

NOTICE OF A PUBLIC MEETING
Dallas Center City Council
Tentative Agenda
November 14, 2023 – 7:00 pm – Memorial Hall
1502 Walnut Street, Dallas Center

The Council meeting will be held in person in Memorial Hall. The meeting also may be accessed by the public electronically by Zoom at the following Internet link:

<https://us02web.zoom.us/j/86165340291>

If a Zoom user has the Zoom app, just enter the meeting ID **861 6534 0291** and the passcode is 872460

Or a member of the public may connect to the meeting by telephone using any of the following numbers (the Meeting ID is **861 6534 0291**, the passcode is **872460**: Dial by your time zone below:

312 626 6799 (CST) 646 558 8656 (EST) 719 359 4580 (MST) 669 900 9128 US (PST)

Depending on the caller's long-distance calling plan, long distance charges may apply.

Public Hearing – on the proposed Amendment No. 8 to the Dallas Center Urban Renewal Plan in the City of Dallas Center, Iowa. Each person will have up to five minutes to comment on the proposed amendment.

Public Hearing – on the proposed Amendment No. 1 to the West Urban Renewal Plan in the City of Dallas Center, Iowa. Each person will have up to five minutes to comment on the proposed amendment.

1. Pledge of Allegiance
2. Roll call
3. Action to approve agenda
4. Public Comments [Anyone wanting to address the Council should raise your hand and the Mayor will acknowledge you. Please stand, state your name, address, and topic. You will have two minutes to address the Mayor and Council]
5. Action to approve consent agenda
 - a. Approve minutes of October 10th regular meeting and October 25th budget strategy meeting
 - b. October Treasurer's Report, Balance Sheet, and Budget Report
 - c. October Law Enforcement, Fire/Rescue, Compliance and Water Reports
 - d. Approve reappointment of Mark Hersch to the E911 Board
 - e. Approve reappointment of Mike Howell as an alternate to the E911 Board
 - f. Approve reappointment of Mark Hersch as the Mayor's alternate to the Dallas County Emergency Management Board
 - g. Approve Seasonal Fun Committee's request for street closing on December 2, 2023
 - h. Action to approve Johnny Wagner as a fire department volunteer effective November 15, 2023, pending background check.
 - i. Action to approve Ian Wirth as a fire department volunteer effective November 15, 2023, pending background check.
 - j. Action to approve Terry Curtis as a fire department volunteer effective November 15, 2023, pending background check.
 - k. Action to approve Clyde Bennett as a fire department volunteer effective November 15, 2023, pending background check.
 - l. Action to approve sidewalk reimbursement for 1607 Laurel in the amount of \$88.
 - m. Action to approve quote from Sandry Fire Supply in an amount not to exceed \$10,500 for turnout gear.

- n. Action to approve hiring Darla MacConnell as a seasonal ice-skating rink operator at \$13.00/hr effective November 15, 2023
- o. Approve invoices for payment (review committee Willrich & Strutt)
- 6. Parks and Recreation Board
 - a. Action to approve the quote from Xtreme Tree in the amount of \$1,830 for tree stump removal.
 - b. Action to approve the quote from McCauley Construction LLC in the amount of \$3,850 to remove and replace shelving in the Roller Skate Shed
 - c. Action to approve application for the Trees Please grant.
 - d. Discuss usage of the new message board in Heritage Park and signage for Basketball Court and Pocket Park.
 - e. Action on Resolution 2023-87 – approving contract with TruGreen Commercial
- 7. Public Works
 - a. Director’s Report
- 8. Amendment No. 8 to the Dallas Center Urban Renewal Plan (adding territory to facilitate the construction of the Northeast Sewer Project, including the lift station)
 - a. Mayor’s Report on Consultation Meeting
 - b. Action on Resolution 2023-75 – adopting Amendment No. 8 to the Dallas Center Urban Renewal Plan
 - c. Action on Ordinance No. 597 – amending City Code Chapter 9 (Urban Renewal Area) by adding the area included in Amendment No. 8 to the Dallas Center Urban Renewal Plan, first reading
- 9. Amendment No. 1 to the West Urban Renewal Plan (increasing the maximum dollar amount of costs to support the urban renewal project)
 - a. Mayor’s Report on Consultation Meeting
 - b. Action on Resolution 2023-76 – adopting Amendment No. 1 to the West Urban Renewal Plan
- 10. Not to Exceed \$2,500,000 General Obligation Capital Loan Notes (Cross Developments Street Improvements)
 - a. Action to approve Bond Counsel Engagement Agreement with Ahlers & Cooney, P.C. and to authorize the Mayor to sign the Agreement
 - b. Action on Resolution 2023-86 – fixing a date for a meeting on the proposition to authorize a Loan Agreement and the Issuance of Notes to evidence the obligations of the City thereunder – 7 p.m. on December 12, 2023
- 11. Cross Developments Street Improvements – Engineer’s Report
- 12. Dallas Center Outdoor Community Swimming Pool Construction Project – Engineer’s Report
- 13. Discussion and possible action – gravel parking areas/driveways in the Cross Developments
- 14. City Engineer – Other Matters
- 15. Action on Ordinance No. 595 – amending Section 100.13 of the Code of Ordinances by amending the original amount of the connection fee for the Fair View Drive Sanitary Sewer Connection Fee District, first reading
- 16. Action on Ordinance No. 596 - amending Section 91.09 of the Code of Ordinances by increasing the costs of irrigation meters, first reading
- 17. Action on Ordinance No. 598 – amending Section 63.04(1) of the Code of Ordinances by decreasing the speed limit on a portion of Highway 44, also known as Sugar Grove Avenue, from 50 to 45 miles per hour, first reading
- 18. Annual TIF Reports
 - a. Review annual reports
 - b. Action on Resolution 2023-77 – authorizing the creation of an internal loan in the amount of \$94,000 from the Sewer Fund to the Capital Improvement-Lift Station Project Fund, and authorizing and creating TIF indebtedness for such internal loan
 - c. Action on Resolution 2023-78– authorizing and creating TIF indebtedness in the Dallas Center Urban Renewal Area
 - d. Action to establish TIF revenue request for FY 2024-2025 in the Dallas Center Urban Renewal Area

