayor, two Council Members, the Finance Director, and the City Manager. Each project/development will be considered on a case by case basis. Tax increment financing is also subject to required legislative process (public notice and public hearing).
- TIF funds may be used for improving City infrastructure when the project is a City led infrastructure project.
- The City will not provide TIF funds for residential developments, residential structures, multi-residential developments or multi-residential structures. The City may issue TIF funds for residential developers when the City is requesting infrastructure requirements above and beyond that benefit the entire City, and not just the development. A list of those items is attached to this policy.
- The City may provide TIF funds for specialized retail development for establishments with a minimum anticipated assessed value of at least \$500,000. All projects/developments will be subject to a minimum assessment agreement to ensure the minimum assessed valuation is met.



- TIF project/developments will be funded on a rebate basis, with the owner or developer receiving a refund of a portion of the incremental property taxes according to the specific provisions of the development agreement.
- The Committee may recommend any TIF incentive allowable under this Policy, State law and the City's Urban Renewal Plan as adopted and amended. If awarded, rebates normally range from one (1) year to a maximum of five (5) years and are dependent on the merits of each project/development. The City Council reserves the right to exceed 5 years when projects: 1) Create 20+ jobs and/or 2) Far exceed the minimum anticipated value.
- The Committee may consider issues beyond those mentioned in this policy when deemed to be in the public interest, including impacts of natural disaster.
- Retention and/or creation of jobs will be required.

Criteria: The following factors will be considered in determining whether a project/development may be eligible for TIF funding:

- The anticipated assessed tax value for commercial and industrial must be a minimum of \$500,000, specialized retail development
- Demonstration by the applicant that the project/development will not occur or will be reduced in scope if TIF funds are not advanced
- Commercial development and rehabilitation
- Commercial development that directly serves the needs of the City's current industrial base
- Industrial development that enhances the community
- Infrastructure project/developments that enhance Industrial or Commercial development
- The project/development is a new business or existing business located in Polk City that is improving property with infrastructure or building expansion.
- The project/development is a business relocating and does not conflict with the anti-piracy provisions of the Iowa law



- The project/development complies with the City of Polk City's Comprehensive Plan, Design Standards, and Zoning Ordinances
- The project/development will not deter from the quality of life in, or the environment of, the community
- The project/development must contribute to the development of a sound economic base that will serve as a foundation for future growth and economic development in the community
- The project/development creates additional tax base and creates or maintains quality employment, i.e. the business agrees to retain and/or create jobs
- The project/development will not cause undue stress or demand on City infrastructure or services and is sensitive to the environment
- The project/development does not create an unfair advantage for the applicant over any existing business in the community
- The project/development meets or exceeds the building standards established by the City and is compatible with surrounding development
- The project/development incorporates low impact design, green infrastructure and/or LEED construction. Examples are porous pavement, native landscape, bioswales, rain gardens and green roofs
- Other considerations determined by the City Council or the Finance Committee to be relevant

Application Procedures:

- Requests for Tax Increment Financing (TIF) assistance will be made on application forms provided by the City. Application forms are available at City Hall. Completed applications should be returned to the Finance Director at City Hall. The Finance Committee will review applications and forward recommended project/developments to the City Council for their consideration. The City Council will make all final and binding decisions relating to economic development assistance.



- A TIF application should be submitted to the City as early as possible in the planning process. At a minimum, the application must be submitted prior to submittal of a site plan, building plans, as applicable.
- Upon submittal of the application, the Finance Committee will review the project/development. If the committee finds the application acceptable for funding, the committee will then make a proposal to the applicant. If and when the proposal is accepted, staff will be directed to prepare an appropriate development agreement for consideration (working with the City's designated bond counsel) by the applicant and the City Council. The Development Agreement will include rebate language and a minimum assessment section as outlined in this policy.
- If a proposal is made by the committee and there is no response from the applicant within six (6) months, the applicant will need to re-apply for TIF assistance for its project/development.
- The City has no legal obligation to provide any incentive until a mutually agreed upon development agreement has been signed by the City and all parties.

Disclaimer:

This policy and procedure is only a guideline and does not obligate the City to approve a TIF district or project/development or to pay any costs incurred by any developer prior to final approval of a development agreement, which has been executed by the City after the required legislative process, including notice and a public hearing. The City, in its sole discretion, reserves the right to reject any and/or all applications for tax increment financing if it is in the City's best interest to do so. The City of Polk City may at any time change or end this Economic Development Policy for any reason without notice provided.



Subdivision Policy - Polk City, Iowa

Required Public Improvements	Proposed Subdivision Ordinance and Policy			
	Type of Req'm't	Developer Responsibility	City Responsibility	Comments
Streets within Subdivision				
Local street paving, residential areas	Standard	100%	0%	Install with plat
Collector street paving, residential areas	Standard	100%	0%	Install with plat
Local street paving, comm/industrial areas	Standard	100%	0%	Install with plat
Collector street paving, comm/industrial areas	Standard	100%	0%	Install with plat
Turn lanes onto Collector or Arterial Street	Standard	100%	0%	Install with plat
Streets abutting Subdivision				
Gravel road > Asphalt Overlay w/ditch*	Standard	0%	100%	May split w/Count
Gravel road > Reconstruct with curb & gutter*	Standard	50% each side		Payment to City
Asphalt rural > Reconstruct with curb & gutter*	Standard	50% each side		Payment to City
Intersection Geometrics	Standard	Varies		Per TIS
Turn lanes on Collector or Arterial Street	Standard	100%		Per TIS
Traffic Signal	?			
Sidewalks and Trails within Subdivision				
Rec trail, if credited toward park dedication	Standard	100%	Excess after credit	
Sidewalks along all public streets	Standard	100%	0%	5' wide?
ADA ramps, Mailbox pads	Standard	100%	0%	
Sanitary Sewers				
Sanitary Sewers, 8" lateral sewers	Standard	100%	0%	
Sanitary Sewers, trunk sewers	Incremental	8" + install	Upsizing of Pipe	
Sanitary Sewers, deep trunk sewers	Standard	100%	Overdepth Extra	Based on topo
Lift Stations serving subdivision only	Standard	100%	0%	
Lift Stations serving larger area	Proportional	Area in Subdiv	Remaining area	Connection fees for others
Water Mains				
8" Water Mains & services	Standard	100%	0%	
Water mains > 8"	Incremental	8" + Install	Upsizing of Pipe	
Storm Sewers within plat				
Storm Sewers & Sump Services	Standard	100%	0%	
Subdrains, both sides of street	Standard	100%	0%	

* Project Costs to be as per Budgetary Cost Opinion prepared by City Engineer.



City of Polk City, Iowa

City Council Agenda Communication

Date: November 25, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Economic Development Policy

BACKGROUND: I have prepared a Tax Increment Financing Incentive Policy for the Council's consideration at Monday night's meeting. A copy of the proposed policy is in the packet for November 25, 2019.

Within the Policy I have stated what the City's intentions are for utilizing Tax Increment Financing. This policy is geared to incentivize development that increases the City's commercial, industrial and retail tax base. The Policy states that the City will not incentivize for residential developments, residential structures, multi-residential developments, or multi-residential structures unless the request is above and beyond for the developer.

A few other items that I would like to highlight regarding the policy:

- The City will require an application to be filled out for those developers interested in TIF, that meet the criteria outlined in the policy.
- The application will then be reviewed by the City's Finance Committee. Once reviewed, the Finance Committee will recommend an incentive to the full City Council. Each project will be reviewed on a case by case basis.
- All projects are required to minimum assessment agreement of at least \$500,000 assessed value. I did have the value higher but have reduced it after receiving some feedback from the Chamber.
- All projects will be paid by rebate; requiring the developer to pay their taxes accordingly once the project has been completed, and then the City will rebate a portion of the taxes (to be agreed upon in the terms of the Development Agreement).
- The City will use TIF funds for City led infrastructure projects
- The policy does allow for some circumstances where either TIF or an economic development grant may be issued for residential projects where the City requests infrastructure above and beyond the requirements outlined in the City's Subdivision Ordinance. E. G. A water main being upsized from 8" to 12", a trail being installed instead of a sidewalk, etc.

ALTERNATIVES: Do not approve the Policy and continue to evaluate projects as needed.

FINANCIAL CONSIDERATIONS: Unknown-TIF is a discretionary program that the City can and should utilize within the best interests of the City and its residents. The general consensus we have reached as a group, is that we continue to have an issue with LMI funds and would like to restrict giving TIF dollars to residential projects to cease the LMI set-aside requirement whenever possible.

RECOMMENDATION: It is my recommendation that the Council approve the Policy. It will provide a guideline for staff when meeting with potential developers. I also find value and importance in involving an application process, with review to take place by a committee prior to being presented to the full City Council.