- e. Action on Resolution 2023-79 – authorizing the creation of an internal loan in the amount of \$102,724 from the General Fund to the Capital Improvement-Cross Developments Street Improvements Project Fund, and authorizing and creating TIF indebtedness for such internal loan
- f. Action on Resolution 2023-80 – authorizing and creating TIF indebtedness in the West Urban Renewal Area
- g. Action to establish TIF revenue request for FY 2024-2025 in the West Urban Renewal Area
- h. Action on Resolution 2023-81 – approving the 2023 annual urban renewal report to the State of Iowa

19. City Administrator

- a. Action on Resolution 2023-82 - approving the form of the amended Section 125 Cafeteria Plan (last approved by Resolution 2022-99)
- b. Action on Resolution 2023-83 – amending Resolution No. 2019-75 by authorizing the Clerk to issue checks for immediate payment for State of Iowa filing and permit fees
- c. Action on Resolution 2023-84 – adopting an updated Record Retention Manual for Iowa Cities as the Record Retention Policy for the City of Dallas Center
- d. Action on Resolution 2023-85 – approving Fiscal Year 2024 fund transfers
- e. Action to approve increased cost of Laserfiche in the amount of \$3,800.00
- f. Discussion and action on 2024 health, dental and vision insurance
- g. Action to designate Tyler Christensen with AssuredPartners as the City’s exclusive agent and broker for all employee insurance policies.

20. Council reports

21. Mayor’s report

22. Adjournment

Shellie Schaben, City Clerk

CLAIMS

| | | |
|-----------------------------------|---------------------------|-------------|
| A King's Throne, LLC | Oct Serv | \$730.00 |
| Access Systems Leasing | Copier Lease | \$854.41 |
| Access Systems | Maint Contract | \$48.53 |
| ACCO | Chemicals | \$609.84 |
| Aetna Behavioral Health, LLC | 4th Qtr EAP | \$26.28 |
| AgSource Coop Services | Tests | \$1,272.70 |
| Baker & Taylor Co. | Books | \$555.89 |
| Bay Bridge Administrators | Insurance | \$100.42 |
| Brown, Fagen & Rouse | Nov Retainer | \$3,010.68 |
| Central Iowa Mechanical | HVAC | \$484.50 |
| Centurylink | Oct Serv | \$57.47 |
| Centurylink | Oct Serv | \$655.18 |
| CJ Cooper & Associates | Fees | \$315.00 |
| Core & Main | Oct Serv | \$685.00 |
| Culligan Water System | Nov Serv | \$12.56 |
| Dallas County Local Housing Trust | 23/24 Local Housing Trust | \$1,901.00 |
| Dallas County Treasurer | Oct Serv | \$18,924.51 |
| Delta Dental | Insurance | \$41.65 |
| Delta Dental | Insurance | \$701.33 |
| Digital Stew Services | Oct Serv | \$348.25 |
| EFTPS | Taxes | \$4,613.98 |
| EFTPS | Taxes | \$4,883.41 |
| EFTPS | Taxes | \$4,710.08 |
| Electric Pump | PLC Install | \$1,295.00 |

| | | |
|----------------------------------|----------------------|--------------|
| Elite Electric & Utility | Services | \$11,018.34 |
| Fire Service Training Bureau | Fees | \$250.00 |
| Gatehouse- Db Iowa Holdings | Publications | \$222.60 |
| Gatehouse- Db Iowa Holdings | Publications | \$430.20 |
| Grimes Asphalt and Paving Corp | 23/24 Street Overlay | \$304,301.50 |
| Heartland Co-Op | Oct Serv | \$1,330.29 |
| Hickle, Shayleen | Reimbursement | \$88.00 |
| HSA Cory, Rochelle | HSA | \$100.00 |
| HSA Nolte, Cristian | HSA | \$50.00 |
| HSA Riesselman, Cindy | HSA | \$329.00 |
| HSA Schaben, Michele | HSA | \$412.50 |
| HSA Scrivner, April | HAS | \$50.00 |
| HSA Slaughter, Brian | HAS | \$300.00 |
| HSA Tiffany, Joshua | HAS | \$100.00 |
| Iowa Dept of Public Health | Fees | \$250.00 |
| Iowa One Call | Sept Serv | \$53.10 |
| Iowa Rural Water Association | Dues | \$355.00 |
| IPERS | IPERS | \$6,403.74 |
| Iron Mountain | Oct Serv | \$108.01 |
| Karen McCleary | Oct Serv | \$675.00 |
| Kinman Glass | Services | \$287.54 |
| Leaf | Copier Contract | \$165.81 |
| Leaf | Copier Contract | \$165.81 |
| Eddie Leedom | Oct Serv | \$849.78 |
| Linde Gas & Equipment Inc. | Oct Serv | \$41.44 |
| Logan Contractors Supply Inc | Supplies | \$213.26 |
| Manatts | Concrete | \$6,957.00 |
| Menards | Supplies | \$667.87 |
| Merritt Company | Supplies | \$81.82 |
| MidAmerican Energy | Services | \$381.67 |
| MidAmerican Energy | Nov Serv | \$5,757.75 |
| Minburn Communications | Oct Serv | \$54.99 |
| Mosquito Control of Iowa | Spraying | \$8,335.00 |
| Municipal Supply Inc | Supplies | \$1,946.22 |
| Nationwide Retirement Solutions | Deferred Comp | \$225.00 |
| Nationwide Retirement Solutions | Deferred Comp | \$225.00 |
| Nationwide Retirement Solutions | Deferred Comp | \$225.00 |
| O'Halloran International, Inc. | Services | \$9.75 |
| ODP Business Solutions LLC | Supplies | \$92.00 |
| Otis Elevator Company | Maintenance | \$713.16 |
| Rhinehart Excavating, Inc | Supplies | \$1,038.48 |
| Cindy Riesselman | Reimbursement | \$159.17 |
| Treasurer - State of Iowa | Taxes | \$1,097.19 |
| Treasurer - State of Iowa | Taxes | \$2,307.13 |
| Sandry Fire Supply | Repairs | \$1,522.00 |
| Schaben, Shellie | Reimbursement | \$201.99 |
| April Scrivner | Reimbursement | \$66.81 |
| Simmering-Cory/Iowa Codification | Services | \$591.00 |