City of Polk City, Iowa City Council Communication

Date: November 25, 2019 City Council Meeting
To: Mayor Jason Morse and City Council
From: Chelsea Huisman, City Manager
Subject: Proposed Changes to the Employee Handbook

BACKGROUND: We have been discussing changes to the employee handbook for some time. All the changes have been discussed with the Personnel Committee (Mayor Morse, Council member Sarchet, Council member Anderson, Finance Director and City Manager) on October 24th, and again on November 11th. The proposed changes will be on the City Council agenda for approval on November 25, 2019.

GENERAL CLEANUP: The handbook language was somewhat outdated. We allowed Matt Brick to go through the handbook, and he suggested we get rid of a lot of items in the handbook that really did not pertain to the employee handbook.

City Manager: Where Administrator was referenced, now says Manager throughout the document.

Policy handbook and employee handbook merged: The City had two separate documents-the policy handbook and the employee handbook. All of the below related employee policies have now been merged into the employee handbook:

1. Resident Relations Policy
2. Outside Employment
3. Confidential Information
4. Workplace violence and Weapons Policy
5. Safety & Health Policy
6. Drug Free Workplace Policy
7. Seatbelt Policy

Necessary Legal Changes: We had Matt Brick go through and add some needed paragraphs regarding ethical behavior, nepotism, social media, social networking and contact with the media. These sections are somewhat lengthy but necessary to have in the employee handbook.

Acknowledgement Page: The handbook now has an acknowledgement page, and each time an employee is hired, or the handbook changes, the employees need to sign a new acknowledgement page of the changes that have been made.

OTHER ITEMS:

Probationary/Introductory Period: I have added to this section in the handbook that if you are a new employee that you will have a performance evaluation twice within your first year of employment with the City. The evaluation is important within that first year and it helps to establish a good relationship. With a positive evaluation, there is an opportunity for a pay increase at 6 months of employment.

Inclement Weather: I have added a section in the handbook regarding operations during inclement weather. This would only be used during extreme circumstances, but would allow for discretion to be used during weather events when it is dangerous for both employees and the public to try to come to City Hall.

Per Diem traveling policy: There is now a per diem section in the handbook. The Per Diem is set by General Services Administration (GSA) by City traveling to (they set the per diem for all federal and state officials on their website). The rate is set differently for each city depending on COL. The staff will just be responsible for looking up the established rate set and knowing the rate while traveling. Employees are still responsible for providing receipts.

On-Call pay: We have several hourly employees, specifically in Public Works, that are expected to be on-call, outside of their normal working hours. We are establishing on-call pay as \$1 per hour, as it is common practice to pay hourly employees expected to be on-call.

Leave of Absence without Pay: The leave of absence section used to state that a leave without pay had to be approved by the City Council. The updated section states that it is to be determined by the City Manager.

Maternity/Paternity Leave: We added a benefit for maternity/paternity leave. An employee must be a full-time employee to qualify and have worked for the City for at least 1 year before utilizing the benefit. The benefit allows for maternity, paternity and family adoption paid time off.

Holidays: We updated the number of established holidays City employees receive after doing a comparison with surrounding communities. The City used to give 7.5 holidays, and we are bumping that number up to 9, as 9 was the average amongst the metro. Employees will now receive all of Christmas Eve, instead of a half day, and Good Friday. We did poll all the department heads for the ninth holiday and Good Friday was the holiday of choice.

Part-time holiday pay: There is an added section that states if you are a permanent part-time employee, scheduled to work on a holiday that you are eligible for holiday pay. Employees must be regularly scheduled employees to be eligible for this benefit.

Vacation, Sick Leave, and PTO overhaul: Compared to other metro communities, we were on the lower end of what we offered for time off (combination of vacation, sick leave, and PTO). After discussing with the City staff,

the staff stated they would like to just move to all PTO, instead of having the 3 separate banks. Some communities are moving to a PTO system for time off, as it allows employees more flexibility to take time off.

The handbook now shows PTO levels depending on your time with the City. Each category is being bumped up slightly to be more comparable with other metro communities in the DM area. The City will convert 1:1 for all vacation and PTO that has already been accumulated. Employees have two choices with sick leave, they can leave their sick leave bank as is, and use for sick related absences, or they can convert 1:2 to their PTO bank. The police converted to PTO 1 ½ years ago, so we are using the model they used to convert.

The changes to the handbook will address an issue we had with the old handbook where new employees did not receive any vacation time until 1 year of service. The new proposed handbook states that you will start accruing PTO on your start date. Here is what the new accruals will look like:

<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Max</u>
0-3 Years	6.46 hours	228
4-7 Years	8.0 hours	268
8-11 Years	9.54 hours	308
12+ Years	11.08 hours	348

Lastly, we did add a provision into the handbook that allows employees to cash-out their PTO twice a year, at 40 hours per cash-out period, as long as the employee still has 80 hours remaining in their bank.

Part-time PTO: Permanent Part-time employees will now be eligible for PTO, accrued at half the time as full-time employees. Here is what those accruals look like:

<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Max</u>
0-3 Years	3.23 hours	114
4-7 Years	4.0 hours	134
8-11 Years	4.77 hours	154
12+ Years	5.54 hours	174

RECOMMENDATION: I have reviewed all of the proposed changes with the Personnel Committee, and we are recommending the City Council adopt the new Employee Handbook.

Polk City

EMPLOYEE HANDBOOK



STATEMENT OF RECIEPT

Please read and sign the Statement of Receipt and return it to the Finance Director for your official personnel record.

I have received my copy of the Employee Handbook, which outlines the employee policies and procedures for the City of Polk City. I will familiarize myself with the material and understand that I am governed by its contents. These policies and procedures affect all City employees. If I work under a collective bargaining agreement, I understand that policies and procedures may be different and, where the union agreement and this manual differ, the labor agreement controls.

These employment policies are intended to be used only as a guide. I understand that nothing in the Employee Handbook is considered as either an explicit or implicit employment contract between the City and me. Should any provision in this Policy Handbook be found to be unenforceable and invalid, such findings do not invalidate the entire Policy Handbook, but only that particular provision. In the absence of law or legal contract, employment with the City of Polk City is terminable at the will of the employer. In addition, I may terminate my employment with the City at any time.

I also understand that no statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute in an agreement with an employee and that only the City may change, rescind or add to any policies and procedures described in the Employee Handbook at its discretion.

Signature

Date

By signing underneath, I specifically acknowledge receipt, review and understanding of the City’s Drug and Alcohol Policy.

Signature

Date

By signing underneath, I acknowledge that the policies, procedures and contents of this Employment Handbook may be changed at any time, and I agree to be bound by any such changes.

Signature

Date

By signing underneath, I acknowledge receipt, review and understanding of the City’s Harassment Policy.

Signature

Date

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NOTICE

Your employment with Polk City is at will and may be severed by either party, yourself or Polk City, at any time, with or without cause. These employment policies are intended to be used only as a guide. Neither these policies, or any other document or publication, are intended to create a contract and you should not expect them to do so. Polk City reserves the right to change any of the terms of these employment policies at any time. No representative of Polk City or its employees are committed to an employment relationship for any fixed period of time.

SECTION I - INTRODUCTION

Overview

This Handbook establishes personnel policies for all employees of Polk City, Iowa, (hereinafter City or Employer) except elected officials, members of citizens' boards and commissions and, anyone providing services on a contracted basis. Employees covered by a collective bargaining agreement will be covered by these policies, except where there is a conflict between the policies and an Agreement, in which case the Agreement will apply.

Department heads shall be covered by the policies outlined in this Handbook, except for specific exceptions of these policies granted by an individual contract or agreement with the City Council, either in writing or by resolution.

Standard operating procedures of Polk City may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed.

Each department head may establish separate policies for the purpose of handling matters applicable to their specific department. Such policies shall not however; conflict with the policies established by the City and must be approved by the City Manager.

This Handbook is not an employment contract. It is intended solely to give employees a short description of the benefits and working conditions of the City. Any representations made by a City official that are contrary to this Handbook shall have no force or effect. Polk City is an employment-at-will employer. If at any time there should be conflict between a policy in this Handbook and a collective bargaining agreement or an applicable state or federal statute, or both, the terms of the Agreement or statute will govern. Personnel policies are at the discretion of Polk City and may be withdrawn, applied, or amended at any time.

Equal Employment Opportunity

The City of Polk City supports equal employment opportunity for all individuals without regard to race, color, religion, creed, gender, sexual orientation, gender identity, age, national origin, marital status, disability; genetic information of employees, applicants or their dependents; status as a military veteran and any other category protected by any applicable local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to hiring, probation, training, promotion, transfer, compensation, benefits and assistance, layoff, recall, employee facilities, discharge, and retirement.

Discrimination in employment will not be tolerated. In addition, the City will not tolerate retaliation against an employee for having opposed discrimination, having made a complaint of discrimination, having advised a member of management of alleged

discriminatory conduct, or having participated in any manner in an investigation or proceeding regarding an allegation of discrimination. Employees are prohibited from engaging in any discrimination or retaliation.