| | | |
|----------------------------------|------------------------|---------------------|
| South Dallas County Landfill | Settlement Agreement | \$2,195.00 |
| State Hygienic Laboratory | Testing | \$207.00 |
| Sun Concrete Pumping | Repair | \$735.00 |
| Trionfo Solutions LLC | Insurance | \$49.92 |
| Trionfo Solutions LLC | Insurance | \$87.32 |
| TruGreen And Action Pest Control | Services | \$3,885.90 |
| UMB Bank NA | Bond Fees | \$600.00 |
| UHS Premium Billing | Insurance | \$599.96 |
| UHS Premium Billing | Insurance | \$11,693.79 |
| Unplugged Wireless | Equipment | \$3,230.00 |
| USA Blue Book | Testing | \$716.85 |
| Veenstra & Kimm | Fees | \$8,235.14 |
| Verizon Wireless | Oct Serv | \$280.07 |
| Victor Stanley | Benches | \$14,533.00 |
| Treasurer - State of Iowa | Taxes | \$1,330.17 |
| HealthEquity, Inc. | Fees | \$485.00 |
| Waste Management | Oct Serv | \$22,867.03 |
| Waters Edge Aquatic Design | Pool C/A Services | \$1,700.00 |
| Wells Fargo | Books | \$1,425.91 |
| Ziegler Inc | Repairs | \$53.44 |
| | Accounts Payable Total | <u>\$482,955.09</u> |

| | |
|---------------------------|-----------------|
| General | \$115,438.00 |
| Capital Improvement | \$3,915.00 |
| RUT | \$281,645.00 |
| T&A(EB) | \$12,402.28 |
| Burnett Project | \$18,000.00 |
| Debt Service | \$600.00 |
| CAP Improve Pool | \$6,590.32 |
| CAP Improve Cross Streets | \$1,704.14 |
| Water | \$25,966.24 |
| Water Capital Outlay | \$560.00 |
| Sewer | \$15,304.59 |
| Storm District | <u>\$829.52</u> |
| Total Funds | \$482,955.09 |

REVENUES

| | |
|------------------------------|--------------|
| General Total | \$394,373.97 |
| T&A (FT) Total | \$48.44 |
| T&A(SC) Total | \$10.41 |
| Capital Improvement Total | \$597.13 |
| T&A(SL) Total | \$1,020.67 |
| Rut Total | \$21,829.15 |
| T&A (EB) Total | \$42,953.09 |
| Emergency Levy Fund Total | \$10,661.93 |
| Local Option Sales Tax Total | \$40,681.64 |
| TIF Total | \$85,559.68 |
| Trees Total | \$41.80 |

| | |
|----------------------------|-------------------|
| Burnett Project Total | \$77.86 |
| Debt Service Total | \$95,774.21 |
| T&A (B) Total | \$8.48 |
| T&A (Y) Total | \$5.04 |
| Water Total | \$53,666.20 |
| Sewer Total | \$44,110.07 |
| Storm District Total | \$5,367.58 |
| Drainage District 76 Total | <u>\$1,119.54</u> |
| Total Revenue by Fund | \$797,906.89 |

The Dallas Center City Council met in regular session October 10, 2023, at 7:00 pm. Mayor Beyer called the meeting to order and led the Pledge of Allegiance. Council members present included Amy Strutt, Ryan Coon, Angie Beaudet, and Daniel Willrich. Ryan Kluss was late and arrived at 7:31 pm. Also present were City Administrator Cindy Riesselman, City Attorney Ralph Brown, and City Engineer Bob Veenstra.

The agenda was amended to move Item 9 – Fire Department before Item 8 – Planning & Zoning Commission.

Motion by Coon, 2nd by Beaudet to approve the amended agenda. Motion passed 4-0.

Public Comments

Robert Haxton had several comments on funding for the pool.

Julie Becker has several comments regarding the funding for a lift station.

Willrich stated 411 hours of law enforcement service were provided (320 hours are required) which is 33% above the agreement. Fire and EMT responded to 19 calls last month. Motion by Coon, 2nd by Beaudet to approve consent agenda: [Approve minutes of September 12th regular meeting and September 26th special meeting; September Treasurer's Report, Balance Sheet, and Budget Report; September Law Enforcement, Fire/Rescue, Compliance and Water Reports; Approve street closing for Halloween parade on October 28, 2023 at 2:00 pm, activities in Heritage Park and traditional trick-or-treating from 6:00-8:00 pm; Approve hiring Lance Studer as a temporary fill-in public works employee at \$25.25/hr. effective November 1st – March 31st pending background check and drug screening; Approve invoices for payment (review committee Coon and Kluss)] Motion passed 5-0.

Roy R. Estle Memorial Library

Shelly Cory, Director of the Dallas Center Library, presented annual statistics for the Library.

Fire Department

Motion by Coon, 2nd by Beaudet to accept retirement of Joel Hofland as Fire Chief effective September 29, 2023. Motion passed 4-0.

Motion by Coon, 2nd by Beaudet to approve the Fire Department's election of Daniel Howell as Fire Chief effective September 30, 2023. Motion passed 4-0.

Mayor Danny Beyer administered the Oath of Office to newly elected Fire Chief, Daniel Howell.

Motion by Strutt, 2nd by Beaudet on Resolution 2023-68 – approving a Cost Reimbursement Agreement in connection with Emergency Medical Response (EMR) training for MaKenna Brooks. Roll call all ayes, motion passed.

Motion by Strutt, 2nd by Beaudet on Resolution 2023-69 – approving a Cost Reimbursement Agreement in connection with Emergency Medical Response (EMR) training for Johnathan Minger. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Beaudet to approve quote for Fire Department HVAC from Adel Heating & Cooling in an amount not to exceed \$9,000. Motion passed 4-0

Motion by Coon, 2nd by Beaudet to approve request to purchase Laser Range Finder in an amount not to exceed \$11,000 and authorizing payment from the Department's depreciation account (will require a budget amendment later). Motion passed 4-0.

Planning and Zoning Commission

Matt Ostanik reported on the action items and recommendations from the Planning & Zoning Commission.

Motion by Coon, 2nd by Beaudet on Resolution 2023-64 – approving the Site Plan submitted by Sonntag Properties, LLC at 1205 Walnut Street – for construction of off-street parking. P&Z recommends approval with the understanding that a sidewalk will be installed along 13th Street to the existing sidewalk along Walnut Street. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Beaudet on Resolution 2023-65 – approving the Site Plan submitted by Raccoon Valley Bank at 590 Sugar Grove Avenue – for four basic modifications and improvements to the existing site and building.

P&Z recommended approval should include construction of sidewalk along west side of property, but east of the property line. P&Z recommended waiving the requirement for sidewalk north of building, along highway 44. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Strutt on Resolution 2023-66 – approving the Architectural Plan submitted by Raccoon Valley Bank at 590 Sugar Grove Avenue. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Strutt on Resolution 2023-67 – approving the revised Preliminary Plat of The Neighborhood Plat 2 previously approved by the Council by Resolution 2022-58 on July 12, 2022 to show a lower number of lots and larger lot sizes. Recommendation was made that sidewalks be added to the west end of the property to connect to the sidewalk to the north. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Strutt to approve recommendation of P&Z that the contractor's signs placed on the shelter at the Community Swimming Pool be removed or covered. The recommendation has four parts (1) the building does not comply with the architectural plans that were originally approved; (2) the signs are violation of the City's sign ordinance which states that no sign should be located on public property except by permission of city council; (3) signs need to be removed or covered; and (4) private advertising signs should not be allowed on public structures. Motion passed 4-0.

Public Works

Assistant Public Works Director Brett Kaszinski reported that the Public Works Department has completed the following tasks: Clean up and get everything ready for winter; storm sewer finalized on Fair View Drive; finished putting up fence in the Pocket Park; a mechanical issue caused the water issue-new part has been installed and water is now back online; welcome to Cristian Nolte who started in the Public Works department on October 9, 2023.

Highway 44 Distribution Main Replacement – Phase 1

City Engineer Bob Veenstra reviewed the contract amount and final action items.

Motion by Willrich, 2nd by Coon to approve Partial Payment Estimate No. 3 (Final) – Max Smith Construction, LLC -\$14,250.00. Motion passed 4-0.

Motion by Coon, 2nd by Strutt to approve Partial Payment Estimate No. 4 (Retainage) – Max Smith Construction, LLC - \$17,189.66 (payment on or about November 11, 2023). Motion passed 4-0.

Motion by Beaudet, 2nd by Strutt on Resolution 2023-48 – acceptance of the Project. Roll call all ayes, motion passed.

Nutrient Reduction Strategy Report

City Engineer Bob Veenstra provided a background on the history of the need for a Nutrient Reduction Strategy Report. DNR has agreed to rerate the sewer plant. If the rating is low enough, compliance with the requirement of the Nutrient Reduction Strategy Report may not be required.

Ryan Kluss arrived at 7:31 pm

Dallas Center Outdoor Community Swimming Pool Construction Project

City Engineer Bob Veenstra reported that the process of getting the slides is holding up the acceptance of the project.

Cross Developments Street Improvements

City Engineer Bob Veenstra reviewed the timeline for completion of the schedule for this project.

Motion by Kluss, 2nd by Coon on Resolution 2023-70 – approving Amendment to Agreement (approved by Resolution 2023- 46) for professional services with Veenstra & Kimm, Inc. to establish the maximum fee for engineering services during construction. Roll call all ayes, motion passed.

Amendment No. 8 to the Dallas Center Urban Renewal Plan (adding territory to facilitate the construction of the Northeast Sewer Project, including the lift station)

City Engineer Bob Veenstra reviewed the projected area to be added to the urban renewal plan. Dallas County Board of Supervisors has given consent for the inclusion of extra-territorial property.

Motion by Kluss, 2nd by Strutt on Resolution 2023-71 – setting dates for a consultation (October 26 at 3 pm) and a public hearing at 7 p.m. on November 14, 2023, on proposed Amendment No. 8 to the Dallas Center Urban Renewal Plan in the City of Dallas Center, Iowa. Roll call all ayes, motion passed.

Amendment No. 1 to the West Urban Renewal Plan (increasing to \$2,500,000 the maximum dollar amount of costs to support the urban renewal project)

Motion by Coon, 2nd by Strutt on Resolution 2023-73 – setting dates for a consultation (October 26 at 3 p.m.) and a public hearing at 7 p.m. on November 14, 2023, on proposed Amendment No. 1 to the West Urban Renewal Plan in the City of Dallas Center, Iowa. Roll call all ayes, motion passed.

Pioneer Plat 4 – Final Plat

Engineer Veenstra provided a background of Pioneer Plat 4 and the intent of Casey’s to divide the plat into 2 parcels.

Motion by Kluss, 2nd by Beaudet on Resolution 2023-74 – approving Final Plat. Strutt, Coon, Kluss and Beaudet Ayes, Willrich abstained.

Motion by Coon, 2nd by Beaudet. City council supports the lowering of the speed limit on highway 44 to no greater than 45 mph. Strutt, Coon, Kluss and Beaudet Ayes, Willrich abstained.