The City also prohibits the harassment of any employee on the basis of his or her being a member of any protected class. Those in protected classes, race, color, religion, creed, gender, age, national origin, marital status, disability; genetic information of employees, applicants or their dependents; sexual orientation, gender identity; status as a military veteran, and any other category protected by any applicable local, state, or federal law.

Every employee has an obligation to report any discriminatory conduct that he or she believes has occurred or is occurring, whether such conduct is directed toward that employee or another. If any employee or applicant for employment believes he/she has been discriminated against or believes he/she has observed or is aware of any discrimination, it should be immediately reported to the employee's supervisor, department head, Finance Director, or the City Manager. An investigation will be conducted, and corrective action will be taken as appropriate.

An employee in violation of this policy may be subject to disciplinary action, including, but not limited to, discharge. In the case of a contractor or subcontractor, a violation of this policy may be subject to penalties including, but not limited to, termination of contracts.

SECTION II - EMPLOYMENT

Outside Employment

Before accepting any outside employment, you are to discuss the matter with your supervisor. No employee of City of Polk City, Iowa, can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the City.

Reasonable Accommodation

It is the policy of the City to comply with the provisions of the Americans with Disabilities Act Amendments Act (ADAAA). In compliance with the Americans with Disabilities Act (ADA), the City will consider a reasonable accommodation to enable qualified applicants or employees with disabilities to perform the essential functions of the position. A qualified employee with a disability may request a reasonable accommodation from his/her Department Head or the City Manager. On receipt of an accommodation request, the Department Head will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make.

The applicant or employee claiming to have a disability and requesting an accommodation for that disability shall provide:

1. Documented medical evidence of the claimed disability.

2. A written statement of the means of accommodation that would enable the applicant or employee to perform the essential functions of the job that meet City performance standards.

The Department Head, City Manager, and physician, with possible consultation of a counselor or other appropriate professional will determine the feasibility of the requested accommodation, considering factors, including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the City's overall financial resources and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties. The City will provide reasonable accommodations in compliance with federal and state law as long as such action does not pose an undue hardship.

The Department Head or City Manager will inform the employee or applicant of the City's decision on the accommodation request or on how to proceed with the accommodation. The applicant or employee shall provide a written statement of acceptance or rejection of the decision.

Employee Classification Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employee's employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the City of Polk City.

Non-exempt employees - are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees - are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The City of Polk City has established the following categories for both nonexempt and exempt employees:

- **Regular Full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the City's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- **Regular Part-time Employee:** An employee who is normally scheduled to work less than forty (40) hours per week on a regularly scheduled basis and has successfully completed their probationary period. Regular part-time employees who regularly work on average twenty-five (25) hours per week but less than forty (40) hours per week, are eligible to receive one half (1/2) of each of the following full-time related benefits: prorated holidays and paid time off.
- **Seasonal:** Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a part time or full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible for benefits unless stated by contract.
- **As needed Part-time/on-call Employee:** A part-time/on call employee is normally scheduled to work less than forty (40) hours per week on an “as needed” basis. Part-time/on-call employees are not eligible for any benefits due regular full-time employees unless required by Affordable Care Act (ACA); however, part-time/on-call employees are subject to the same work rules governing full-time employees.
- **Volunteers/Reserve Officers:** For purposes of this handbook, unless otherwise noted specifically, reserve officers and volunteer firefighters are considered to be the same as part time/on-call employees.

Introductory/Probationary Period

All new employees are hired on a three (3) month introductory/probationary period. At six (6) months of employment, new employees will receive a performance evaluation. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether the employee meets the City's needs. After six (6) months, employees could be eligible for a pay increase upon a successful evaluation. Another evaluation will be completed at the fiscal year end and every year after.

Employees may be terminated during his/her introductory/probationary period without recourse to the City's grievance procedure.

Certified police officers shall serve an introductory/probationary period of twelve months. A non-certified police officer shall serve an introductory/probationary period of a minimum of twelve months plus the time at the Academy. The Chief may extend the introductory/probationary of a new non-certified officer an additional ninety (90) days at his/her discretion. During the introductory/probationary period, an officer may be given a comprehensive evaluation.

Veterans' Preference

Any honorably discharged veteran, as defined in Chapter 35C of the Code of Iowa, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications in accordance with Iowa Code Chapter 35C.

Promotions and Transfers

City employees are encouraged to apply for vacant City positions for which they are qualified when vacancies are posted. All vacancies will be posted for a minimum of ten (10) days.

The City is not precluded from recruitment and/or selection of applicants outside the City. The City has the right to make the final hiring decision based on qualifications, abilities, experience, and other job-related City requirements.

This policy does not limit the City's right to transfer employees to positions in the same or different departments, taking into account the needs of the City and the employee.

Employment-At-Will

Employment with the City of Polk City is for an indefinite period of time and is terminable at any time by you or the City, with or without reason and with or without notice, or at the completion of a special grant or project. The only exception to this provision is in the event of the existence of a written contract with an employee that provides to the contrary. Nothing in these policies or in other rules or policies adopted by the City Council shall in any way be construed as creating an employment contract, either expressed or implied.

Breastfeeding/Expressing Requirements

The City will provide a reasonable break time for an employee to express breast milk for her nursing child and each time the employee has need to express milk. The employee should contact the City Manager to make arrangements.

SECTION III - HOURS OF WORK

Hours

The purpose of this Section is to define the normal hours of work and shall not be

construed as a guarantee of hours of work per day or days of work per week. The Employer shall make the determination of daily and weekly hours of work. The workweek starts on Thursday at 12:01 A.M. and ends on Wednesday at Midnight.

All employees are expected to be at work at the designated starting time every day that they are scheduled to work. If, for any reason, you cannot report to work on time or at all, you must telephone your immediate supervisor as far in advance of your starting time as possible. Should you be unable to contact your supervisor in person, call City Hall and leave word, asking that they relay your message to your supervisor as soon as possible. Department heads must contact the City Manager and their employees if they will be unable to be at work on time or at all.

During City Hall office hours, all department heads must keep the office informed of their schedule.

Workweek

The normal workweek for most regular full-time employees shall consist of forty (40) hours. Law enforcement and public safety employees' hours will vary based on the schedule developed by the City and shall comply with the Department of Labor's rules and regulations and any Section 7K exemption. The times and arrangements for lunch and break periods may vary, depending on the nature of the work being performed, and will be scheduled at the discretion of the department head.

Overtime

With approval from their department head, employees may be expected to work overtime. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Employees engaged in fire protection or law enforcement may have different work periods and their overtime shall be compensated in accordance with Section 7(k) of the Fair Labor Standards Act. Paid leaves, vacation time, and holidays shall **not** be counted as working time for the purpose of determining overtime. The choice between cash and/or compensatory time will be at the discretion of the supervisor. Except for emergencies, the employee's immediate supervisor must approve any work in excess of the normal work period in advance.

Compensatory Time

Compensatory time may be accumulated to a maximum of 20 hours. All compensatory time earned above the maximum shall be paid in cash. Employees may be required to use their compensatory time at the discretion of the City Manager or department head.

Employees who have accrued compensatory time may request the use of compensatory time and shall be permitted to use such time within a reasonable period

after making the request if the use of compensatory time does not unduly disrupt operations. Normally a notice of three days will be required for the use of compensatory time. An employee's supervisor may direct the employee to use their compensatory time at the employer's discretion.

On Call Pay

An employee who is scheduled to be on call during a period will receive \$1.00 for every hour required to be on call. This means employee will be required to come into work if an event takes place where they are needed.

Call-Out Pay

An employee called out after his/her regular shift or before his/her regular shift, for reasons beyond his/her control, shall be guaranteed a minimum two (2) hours of pay, or the actual time worked, whichever is greater. Call-Out hours will be paid at the employee's normal straight time hourly rate or at overtime rates if the time worked places the employee in an overtime situation. Call outs are not for snow removal.

Court time

Police called into court outside his/her work hours will be paid a minimum of two (2) hours unless otherwise approved by the Chief. Phone hearings will be paid a minimum of one hour or at the discretion of the Police Chief.

Inclement Weather

Departments of the City of Polk City will generally maintain operations during all types of weather. If determined by the City Manager, the City of Polk City may close to the public due to extreme inclement weather. Employees who are scheduled to work should still report to work if possible. If an employee is unable to report to work or leaves work because of inclement weather, employees are encouraged to use PTO.

If approved by the City Manager, an employee may be allowed to make up missed work within a work week for weather related absences.

SECTION IV - TIME OFF

Holidays

Regular full-time employees are eligible for the following paid holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

non-exempt employee required to work on any recognized paid holiday shall be paid one and one-half (1 ½) times the employees straight time hourly for all hours worked, plus the paid holiday at his/her straight time rate (base hourly rate, excluding shift premiums etc.). To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval is given for such absence.