28E Annexation Moratorium with the City of Waukee

Motion by Beaudet, 2nd by Coon on Resolution 2023-72 – setting a public hearing 7 p.m. on December 12, 2023 on proposed Agreement with the City of Waukee and directing the Clerk to make the required notifications. Roll call all ayes, motion passed.

Motion by Kluss, 2nd by Strutt on Ordinance No. 593 – pertaining to liquor licenses and cigarette and tobacco permits, first reading. Roll call all ayes, motion passed.

Motion by Kluss, 2nd by Coon to waive 2nd and 3rd reading making the ordinance effective upon publication. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Strutt on Ordinance No. 594 – pertaining to fiscal management, first reading. Roll call all ayes, motion passed.

Motion by Coon, 2nd by Kluss to waive 2nd and 3rd reading making the ordinance effective upon publication. Roll call all ayes, motion passed.

City Administrator

City Administrator will set Budget Strategy Meeting for later in October.

Motion by Kluss, 2nd by Strutt to approve request of Parks and Recreation Board to spend \$1,477.17 paid for with T&A Youth funds for soccer nets from Fiscal Year 2023 Budget (will require a budget amendment later).

The meeting adjourned at 7:56 pm.

Shellie Schaben, City Clerk

Claims

| | | |
|--------------------------------|---------------|------------|
| Access Systems Leasing | Lease | \$366.21 |
| Access Systems | Aug Serv | \$48.53 |
| AccuJet | Repairs | \$688.69 |
| Adel Auto Parts | Supplies | \$132.63 |
| Aerzen USA Corporation | Supplies | \$220.50 |
| Agsource Coop Services | Tests | \$1,566.50 |
| American Plumbing & Excavating | Refund | \$1,000.00 |
| Anderson, Hailee | Reimbursement | \$90.00 |
| Aztec Signs | Logos | \$575.00 |

| | | |
|--------------------------------|----------------|-------------|
| Baker & Taylor Co. | Books | \$466.82 |
| Baldon Hardware | Supplies | \$2.25 |
| Bay Bridge Administrators | Insurance | \$100.42 |
| Bentley Ridge Tree Farm | Trees | \$1,466.07 |
| Brown, Fagen & Rouse | Sept Serv | \$3,133.53 |
| Centurylink | Aug Serv | \$753.60 |
| Chiochon, Jackson L | Reimbursement | \$251.16 |
| Crossroads Ag, LLC | Supplies | \$55.00 |
| Culligan Water System | Sept Serv | \$12.56 |
| Dallas County Treasurer | Aug Protection | \$18,924.51 |
| Dan Brubaker Enterprises | DD76 | \$3,752.50 |
| Davidson, Stella K | Reimbursement | \$350.00 |
| Scott Deaver | Sign | \$1,362.15 |
| Delta Dental | Insurance | \$41.50 |
| Delta Dental | Insurance | \$624.18 |
| Digital Stew Services | Aug Serv | \$195.60 |
| Dirks, Mckenna | Reimbursement | \$59.91 |
| EFTPS | Taxes | \$6,346.81 |
| EFTPS | Taxes | \$4,503.74 |
| Freedom Tire & Auto Center | Tires | \$704.00 |
| Gatehouse- Db Iowa Holdings | Publications | \$350.48 |
| Hawkeye Truck Equipment | Accessories | \$750.00 |
| Heartland Co-Op | Aug Serv | \$2,315.32 |
| HSA Cory, Rochelle | HSA | \$100.00 |
| HSA Riesselman, Cindy | HSA | \$329.00 |
| HSA Schaben, Michele | HSA | \$412.50 |
| HSA Scrivner, April | HSA | \$50.00 |
| HSA Slaughter, Brian | HSA | \$300.00 |
| HSA Tiffany, Joshua | HSA | \$100.00 |
| Iowa Dept of Natural Resources | Renewal | \$1,275.00 |
| Iowa One Call | July Serv | \$61.20 |
| Iowa Parks And Recreation | Renewal | \$65.00 |
| IPERS | IPERS | \$6,245.85 |
| Iron Mountain | Aug Serv | \$103.99 |
| Johnson Controls Fire Protect. | Repairs | \$1,586.73 |
| Karen McCleary | Aug Serv | \$675.00 |
| Keenan, Gary | Services | \$1,200.00 |
| Leaf | Contract | \$165.81 |
| Eddie Leedom | Aug Serv | \$560.04 |
| Linde Gas & Equipment Inc. | Aug Serv | \$42.16 |
| Little, Hannah R | Reimbursement | \$350.00 |
| Little, Haydn N | Reimbursement | \$294.95 |
| Luebke, Nicole E | Reimbursement | \$350.00 |
| Main Street Checks | Supplies | \$139.86 |
| Manatts | Concrete | \$917.50 |
| Marshall McCalley | Services | \$270.00 |
| Menards | Supplies | \$403.11 |