An employee on layoff or unpaid leave of absence is not eligible for holiday pay. If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

If a holiday falls on a regular day off the full-time employee shall receive either (8) hours of his/her straight time rate or eight hours of compensatory time.

Paid Time Off (PTO)

Regular full-time and part-time employees are eligible to accrue Paid Time Off. Paid Time Off is an all-inclusive paid time off program that will provide income protection for “no fault” time away from work including illness related absences. Paid Time Off hours begin accruing after completing your Introductory Period.

Current Full-Time employees will accrue Paid Time Off as follows:

<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Max</u>
0-3 Years	6.46 hours	228
4-7 Years	8.0 hours	268
8-11 Years	9.54 hours	308
12+ Years	11.08 hours	348

Part Time employees working an average of 25 hours per week but less than 40 hours

per week will accrue Paid Time Off as follows:

<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Max</u>
0-3 Years	3.23 hours	114
4-7 Years	4.0 hours	134
8-11 Years	4.77 hours	154
12+ Years	5.54 hours	174

Paid Time Off (PTO) Policy

Except in the instance of illness, all Paid Time Off should be scheduled in advance with your supervisor. Every effort will be made to grant your request for Personal Time at the time you desire. However, Paid Time Off cannot interfere with your department's operation and therefore must be approved by your supervisor in advance. If any conflicts arise in requests for Paid Time Off, preference will be given to the first employee who requests the time off.

Normally, only accrued Paid Time Off may be taken. You may not receive advance Paid Time Off pay (for time off taken in excess of your Paid Time Off accrual balance) without prior written authorization from your supervisor and approval by the City Manager. Such approval must be granted in advance of your time off. Any amount of advance Paid Time Off paid but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty- (30) days, your Paid Time Off eligibility will not be affected. If the leave extends beyond thirty- (30) days, Paid Time Off will not continue to accrue.

Accumulation Rights

Employees are encouraged to use their Paid Time Off to take regular time off each year. If they do not, Paid Time Off will only accrue until the employee has reached the maximum that was set for their years of service (See box above). Accrual will cease until the employee uses Paid Time Off hours equal to the amount accruable during one pay period at his/her current rate of accrual.

Employees may cash out up to 40 hours of accrued PTO twice every fiscal year. The employee must have a minimum of 80 hours left after they cash out.

Upon resignation or termination, an employee shall be paid for all unused Paid Time Off left at the time of separation from employment.

Funeral (Bereavement) Leave

Up to 5 working days of leave with pay (not charged to other leave time) shall be granted to regular full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner, brother, sister, brother-in-law, and sister-in-law, the daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal time off or a day of accrued vacation may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Military Leave

The City will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Iowa Code Section 29A.28.

Employees who are members of a reserve force of the United States or of the state of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or the state of Iowa. This leave of absence shall be with pay, only for regular full-time employees, during the period of such activity and shall not exceed thirty calendar days per year.

Any employee who enters into active service in the Armed Forces of the United States while in the service of the City of Polk City shall be granted an unpaid leave of absence for the period of military service.

Employees must provide a copy of their orders to their Department Head at least ten (10) working days prior to reporting for duty.

Jury Duty/Legal Leave

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such jury duty, the employee must provide proof of such duty and assign all fees received from the Court for the jury service to the Employer, other than fees for travel or expense allowances. When released from duty during the working hours, the employee must report to work immediately.

Time off to Vote

In accordance with state and federal voting rights laws, you are allowed to have a block of three continuous hours in which to exercise your right to vote. If your work hours, on a day that the polls are open would not normally allow you to vote, you must make a request in writing, to your supervisor, prior to voting day, for time off to vote. Your supervisor will advise you of the time that you may be off to vote. The City's scheduled workday normally allows an employee the required time to vote either prior to or following his/her work on that day.

Unpaid Leave

The employer will normally require an employee to exhaust all appropriate accrued paid leave and/or compensatory time, prior to the approval of the use of unpaid leaves. Employees may upon written request, be granted an unpaid leave of absence. Such unpaid leaves are not guaranteed and may be granted at the discretion of the City Manager. Part-time employees may request unpaid leave, which shall be granted at the discretion of the City Manager. The employee must return from such leave on the agreed upon date to be reinstated to his/her former or a similar position, if available, in accordance with personal qualifications and abilities. Failure of an employee to return on the agreed upon date will be considered a voluntary resignation.

An employee on unpaid leave of absence shall not be eligible to accrue benefits such as holiday pay or PTO. During the period of the leave. An employee must reimburse the City for all insurance premiums paid while on leave if coverage is desired to be continuous, unless the Employer is required to provide such coverage at its expense under applicable state or federal law.

Those items outlined in the leave of absence portion of this handbook are only guidelines and may be altered by written approval of the City Manager.

Family and Medical Leave (FMLA)

The City provides unpaid family and medical leave to eligible employees for up to twelve weeks per rolling twelve-month period, pursuant to the terms and conditions of the federal law. Employees will be required to use all paid leave concurrently with FMLA leave, unless authorized by the City Manager. For questions and FMLA forms, please see the Finance Director.

Parental Leave

Pregnant employees are eligible for paid maternity leave following one-year employment in a permanent, full time position. Approved leave pay will be as follows: six (6) weeks of paid leave at 100% and two (2) weeks at 70% of the employee's regular rate of pay. The employee, at her own discretion, may supplement the other 30% with their own applicable leave banked. The employee, with City Manager approval, may also work to

make up the 30%. If the pregnant employee would like to take the remaining four (4) weeks unpaid she may supplement with applicable leave banked.

Paternity leave is for eligible males/females following one-year employment in a permanent, full time position. Approved leave pay will be as follows: two (2) weeks of paid leave at 100% and two (2) weeks at 70% of the employee's regular rate of pay. The employee, at his/her own discretion, may supplement the other 30% with their own applicable leave banks.

Newly adoptive parents are eligible for paid leave following one-year employment in a permanent, full time position. Approved leave pay will be as follows: four (4) weeks of paid leave at 100% and two (2) weeks at 70% of the employee's regular rate of pay. The employee, at their own discretion, may supplement the other 30% with their own applicable leave banked. The employee, with City Manager approval, may also work to make up the 30%. If the employee would like to take the remaining four (4) weeks unpaid he or she may supplement with applicable leave banked.

SECTION V - BENEFITS

Group Health

Health insurance coverage is available to all full-time and permanent part-time employees and includes medical, dental, vision, prescription, and optional flex benefits as outlined in the plan summary documents. The plan design and specific offerings will be determined by the City of Polk City. The City of Polk City will pay a portion of the premium for each eligible **regular full-time employee** toward a Health and Major Medical group program chosen by the City. Regular Part-time employees can sign up for health insurance, but the City will not pay any portion of the premium, unless otherwise required by the Affordable Care Act. A copy of the group program will be provided to each employee. The employee will pay an amount per month, toward the monthly health insurance premium for employee, employee/child, employee/spouse or family coverage.

COBRA

By law the city must offer continuation of group health coverage to employees and covered dependents under certain termination of employment situations. Please contact the Human Resources Department for a summary of your rights and obligations under the law.

Disability Insurance

The City of Polk City will provide both a long-term and short-term disability income policy for all regular full-time employees. The City of Polk City reserves the right to cancel or modify said policy at any time. Leave benefits (vacation, sick leave,

Personal Time and floating holidays) shall not accrue while on disability.

The disability policy(s) referred to in this handbook shall be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the Employer. Employees will have coverage beginning the first full month of his/her employment with the City.

Term Life Insurance

The City of Polk City provides life insurance coverage to regular full-time employees. The City will pay the premium toward a \$50,000 term life insurance policy for each regular full-time employee.

IPERS

The Iowa Public Employees' Retirement System (IPERS) is a **defined benefit plan** and has a "*qualified plan*" status under federal Internal Revenue Code § 401(a). The principal purpose of IPERS is to provide an adequate retirement plan for public employees. Contributions are made to IPERS for an employee's public service by both the member and employer. Employees are required to contribute to IPERS through payroll deductions. An employee's position or job classification determines the contribution rate applied to the member's covered wage. For more information visit www.ipers.org.

Workers Compensation Insurance

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Finance Director so that the necessary paperwork may be completed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the City of Polk City, Iowa, is required to deduct this amount from each paycheck you receive. In addition, the City matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. As an employee, you are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at

Education Assistance

Full-time employees may continue their education in a related field and the City may reimburse all or part of the registration and tuition costs up to a maximum of \$1,000 per year. All courses must be pre-approved by your supervisor. Once the course is completed, submit a certified transcript of grades with receipts for expenses. The City will reimburse you as described below for the portion of the fees that were pre-approved. This may include fees for registration, tuition, books, and additional lab fees.

Reminder: If you are taking a pre-approved seminar that offers continuing education credit, be sure to give your supervisor a copy of the Continuing Education Credit Certificate (or another document) to include in your personnel file.

In order to qualify for this benefit, you must:

1. Advise your supervisor, prior to enrolling for the class, that you intend to take a particular course. Your supervisor will let you know if the course qualifies for the Education Assistance Program, after obtaining approval from the City Council.
2. The course must be job-oriented and offered by an approved educational institution.
3. The course reimbursement is based on passage and/or certification for the course and will be at 100%. If the fees for the course are payable before the course begins, the employee must pay the cost of the course. Following course completion, the employee must present proof of payment for the course AND proof of passage and/or certification for reimbursement.
4. You must have at least one (1) year of full-time service with the City.
5. If you are eligible to receive educational benefits from other alternate sources the City may not reimburse your educational expenses.

In addition to educational assistance for formal education, the City may arrange training programs that enable you to progress in your technical knowledge of our business. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times within a geographical area, please be sure to notify your supervisor as far in advance as possible. This way, she/he can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar. Keep in mind your department's budget restrictions may have an impact on obtaining approval.

Cellular Phone Reimbursement/Stipend

The City shall provide a City-issued cell phone or a monthly reimbursement stipend for those positions requiring non-compensatory business use. The City Manager may authorize a reimbursement stipend for any employee who they feel need a cell phone for business purposes. Reimbursement will not exceed \$40.00 per month.

Employee Gym Membership Reimbursement

The City of Polk City encourages employees to achieve and maintain a healthy lifestyle through physical fitness. Gym Membership Reimbursement is available to all employees. Employees will be reimbursed 50% up to \$200.00 per employee per year. Eligible fees include the enrollment or an individual membership at a fitness center of choice. Employees with a family membership must provide documentation of the cost of an individual membership and will be reimbursed based upon that amount.

Travel Policy

Officials and employees shall be entitled to reimbursement for expenses, which may lawfully be incurred when they are required to make necessary out-of-pocket expenditures within or without the City of a nature beyond those normally associated with the performance of the routine official duties of such individuals, for purposes, which principally promote, develop or publicize the City's best interests. Transportation, lodging, meals and other related expenditures which may lawfully be incurred by officials and employees of the City means expenses, which are actually incurred while attending to the business of the City. Such expenses must be approved by the appropriate supervisor.

Meal reimbursement will be on a daily per diem based on the Government Services Administrations rates. Rates will change based on year and location. All employees will be responsible for checking their daily per diem when traveling for the city. If you are attending a conference where a meal is provided, then your daily per diem will be reduced.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

SECTION VI - COMPENSATION

Pay Period

All employees will be paid on a bi-weekly basis (every two weeks). Paydays are every other Friday. The workweek starts on Thursday at 12:01 a.m. and ends on Wednesday at midnight.

Direct deposit is the standard method by which employees, full and part time, are paid. All new employees are given a direct deposit authorization form that must be filled out prior to being paid for the first time.

Deductions from Paychecks

In addition to the required withholding from paychecks for federal and state taxes, social security (FICA), Medicare, and IPERS, employees may authorize deductions for other items approved by the Finance Director.

Other legally required deductions may be made upon notice to the affected employee.

Mileage Reimbursement

The City of Polk City will provide mileage reimbursement for an employee who use their personal auto for City business. The mileage reimbursement rate is the rate set by the IRS.

SECTION VII - MISCELLANEOUS

Confidential Information

As a City employee, you agree to not disclose or use any confidential City information, either during or after your employment. Your employment with the City of Polk City, Iowa, assumes an obligation to maintain confidentiality, even after you leave our employ. If you are questioned by someone outside the city or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

Light Duty

Temporary light duty assignments may be made for employees with work-related injuries or illnesses that are covered by Workers' Compensation. Eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work.

The Employer does not guarantee the availability of light duty work. In addition, employees on light duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. The pay rate for a light-duty assignment shall be based on the knowledge, skills, and abilities required for the job, as well as general labor market conditions. Employees who return to work in light-duty positions before they have reached maximum medical improvement may be eligible for temporary partial disability benefits under Workers' Compensation if they earn less than they earned in the position held at the time they sustained the work-related accident or illness. Employees in light-duty positions are not permitted to supplement their Workers' Compensation benefits by using their

accrued vacation, personal, or medical/sick leave.

An employee with a job-related injury or illness who refuses a light duty assignment may lose Workers' Compensation payments.

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the Employer. Light duty assignments will normally not exceed 12 weeks. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

Before assigning temporary light duty, the Employer will require medical certification from the employee's physician or other City's health care provider that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the Employer will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties.

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties without posing significant risk of harm to his or her health or the safety or health of others, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties without posing significant risk of harm to his or her health or the health or safety of others, the Employer will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his or her previous position, the Employer will then consider transferring the employee to a vacant position for which the employee is qualified. If nothing suitable is available, the employee may be terminated.

Privacy

In collecting, maintaining, and disclosing personnel information, the Employer makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record. Except as otherwise required by law, the Employer treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

The Employer collects and retains only such personal information, as it needs to effectively conduct business and administer its employment and benefit programs. The Employer takes steps to make sure that all personal and job-related information

about employees is accurate, complete, and relevant for its intended purpose.

In response to an information request from an outside organization, individual, or entity, the Employer normally verifies only the employment status and dates of employment of former or present employees. The Employer does not provide any other information unless and until it has received from the employee or former employee a written request that it disclose or confirm additional specific information.

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and any vehicles or equipment are the Employer's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be utilized solely for City business, not personal use. The Employer assumes no liability for any personal property kept in the workspace assigned to you. The Employer reserves the right, at all times, and without prior notice, to inspect and search any and all of the Employer's property for the purpose of determining whether this policy or any other policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state or federal laws. Such inspections may be conducted during or outside of business hours.

The Employer's computer systems and other technical resources, including any voicemail or e-mail systems, are provided for use in the pursuit of the Employer's business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy. As a result, computer data, voicemail, and e-mail are readily available to numerous persons. During the course of employment as you perform or transmit work on computer systems or other technical resources, your work may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that employees either send to, or receive from, others may be retrieved and reviewed whenever; the Employer chooses to do so, with or without the employee present.

Employees have no right of privacy as to any information or file maintained in or on the Employer's property or transmitted or stored through the Employer's computer systems, voicemail, e-mail or other technical resources. While e-mail and voicemail may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality is not guaranteed. Moreover, all passwords/user ID's must be made known to the City Manager for access to files. Failure to do so violates this policy and may result in discipline up to and including discharge.

Passwords/user ID's not known by the City Manager will be terminated and further access denied to the end user until a proper, known password is established.

Electronic Media and Internet Use

The City currently uses a variety of electronic forms of communications and information exchange. City employees have access to one or more forms of

electronic media and services such as computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, wire services, and the internet.

The City encourages the use of these media and associated services because these communications and access to information are very useful in conducting City business. It remains, however, that the electronic media and services provided on or through City devices are City property and their purpose is to facilitate City business.

With the rapidly changing nature of electronic media, this policy cannot establish rules to cover or anticipate every possible situation. This policy is intended to express the City's philosophy and establish general principals to be applied in the use of electronic media and services on City property or with City-owned devices.

The following procedures apply to all electronic media and services that are accessed on or from City premises; accessed using City computer equipment, or via City-paid access methods or facilities; and/or are used in a manner which identifies the individual user with the City.

The City Manager is responsible for the implementation and enforcement of the policy including designating City personnel and/or consultants who are authorized to manage the City's computer resources.

Only persons presently employed by or serving in an official capacity with the City of Polk City are permitted to use computer resources owned, rented, leased or otherwise under the control of the City with the exception of the computer resources offered to the public by the library. The use of the computer resources offered to the public by the library is controlled by the library's computer use policy.

Unless expressly authorized, installing computer hardware and/or software on the City's computer systems or on City Property is strictly prohibited.

Authorized is defined as any person(s) and/or consultant(s) given express approval by the City Manager or Mayor.

Electronic Media/Cell Phones may not be used for knowingly transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against City policy or contrary to the City's interests.

Electronic media and service are primarily for City business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-City purposes is understandable and acceptable, as is the case with the occasional receipt or placement of personal phone calls.

Electronic information created and/or received by an employee using e-mail, word processing, utility programs, spreadsheets, databases, voicemail, Internet/BBS access, or any such similar means, is the sole property of, and may be monitored by the City. The following conditions should be noted, however:

The City routinely monitors usage patterns for both voice and data communications for a variety of purposes including cost analysis/allocation and the management of our connection to the internet.

The City also reserves the right, in its discretion, to review any employee's electronic files and message and usage to the extent necessary to ensure that electronic media services are being used in compliance with the law and with this and other City policies.

Since electronic communications are not secure from possible intentional or inadvertent misdirection and interception, sensitive information about personnel or municipal business should be sent utilizing other, and more secure, forms of communications.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, access other employee's communications, or breach computer or network security measures, or monitor electronic files or communication of other employees or third parties except by explicit direction of the City Manager or Mayor.