| | | |
|----------------------------------|------------------------|--------------|
| Mercy Clinics Inc | Services | \$10.00 |
| Mercy College Of Health Science | Services | \$5.00 |
| Merritt Company | Supplies | \$66.45 |
| Micromarking LLC | Books | \$124.45 |
| Micromarking LLC | Books | \$88.98 |
| MidAmerican Energy | Aug Serv | \$7,956.17 |
| Midwest Breathing Air LLC | Testing | \$198.00 |
| Miller, Jake | Refund | \$100.00 |
| Minburn Communications | Sept Serv | \$54.99 |
| Municipal Supply Inc | MXU'S | \$4,437.30 |
| Nationwide Retirement Solutions | Deferred Comp | \$225.00 |
| Nationwide Retirement Solutions | Deferred Comp | \$225.00 |
| Navarro, James | Mural | \$3,687.50 |
| ODP Business Solutions LLC | Supplies | \$62.76 |
| Otis Elevator Company | Maintenance | \$100.00 |
| Overdrive, Inc | Renewal | \$699.21 |
| Cindy Riesselman | Mileage | \$69.43 |
| Rinker Materials | Repairs | \$1,710.00 |
| Rotary Club of Dallas Center | Dues | \$98.33 |
| Treasurer - State of Iowa | Taxes | \$1,525.77 |
| Treasurer - State of Iowa | Taxes | \$2,473.14 |
| Schmitz, Ellie | Reimbursement | \$275.00 |
| Schmitz, Madalyn | Reimbursement | \$274.44 |
| Simmering-Cory/Iowa Codification | Services | \$450.00 |
| Stivers Ford, Inc | 2023 FORD F250 SRW | \$48,435.00 |
| Storey Kenworthy/Matt Parrott | Supplies | \$94.48 |
| Trionfo Solutions LLC | July Serv | \$87.32 |
| Trionfo Solutions LLC | Aug Serv | \$137.24 |
| Trugreen And Action Pest Control | Maintenance | \$308.48 |
| UHS Premium Billing | Insurance | \$598.04 |
| UHS Premium Billing | Insurance | \$11,262.72 |
| Unplugged Wireless | Supplies | \$72.00 |
| USA Blue Book | Supplies | \$871.35 |
| Veenstra & Kimm | Aug Serv | \$12,420.46 |
| Verizon Wireless | Aug Serv | \$280.07 |
| Treasurer - State of Iowa | Taxes | \$1,507.12 |
| Waste Management | Aug Serv | \$23,130.30 |
| Waters Edge Aquatic Design | Services | \$1,650.00 |
| Wells Fargo | Aug Payment | \$1,297.56 |
| Woodward, Jill | Murals | \$1,140.00 |
| Buse & Vrieze LLC | Tree Removal | \$6,335.00 |
| | Accounts Payable Total | \$201,747.93 |
| | General | \$91,303.90 |
| | T&A (SC) | \$1,000.00 |
| | Capital Improvement | \$15,699.00 |
| | RUT | \$35,135.33 |

| | |
|---------------------------|-------------------|
| T&A (EB) | \$12,671.98 |
| CAP Improve Pool | \$4,950.00 |
| CAP Improve Cross Streets | \$4,000.66 |
| Water | \$17,704.65 |
| Water Capital Outlay | \$720.00 |
| Sewer | \$12,955.67 |
| Storm District | \$1,854.24 |
| Drainage District 76 | <u>\$3,752.50</u> |
| Total Funds | \$201,747.93 |

Revenues

| | |
|------------------------------|---------------------|
| General Total | \$ 55,307.69 |
| T&A(FT) Total | \$ 44.50 |
| T&A(SC) Total | \$ 2,009.56 |
| Capital Improvement Total | \$ 550.21 |
| T&A(SL) Total | \$ 18.97 |
| RUT Total | \$ 21,524.86 |
| T&A(EB) Total | \$ 144.14 |
| Local Option Sales Tax Total | \$ 58,134.04 |
| TIF Total | \$ 16.40 |
| Trees Total | \$ 38.40 |
| Burnett Project Total | \$ 71.53 |
| Debt Service Total | \$ 21,298.34 |
| CAP Improve Pool Total | \$ 237,500.00 |
| T&A(B) Total | \$ 7.80 |
| T&A(Y) Total | \$ 4.63 |
| Water Total | \$ 49,841.84 |
| Sewer Total | \$ 42,025.19 |
| Storm District Total | \$ 5,308.99 |
| Drainage District 76 Total | <u>\$ 34,324.09</u> |
| Total Revenue By Fund | \$ 528,171.18 |

The Dallas Center City Council met in special session October 25, 2023, at 6:00 pm. Mayor Beyer called the meeting to order. Council members present included Amy Strutt, Ryan Coon, and Angie Beaudet. Daniel Willrich arrived at 6:03 pm. Ryan Kluss was absent. Also present were City Administrator Cindy Riesselman and City Attorney Ralph Brown.

Motion by Coon, 2nd by Beaudet to approve the agenda. Motion passed 3-0.

Motion by Coon, 2nd by Strutt to approve agenda. Motion passed 3-0.

Motion by Coon, 2nd by Strutt to approve payment to Iowa Department of Public Health in the amount of \$250.00. Motion passed 3-0.

Daniel Willrich arrived at 6:03 pm

City Administrator Riesselman reviewed the budget and the group discussed budget strategy for the 24/25 fiscal year.