Each employee who uses any security measures must provide his/her supervisor with a sealed hard copy record of all his/her passwords and encryption keys, if any, including all log-in names and passwords to access the computer and any internet site which is accessed by the employee using City equipment or services, or from the City's premises.

No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender or represent the sender as someone else or as being from another city or business.

Electronic media and services should not be used in a manner which is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Any messages or information sent by an employee through the internet or any other electronic media are statements identifiable and attributable to the City. Even personal "disclaimers" in such messages that still identify the individual as being

connected with the City and the statement could still be legally imputed to the City. All such communications sent by employees must comply with this and other City policies and may not disclose any confidential or proprietary City information.

Any employee who violates this policy or is found to be abusing the privilege of City-facilitated access to electronic media or services will be subject to corrective action including termination and/or may risk having the privilege of access and use of electronic media removed for him/her and possibly other employees.

Files downloaded from the Internet or any other device must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.

E-Mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others and may be subject to state law and City policy pertaining to record retention and destruction.

Employees are obligated to cooperate with any investigation regarding the use of the City's computer equipment.

This policy is subject to revision from time to time as deemed appropriate by the City Council.

Change of Address

Employees must advise their department head of any changes in their address or telephone number and advise the Payroll Department of any changes in their name, marital status or number of dependents.

Contact with the Media

A City employee shall not give any statements, written or oral, or any City documents or papers to a member of the press or broadcast media without permission of the department head. A department head may give an employee permission to speak with the media on certain matters without prior approval.

Access to Files

Employees have the right to review their own personnel files by making an appointment with the Finance Director.

Employees may not see any written employment reference.

If an employee disagrees with something in his/her file or wants to add any information to the file, the information should be submitted to the Finance Director in writing. Employees may not remove any information from their files.

Copies of an employee's file will be provided to the employee within a reasonable

period of time after the employee requests the information.

Nepotism

The City of Polk City restricts employing relatives of persons currently employed when the relative would be working directly for or supervising a relative or would occupy a position in the same line of authority as a relative within the City.

Employment of elected officials' immediate family is prohibited as, by virtue of the position, elected officials could have undue influence over the employee's working conditions. One or more such employees will be required to either terminate or transfer to a different City job.

Relatives are defined as spouse or unmarried couples in relationships similar to spouses, parent, parent-in-law, legal guardian, child, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, stepparent, stepsibling, half sibling, stepchildren, foster children, or any individual whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other.

Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the City of Polk City.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Polk City, as well as any other form of electronic communication. The same principles and guidelines found in the City of Polk City policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects other employees, vendors or citizens may result in disciplinary action up to and including termination.

Carefully read these guidelines, the City of Polk City Statement of Ethics Policy, the City of Polk City Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will

not be tolerated and may subject you to disciplinary action up to and including termination.

If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or the City of Polk City policy.

Maintain the confidentiality of the City of Polk City's private or confidential information. This may include information regarding the development of or sale of property. Do not create a link from your blog, website or other social networking site to the City of Polk City website without identifying yourself as a City of Polk City employee. Express only your personal opinions. Never represent yourself as a spokesperson for the City of Polk City. If the City of Polk City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Polk City. If you do publish a blog or post online related to the work you do or subjects associated with the City of Polk City make it clear that you are not speaking on behalf of the City of Polk City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City of Polk City."

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the City Manager. Do not use the City of Polk City email addresses to register on social networks, blogs or other online tools utilized for personal use.

The City of Polk City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees should not speak to the media on the City of Polk City's behalf without contacting the City Manager. All media inquiries should be directed to the City Manager.

If you have questions or need further guidance, please contact the City Manager.

Social Networking

In general, the City of Polk City views social networking sites (e.g., Facebook, Twitter), personal websites, and weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of the City on such Internet venues, some

readers of such websites or blogs may view the employee as a representative or spokesperson of the City. In light of this possibility, the City requires, as a condition of employment with the City, that employees observe the following guidelines when referring to the City, its programs or activities and its employees in a blog or on a website.

Employees must be respectful in all communications and blogs related to or referencing the City and/or other employees. Employees must not use obscenities, profanity, or vulgar language in these communications.

Employees must not use blogs, social media sites, or personal websites to disparage the City or other employees of the City.

Employees must not use blogs, social media sites, or personal websites to harass, bully or intimidate other employees. Behaviors that constitute harassment and bullying include, but are not limited to, comments made that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze, or physically injure another employee.

Employees must not use blogs, social media sites or personal websites to discuss engaging in conduct that is prohibited by City policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Employees must not post pictures of employees on a website without obtaining written permission from each such pictured employee.

The use of the City name or logo is not allowed without written permission.

Any employee found to be in violation of any portion of this Social Networking Policy will be subject to immediate disciplinary action, up to and including termination of employment.

SECTION VIII- SAFETY AND HEALTH

General Policy

It is City policy to provide and maintain a work environment conducive to the safety and health of its employees. Employees are responsible for maintaining a safe and healthy work environment and following the City's safety and health rules. Negligence in adherence to on-the-job safety and health standards will be considered grounds for discipline up to and including termination. Employees are responsible for promptly reporting all unsafe or potentially hazardous conditions to their supervisor. The City will make every effort to remedy problems as quickly as possible.

If an employee fails to report an unsafe condition immediately upon becoming aware of it and is injured as a result of the unsafe condition, the employee is placed on notice that the City will take the position that the employee caused their injury because they

did not notify the City and did not allow the City an opportunity to remedy the unsafe condition and protect its employees.

In case of an accident involving personal injury, regardless of how serious, employees shall immediately notify their supervisor.

Seatbelt/Texting Policy

It is the policy of the City of Polk City that all employees and occupants of City vehicles, equipment, personal and rental cars used on official business use safety belts and shoulder restraints. In addition, the driver of any City vehicle shall refrain from any distractions while driving, such as texting or talking on the phone. Failure to comply with these rules is a violation of state law punishable by citation and fine and a violation of the City of Polk City's safety policies, which is cause for disciplinary action.

Employee Injuries or Work-Related Illnesses

An employee should immediately report all work-related injuries or illnesses to his/her supervisor. The employee should complete all work-related documentation within 24 hours of the incident. If the employee is unable to complete the documentation, his/her supervisor will complete the information for them.

Training

The City of Polk City will provide all employees with the required safety training to perform their job in a safe manner. Employees will be required to attend mandatory safety training.

Emergency Procedure

Any employee observing an apparent theft, accident, fire, fight or altercation involving employees or any incident of an emergency nature, shall call 911 and then contact their supervisor or the City Manager's office immediately.

SECTION IX- EMPLOYEE CONDUCT

Resident Relations

The success of the City of Polk City, Iowa, depends upon the quality of the relationships between the City, our employees, residents, suppliers and the general public. In a sense, regardless of your position, you are the City's ambassador. The more goodwill you promote, the more our residents will respect and appreciate you, the City of Polk City, and our services.

These are the building blocks for our continued success: (a) act competently and deal with residents and the general public in a courteous and respectful manner; (b) communicate pleasantly and respectfully with others at all times; (c) follow up on responsibilities and questions promptly, provide businesslike replies to inquiries and

requests, and perform all duties in an orderly manner; and (d) take great pride in your work and enjoy doing your very best.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with residents, the general public or visitors in person. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

The City is committed to high standards of conduct by and among employees in the performance of their duties. Individual and collective adherence to high ethical standards is central to the maintenance of public trust and confidence in government.

While employees may agree on the need for proper conduct, they may experience personal conflict or differing view of values or loyalties. In such cases the principles contained in this Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the employee and his/her commitment to the public good.

Certain of these ethical principles are best expressed as positive statements: actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements: actions to be avoided and conduct to be condemned.

The City Code of Ethics herein applies to the day-to-day conduct of all employees of the City.

The ethical City employee ***must***:

1. Promote decisions which only benefit the public interest.
2. Promote public confidence in City government.
3. Keep safe all funds and other properties of the City.
4. Perform the work of the City diligently, promptly and efficiently.
5. Maintain a positive image to pass constant public scrutiny.
6. Evaluate decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
7. Maintain high standards of work every day in dealings with the public, employees and associates.
8. Maintain a respectful attitude toward employees, public officials, colleagues, associates and citizens.
9. Comply with all laws, policies, rules and regulations applicable to the City.

The ethical City employee ***must not***:

1. Engage in outside interests that are not compatible with the impartial and objective performance of his/her duties.

2. Improperly influence or attempt to influence other employees to act in his/her own interest.
3. Accept anything of value from any source which is offered to or could reasonably be expected to influence his/her action as a public employee.
4. Use any City resource for personal or private benefit or gain.

The ethical City employee accepts the responsibility that his/her mission is that of servant and steward to the public.

Harassment

The City of Polk City is committed to providing all of its employees with a workplace free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of, sexual orientation, gender identity race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City of Polk City is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

Sexual Harassment Defined

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

Submission to such conduct is made a term or condition of employment; or submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct that would be considered sexual harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening retaliation after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual banter or innuendoes, or comments about an employee's body or manner of dress.
- Written communications of a sexual nature distributed in hard copy or via a computer network.

- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assault, impeding or blocking movements.
- Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Sexual harassment can occur between employees of the opposite sex or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees and non-employees and between co-workers.

Other Types of Harassment

The City also prohibits other forms of harassment on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. Such prohibited harassment includes, but is not limited to, the following:

- Verbal conduct such as threats, epithets, derogatory comments or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
- Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
- Physical conduct such as assault, unwanted touching or blocking normal movement.
- Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Harassment Complaint Procedure

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately report that behavior, to the City Manager, Finance Director, or any department head with whom the employee works. Any employee electing to utilize this complaint procedure will be treated courteously and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status.

If an employee becomes aware of harassing conduct engaged in or suffered by a City employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing, to the City

Manager, Finance Director, or any department head with whom the employee works.

Whenever the City is made aware of a situation that may violate this policy, the City will conduct an immediate, thorough and objective investigation of any harassment claims. If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in prohibited harassment. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy are subject to discipline up to and including termination.

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the City or a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

The City does not consider conduct in violation of this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

Workplace Violence

The City has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City, or which occur on City property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City or to create a hostile, abusive, or intimidating work environment for one or several City employees.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property
- The intentional destruction or threat of destruction of City property
- Harassing or threatening phone calls
- Harassing surveillance or stalking

- The suggestion or intimation that violence is appropriate
- Unauthorized possession or inappropriate use of firearms or weapons

The City's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including, but not limited to, City personnel, contract and temporary workers, and anyone else on City property, by any individual acting as a representative of the City while off City property, or by an individual acting off of City property when his/her actions affect the City's interests. Violation of this prohibition will lead to disciplinary action, up to and including termination, and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship with the City.

Every employee and every person on City property is encouraged to report incidents, threats, or acts of physical violence. The report should be made to the City Manager, Finance Director, or any department head. Nothing in this policy alters any other reporting obligation established in City policies or in state, federal, or other applicable law.

Weapons

The City prohibits employees from carrying a handgun, firearm, knife, or other dangerous weapon of any kind regardless of whether the person is licensed to carry the weapon or not at all times that an employee is on duty, on City property, or in a City vehicle. The only exception to this policy will be police officers, or other persons who have been given written consent by the City to carry a weapon while performing their duties.

Drug Free Workplace Policy

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, the policy of the City is to maintain a drug-free workplace. A drug-free workplace means that alcohol or a controlled substance (drugs in any unauthorized form) as defined in Sections I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances, are not allowed in the workplace. The unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official City business. A report of a conviction must be made to your department head within five (5) workdays after conviction. Failure to do so will result in immediate discharge from City employment.

The employer's complete Substance Abuse and Drug Testing Policy appears separately as part of its employee policies.

Non-Smoking Policy

Smoking is prohibited in all city-owned and city-leased buildings, facilities, and vehicles according to State law. All tobacco usage, including smoking and smokeless tobacco, as well as electronic cigarettes is prohibited in all City-owned buildings, facilities, equipment and vehicles and on all public grounds owned by the City except in designated areas in accordance with the Iowa Smokefree Air Act. Violation of this prohibition may lead to disciplinary action, up to and including termination.

Acceptance of Gifts

In accordance with the Code of Iowa, City employees shall not, directly or indirectly, solicit, accept, or receive any gift, as defined by Section 68B.22 of the Code of Iowa, that is in any way related to their employment with the City.

Personal Financial Interest

City employees and City officials must avoid participating financially, directly or indirectly, in any business enterprise that might influence or appear to influence their official decisions or actions as City employees.

Disciplinary Action

The City of Polk City strives to provide a good working environment for all employees. The desire is expressed in many forms, such as safe working conditions, a friendly work environment, maintenance of facilities and equipment, equitable wage structures, and competitive benefit programs.

All employees have the responsibility to fellow employees and the public to conduct themselves according to certain rules of good behavior, conduct, and performance. In any business, some rules are needed to help everyone work together by letting them know what is expected. Expectations for behavior, conduct, and performance are expressed through various means, including but not limited to, written policies and procedures, work rules, classification specifications, safety manuals, performance reviews, and federal and state laws. The City of Polk City's Discipline policy will be applied in absence of a department specific discipline policy.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The City of Polk City supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The City of Polk City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

In adherence to Iowa Code, employees should be advised that documents placed in an employee's personnel file that provide the reasons and rationale for certain disciplinary actions are considered public records and must be provided in response to an open records request. This includes documents relating to resignation in lieu of termination, discharge from employment, and a demotion as a result of disciplinary action.

The following outlines the City of Polk City's progressive discipline process:

The City of Polk City reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

Verbal warning: A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is placed in the employee's file for future reference.

Written warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, termination may occur.

Suspension: In the case of serious, intentional, or repeated transgressions, or in the case where an employee's performance or conduct has not improved as a result of prior discipline, an employee may be suspended without pay. The City Manager may suspend an employee without pay for up to 30 calendar days. The employee shall receive a written notice of the suspension which documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Following suspension, continued substandard conduct or performance may warrant a higher degree of discipline.

Employees who are exempt from the Fair Labor Standards Act shall not be subject to suspension without pay for periods of less than a seven-day work period.

Demotion: The City Manager, may demote an employee. An employee who is demoted must possess the minimum qualifications for the lower position. The employee shall be given timely written notice of the demotion and the reasons for the action.

The employee may be allowed to retain the same rate of pay in the lower position as was held in the higher position before the demotion, providing that the employee's rate of pay is not higher than the maximum rate of pay for the lower position. Upon the department head's recommendation and with the approval of the City Manager, further reduction in pay may be ordered

Discharge: The City Manager, or a Department Head with the approval of the City Manager, terminate an employee.

Probationary Employees, Seasonal/Temporary Employees: This policy and process does not apply to employees who have not completed their probationary periods or to seasonal/temporary or intermittent employees. The City retains the right to dismiss a probationary, seasonal/temporary, or intermittent employee without any requirement to pursue progressive disciplinary procedures when it is determined that the employee's conduct or job performance warrants immediate dismissal. In addition, not every step will be taken in each case.

SECTION X - GRIEVANCES

Grievance Procedure

A grievance is defined as any dispute between the Employer and the employee concerning the application of these rules and policies. All grievances and responses to grievances must be in writing and signed by the affected parties.

The following procedures shall apply to all employees, except that subjects covered by a collective bargaining agreement shall be covered by the grievance procedure provided for in the agreement for employees covered by the agreement:

- Step 1 An employee shall discuss a complaint or problem orally with his/her supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.

- Step 2 Within five (5) work days after the discussion at Step 1, or if no timely decision has been made within five (5) work days following the discussion at Step 1, the employee shall then present the written grievance to the City Manager, who shall respond within five (5) work days. The grievance shall

state the nature of the complaint, the facts and witnesses as they are known to be, and the remedy sought. The City Manager's decision will be final.

SECTION XI - TERMINATION

Removal of Appointees

Removal of appointees shall be accomplished in accordance with the requirements of Section 372.15, the Code of Iowa. Prior to the filing of the Notice of Removal with the Finance Director, the employee shall be given written notice of proposed action containing a statement of reasons for the proposed action and provided an opportunity for an informal hearing before the officer or body proposing the removal and all issues connected with the removal. Following that hearing, the officer or body may file the written order of removal with the Finance Director. The employee shall be afforded the appellate rights set forth in Section 372.15, the Code of Iowa.

Employee Resignation

Any employee wishing to terminate employment for any reason is encouraged to give a minimum of two (2) weeks' notice prior to the effective date of the resignation. Resignation notice must be in writing to your supervisor with the reason and the effective date; your supervisor will then notify the City Manager, if necessary. An employee giving a two week notice of his/her resignation will be given the opportunity to work until the effective date; if his/her work performance is at a competent level, he/she may be allowed to work longer than two weeks at the discretion of the supervisor. An employee leaving employment with the City, for whatever reason, is responsible for returning all-City property in their possession. The property must be returned to the Department from which the employee is resigning.

1. Exit Interviews

The supervisor will normally conduct an exit interview during an employee's last five days of employment. The general purposes of this interview are to:

- a. Explain the employee's rights to continue or convert health insurance coverage, where applicable;
- b. Obtain the correct address of the employee, spouse and dependents covered by health insurance;
- c. Arrange to collect keys, City credit cards, equipment, City ID or any other City property (uniforms upon request) on the last day of employment;
- d. Explain the City's policy on references.

2. Final Paycheck

The employee's final paycheck will be available on the normal payday for the

last pay period or as required by State Law.