The meeting adjourned at 6:27 pm

Shellie Schaben, City Clerk

TREASURER'S REPORT
CALENDAR 10/2023, FISCAL 4/2024

| FUND | LAST REPORT ON HAND | REVENUES | EXPENSES | CHANGE IN LIABILITY | ENDING BALANCE |
|-------------------------------|---------------------|------------|------------|---------------------|----------------|
| 001 GENERAL | 479,895.67 | 394,373.97 | 99,916.17 | .00 | 774,353.47 |
| 011 T&A (PD) BENEVOLENT | .00 | .00 | .00 | .00 | .00 |
| 015 T&A(FT) | 416,436.24 | 48.44 | .00 | .00 | 416,484.68 |
| 021 T&A(SC) | 14,606.73 | 10.41 | .00 | .00 | 14,617.14 |
| 029 CAPITAL IMPROVEMENT | 264,273.29 | 597.13 | .00 | .00 | 264,870.42 |
| 041 T&A(SL) | 9,146.99 | 1,020.67 | .00 | .00 | 10,167.66 |
| 110 RUT | 244,302.27 | 21,829.15 | 5,601.33 | .00 | 260,530.09 |
| 112 T&A(EB) | 74,775.19 | 42,953.09 | 17,185.98 | .00 | 100,542.30 |
| 119 EMERGENCY LEVY FUND | 3,251.92 | 10,661.93 | .00 | .00 | 13,913.85 |
| 121 LOCAL OPTION SALES TAX | 106,826.75 | 40,681.64 | 16,055.11 | .00 | 131,453.28 |
| 125 TIF | 18,332.39 | 85,559.68 | 4,923.25 | .00 | 98,968.82 |
| 161 TREES | 18,500.41 | 41.80 | .00 | .00 | 18,542.21 |
| 166 T&A(REC PROGRAM) REV | .00 | .00 | .00 | .00 | .00 |
| 167 BURNETT PROJECT | 109,460.33 | 77.86 | .00 | .00 | 109,538.19 |
| 168 T&A(BC) | .00 | .00 | .00 | .00 | .00 |
| 169 T&A(BURNETT CAP IMPROVE) | .00 | .00 | .00 | .00 | .00 |
| 177 T&A(PD) | .00 | .00 | .00 | .00 | .00 |
| 180 REC TRAIL | .00 | .00 | .00 | .00 | .00 |
| 200 DEBT SERVICE | 197,122.52 | 95,774.21 | 600.00 | .00 | 292,296.73 |
| 301 CAP IMPROVE WASTEWATER | .00 | .00 | .00 | .00 | .00 |
| 305 PLAYGROUND EQUIPMENT | .00 | .00 | .00 | .00 | .00 |
| 308 CAP IMPROVE - LIBRARY | .00 | .00 | .00 | .00 | .00 |
| 309 CAP IMPROVE POOL | 82,926.35- | .00 | 43,596.73 | .00 | 126,523.08- |
| 310 CAP IMPRV-AMERICAN RESCUE | .00 | .00 | .00 | .00 | .00 |
| 311 CAP IMPROVE CROSS STREETS | 4,000.66- | .00 | 10,738.24 | .00 | 14,738.90- |
| 501 T&A(B) | 15,755.10 | 8.48 | .00 | .00 | 15,763.58 |
| 502 T&A(Y) | 12,231.17 | 5.04 | .00 | .00 | 12,236.21 |
| 600 WATER | 531,344.16 | 53,666.20 | 56,344.54 | .00 | 528,665.82 |
| 602 WATER CAPITAL OUTLAY | 49,188.41 | .00 | 31,591.42 | .00 | 17,596.99 |
| 610 SEWER | 673,083.09 | 44,110.07 | 22,538.61 | .00 | 694,654.55 |
| 740 STORM DISTRICT | 112,645.13 | 5,367.58 | 1,840.81 | .00 | 116,171.90 |
| 760 DRAINAGE DISTRICT 76 | 4,994.50 | 1,119.54 | .00 | .00 | 6,114.04 |
| Report Total | 3,269,245.25 | 797,906.89 | 310,932.19 | .00 | 3,756,219.95 |

BALANCE SHEET
CALENDAR 10/2023, FISCAL 4/2024

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1110 | CHECKING-GENERAL | 8,728.07 | 24,298.91 |
| 011-000-1110 | CHECKING-T&A(PD) BENEVOLENT | .00 | .00 |
| 015-000-1110 | CHECKING-T&A(FT) | .00 | .00 |
| 021-000-1110 | CHECKING-T&A(SC) | .00 | .00 |
| 029-000-1110 | CHECKING-DEPR POLICE | .00 | .00 |
| 029-000-1111 | CHECKING-DEPR NON RUT EQUIP | .00 | .00 |
| 029-000-1112 | CHECKING-DEPR PARK | .00 | .00 |
| 029-000-1113 | CHECKING-DEPR SWIM POOL | .00 | .00 |
| 029-000-1114 | CHECKING-DEPR P/W BLDG | .00 | .00 |
| 029-000-1115 | CHECKING-DEPR FD EQUIP | .00 | .00 |
| 029-000-1116 | CHECKING-DEPR MEMORIAL HALL | .00 | .00 |
| 041-000-1110 | CHECKING-T&A(SL) | 993.75 | 1,000.00 |
| 110-000-1110 | CHECKING-RUT | .00 | .00 |
| 110-000-1111 | CHECKING-DEPR RUT EQUIP | .00 | .00 |
| 110-000-1112 | CHECKING-SIDEWALK PROJ | .00 | .00 |
| 112-000-1110 | CHECKING-T&A(EB) | 25,610.22 | 30,951.25 |
| 119-000-1110 | CHECKING-EMERG LEVY | .00 | .00 |
| 121-000-1110 | CHECKING-LOST | .00 | .00 |
| 121-000-1112 | CHECKING-LOST SWIM POOL | .00 | .00 |
| 125-000-1110 | CHECKING-TIF | .00 | .00 |
| 161-000-1110 | CHECKING-TREE FUND | .00 | .00 |
| 166-000-1110 | CHECKING-T&A(REC PROGRAM) | .00 | .00 |
| 167-000-1110 | CHECKING-T&A(BURNETT REC) | .00 | .00 |
| 167-000-1111 | CHECKING-T&A(BURNETT REC/POOL) | .00 | .00 |
| 168-000-1110 | CHECKING-T&A(BURNETT LIBRARY) | .00 | .00 |
| 169-000-1110 | CHECKING-T&A(BURNETT CAP IMP) | .00 | .00 |
| 180-000-1110 | CHECKING-REC TRAIL | .00 | .00 |
| 200-000-1110 | CHECKING-DEBT SERVICE | .00 | .00 |
| 305-000-1110 | CHECKING-PLAYGROUND EQUIP | .00 | .00 |
| 307-000-1110 | CHECKING-2012 HWY 44 TURN LANE | .00 | .00 |
| 301-000-1110 | CHECKING-CAP IMPROVE SEWER | .00 | .00 |
| 308-000-1110 | CHECKING-CAP IMPROVE - LIBRARY | .00 | .00 |
| 309-000-1110 | CHECKING-CAP IMPROVE POOL | 250.00- | 250.00- |
| 310-000-1110 | CHECKING-CAP IMPRV ARPA | .00 | .00 |
| 311-000-1110 | CHECKING-CAP IMPROVE CROSS STR | .00 | .00 |
| 501-000-1110 | CHECKING-T&A(B) | .00 | .00 |
| 502-000-1110 | CHECKING-T&A(Y) | .00 | .00 |
| 600-000-1110 | CHECKING-WATER | 3,543.74- | 12,394.77 |
| 600-000-1111 | CHECKING-WATER SINKING | .00 | .00 |
| 600-000-1112 | CHECKING-T&A(M) | .00 | .00 |
| 600-000-1113 | CHECKING-WATER IMPROVEMENT | .00 | .00 |
| 600-000-1114 | CHECKING-WATER RESERVE | .00 | .00 |
| 602-000-1110 | CHECKING-WATER CAP OUTLAY | .00 | .00 |
| 610-000-1110 | CHECKING-SEWER | 4,494.43- | 11,857.15 |
| 610-000-1111 | CHECKING-SEWER SINKING | .00 | .00 |
| 610-000-1112 | CHECKING-SEWER RESERVE | .00 | .00 |
| 610-000-1113 | CHECKING-SEWER IMPROVEMENT | .00 | .00 |
| 740-000-1110 | CHECKING-STORM DISTRICT | 729.69- | 2,413.24 |
| 760-000-1110 | CHECKING-DRAINAGE DISTRICT 76 | .00 | .00 |
| | CHECKING TOTAL | 26,314.18 | 82,665.32 |

BALANCE SHEET
CALENDAR 10/2023, FISCAL 4/2024

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE |
|----------------|--------------------------------|----------------|----------------|
| 001-000-1120 | PETTY CASH | .00 | 100.00 |
| | PETTY CASH TOTAL | .00 | 100.00 |
| 001-000-1160 | SAVINGS-GENERAL | 285,729.73 | 449,954.56 |
| 011-000-1160 | SAVINGS-T&A(PD) BENEVOLENT | .00 | .00 |
| 015-000-1160 | SAVINGS-T&A(FT) | 48.44 | 21,484.68 |
| 021-000-1160 | SAVINGS-T&A(SC) | 10.41 | 4,617.14 |
| 029-000-1160 | SAVINGS-DEPR POLICE | .00 | .00 |
| 029-000-1161 | SAVINGS-DEPR NON RUT EQUIP | 92.80 | 41,164.80 |
| 029-000-1162 | SAVINGS-DEPR PARK | 4.70 | 2,084.25 |
| 029-000-1163 | SAVINGS-DEPR SWIM POOL | .00 | .00 |
| 029-000-1164 | SAVINGS-DEPR P/W BLDG | 437.60 | 194,106.64 |
| 029-000-1165 | SAVINGS-DEPR FIRE | 55.09 | 24,437.28 |
| 029-000-1166 | SAVINGS-DEPR MEMORIAL HALL | 6.94 | 3,077.45 |
| 041-000-1160 | SAVINGS-T&A(SL) | 26.92 | 9,167.66 |
| 110-000-1160 | SAVINGS-RUT | 16,155.76 | 198,565.54 |
| 110-000-1161 | SAVINGS-DEPR RUT EQUIP | 72.06 | 31,964.55 |
| 110-000-1162 | SAVINGS-SIDEWALK PROJ | .00 | .00 |
| 112-000-1160 | SAVINGS-T&A(EB) | 156.89 | 69,591.05 |
| 119-000-1160 | SAVINGS-EMERG LEVY | 10,661.93 | 13,913.85 |
| 121-000-1160 | SAVINGS-LOST | 24,626.53 | 131,453.28 |
| 121-000-1162 | SAVINGS-LOST SWIM POOL | .00 | .00 |
| 121-000-1163 | SAVINGS-LOST SINKING | .00 | .00 |
| 125-000-1160 | SAVINGS-TIF | 80,636.43 | 98,968.82 |
| 161-000-1160 | SAVINGS-TREE FUND | 41.80 | 18,542.21 |
| 166-000-1160 | SAVINGS-T&A(REC PROGRAM) | .00 | .00 |
| 167-000-1160 | SAVINGS-T&A(BURNETT REC) | 77.86 | 34,538.19 |
| 167-000-1161 | SAVINGS-T&A(BURNETT REC/POOL) | .00 | .00 |
| 168-000-1160 | SAVINGS-T&A(BURNETT LIBRARY) | .00 | .00 |
| 169-000-1160 | SAVINGS-T&A(BURNETT CAP IMP) | .00 | .00 |
| 177-000-1160 | SAVINGS-T&A(PD)FORFEITURE | .00 | .00 |
| 180-000-1160 | SAVINGS-REC TRAIL | .00 | .00 |
| 200-000-1160 | SAVINGS-DEBT SERV | 95,174.21 | 292,296.73 |
| 305-000-1160 | SAVINGS-PLAYGROUND EQUIP | .00 | .00 |
| 307-000-1160 | SAVINGS-2012 HWY 44 TURN LANE | .00 | .00 |
| 301-000-1160 | SAVINGS-CAP IMPROVE SEWER | .00 | .00 |
| 308-000-1160 | SAVINGS-CAP IMPROVE - LIBRARY | .00 | .00 |
| 309-000-1160 | SAVINGS-CAP IMPROVE POOL | 43,346.73- | 126,273.08- |
| 310-000-1160 | SAVINGS-CAP IMPRV ARPA | .00 | .00 |
| 311-000-1160 | SAVINGS-CAP IMPROVE CROSS STRT | 10,738.24- | 14,738.90- |
| 501-000-1160 | SAVINGS-T&A(B) | 8.48 | 3,763.58 |
| 502-000-1160 | SAVINGS-T&A(Y) | 5.04 | 2,236.21 |
| 600-000-1160 | SAVINGS-WATER | 9,212.98- | 303,810.69 |
| 600-000-1161 | SAVINGS-WATER SINKING | 10,078.38 | 47,918.80 |
| 600-000-1162 | SAVINGS-T&A(M) | .00 | 4,053.88 |
| 600-000-1163 | SAVINGS-WATER IMPROVEMENT | .00 | 10,487.68 |
| 600-000-1164 | SAVINGS-WATER RESERVE | .00 | .00 |
| 602-000