Termination

An employee's employment relationship shall be broken and terminated as follows:

- a) Employee quits or retires.
- b) Employee is discharged.
- c) Engaging in other work while on leave of absence or giving false reason for a leave.
- d) Falsification of employment application.
- e) An employee who is absent from work one (1) day without notice to Employer without cause for not calling in.
- f) Failure to report for work at the end of leave of absence.
- g) Failure to report to work within five (5) days after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to Employer records.
- h) An employee is off work for any reason for six (6) months or the length of the employee's service, whichever is shorter.

It is the employees' responsibility to keep the Employer informed of their current address and phone number.

Outside Employment

Before accepting any outside employment, you are to discuss the matter with your supervisor. No employee of City of Polk City, Iowa, can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the City.

Resident Relations

The success of the City of Polk City, Iowa, depends upon the quality of the relationships between the City, our employees, residents, suppliers and the general public. In a sense, regardless of your position, you are the City's ambassador. The more goodwill you promote, the more our residents will respect and appreciate you, the City of Polk City, and our services. These are the building blocks for our continued success: (a) act competently and interact with residents and the general public in a courteous and respectful manner; (b) communicate pleasantly and respectfully with others at all times; (c) follow up on responsibilities and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner; and (d) take pride in your work and enjoy doing your very best.

ORDINANCE

AN ORDINANCE AMENDING SECTION 110.13 (NATURAL GAS FRANCHISE – MIDAMERICAN – FRANCHISE FEE) AND SECTION 111.13 (ELECTRIC FRANCHISE – MIDAMERICAN - FRANCHISE FEE) OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE SECTION TO ESTABLISH A FRANCHISE FEE.

BE IT ORDAINED, by the City Council of the City of Polk City, Iowa, that:

Section 1. Internal References. All references to section numbers in this ordinance shall be to sections contained within Chapter 110 (Natural Gas Franchise – MidAmerican) and Chapter 111 (Electric Franchise - MidAmerican) of the Polk City Municipal Code unless otherwise specified.

Section 2. Amendment. Section 110.13 is hereby deleted in its entirety and the following new Section 110.13 is inserted in lieu thereof:

110.13 FRANCHISE FEE: In consideration of the right and franchise granted to MidAmerican Energy Company (the “Company”) in Section 110.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of natural gas, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.

- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 3. Amendment. Section 111.13 is hereby deleted in its entirety and the following new Section 111.13 is inserted in lieu thereof:

111.13 FRANCHISE FEE: In consideration of the right and franchise granted to MidAmerican Energy Company (the “Company”) in Section 110.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of electric energy, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.
- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 4. Repealer. All parts of the “Polk City Municipal Code” in conflict herewith are hereby repealed.

Section 5. Severability Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not effect the validity of this Ordinance as a whole or any section, subsection, provision, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 6. When Effective. In accordance with Iowa Code Chapter 364.2, this Ordinance to establish a franchise fee shall take effect on March 1, 2020, provided that the Company shall have filed with the City Clerk a written acceptance of this Ordinance and provided

that final passage, approval and notice of its passage is given as provided by law. Further provided, however, if prior to December 9, 2019, a valid petition as defined in Iowa Code Chapter 362.4 is submitted requesting submission to voters of the proposal to impose a 1% franchise fee starting March 1, 2020, this Ordinance shall not take effect unless it is approved by an affirmative vote of the electors. Upon the county election commissioner's certification of an affirmative vote of the electors with respect to imposition of the franchise fee as provided in this Ordinance, this Ordinance shall take effect.

PASSED at Polk City, Iowa, this ____ day of _____ 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa
City Council Agenda Communication

Date: November 25, 2019 City Council Meeting
To: Mayor Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Second Readings of Natural Gas and Electric Franchise Ordinances

BACKGROUND: On Monday the Council will have the 2nd reading of an Ordinance regarding the proposed establishment of a 1% Natural Gas and Electric Franchise Fee.

As discussed at the last meeting, the City can begin collecting the new revenue on March 1, 2020. If the Council wishes to suspend the rules and waive the 3rd reading of the Ordinance, there is an opportunity to do so at Monday's Council meeting.

Please see process steps below:

Steps to amend a Franchise Ordinance:

- ~~1. City decides to change the fee, and at what percentage~~
- ~~2. City and MidAmerican Energy and Midland Power Cooperative agree on Amendment language~~
- ~~3. City and MidAmerican and Midland agree on start date for change to franchise agreement- March 1, 2020*~~
- ~~4. City adopts and publishes a Revenue Purpose Statement Adopted by Resolution-October 28, 2019~~
- ~~5. City Council sets the date for the public hearing and first reading for the franchise ordinance amendment set the date on October 28, 2019 meeting, with public hearing to take place on November 11, 2019~~
- ~~6. City publishes a public hearing notice between 4 and 20 days before public hearing~~
- ~~7. City holds the public hearing and first reading of the Franchise Ordinance amendments- November 11, 2019. The City Council can waive the 2nd and 3rd readings of the Ordinance and suspend the rules by super majority vote~~
8. City has 2nd reading of the Ordinance-November 25, 2019
9. City has 3rd reading of the Ordinance-December 9, 2019
10. City publishes the amended Ordinance

- 11. MidAmerican Energy and Midland Power Cooperative mail Letter of Acceptance and Certificate to the City Clerk. City Clerk will sign and return to the utility companies**
- 12. MidAmerican and Midland files Tax Rider Tariff with the Iowa Utilities Board (IUB) for permission to start collecting the changed franchise fee.**
- 13. IUB gives written order to the utility companies to start collecting the new franchise fee**

ALTERNATIVES: Do not approve the Second Reading of the Ordinances, and do not initiate a franchise fee and continue to collect LOST.

FINANCIAL CONSIDERATIONS: \$40,000 annual increase in revenue

RECOMMENDATION: Approve the 2nd Reading and suspend the 3rd Reading of the Proposed Ordinances.

ORDINANCE

AN ORDINANCE AMENDING SECTION 112.11 (ELECTRIC FRANCHISE – MIDLAND POWER COOPERATIVE - FRANCHISE FEE) OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY AMENDING THE SECTION TO ESTABLISH A FRANCHISE FEE.

BE IT ORDAINED, by the City Council of the City of Polk City, Iowa, that:

Section 1. Internal References. All references to section numbers in this ordinance shall be to sections contained within Chapter 112 (Electric Franchise – Midland Power Cooperative) of the Polk City Municipal Code unless otherwise specified.

Section 2. Amendment. Section 112.11 is hereby deleted in its entirety and the following new Section 111.13 is inserted in lieu thereof:

112.11 FRANCHISE FEE: In consideration of the right and franchise granted to Midland Power Cooperative (the “Company”) in Section 112.01 herein, a franchise fee is hereby imposed equal to one percent (1%) of the gross receipts minus uncollectable amounts derived by the Company in the City of Polk City for the delivery and sale of electric energy, effective beginning on March 1, 2020.

- A. The amount of franchise fee shall be shown separately on the utility bill to each customer. The Company shall remit collected franchise fees to the City on a quarterly basis, within thirty (30) days after the last day of the last revenue month of each quarter of the calendar year (i.e. remitted by April 30, July 31, October 31 and January 31). The City shall not modify the level of the franchise fee more frequently than once in any twelve (12) month period.
- B. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such franchise fees for purposes allowed by Iowa law and as set forth in the Revenue Purpose Statement previously adopted by the City.
- C. The franchise fee shall be applied to all customers’ bills in accordance with Iowa Code Chapters 364.2(f) and 423B.5, except for the City’s bills which shall be exempt from the franchise fee.
- D. Upon receipt of a final and unappealable order or approval authorizing annexation or changes in the corporate boundaries of the City, the City Clerk shall provide written notification to the Company of such annexation or change in the corporate boundaries of the City, and the Company shall apply the franchise fee to its customers who are affected by the annexation or change in the corporate boundaries of the City, commencing no more than ninety (90) days after receipt of the written notice and City’s verification of the area added to the City.
- E. To fulfill the purpose and intent of this Section, the City and the Company may enter into an agreement addressing the implementation of the collection of the franchise fee, which agreement shall be approved by resolution of the City.

Section 3. Repealer. All parts of the “Polk City Municipal Code” in conflict herewith are hereby repealed.

Section 4. Severability Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not effect the validity of this Ordinance as a whole or any section, subsection, provision, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. When Effective. In accordance with Iowa Code Chapter 364.2, this Ordinance to establish a franchise fee shall take effect on March 1, 2020, provided that the Company shall have filed with the City Clerk a written acceptance of this Ordinance and provided that final passage, approval and notice of its passage is given as provided by law. Further provided, however, if prior to December 9, 2019, a valid petition as defined in Iowa Code Chapter 362.4 is submitted requesting submission to voters of the proposal to impose a 1% franchise fee starting March 1, 2020, this Ordinance shall not take effect unless it is approved by an affirmative vote of the electors. Upon the county election commissioner’s certification of an affirmative vote of the electors with respect to imposition of the franchise fee as provided in this Ordinance, this Ordinance shall take effect.

PASSED at Polk City, Iowa, this _____ day of _____ 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk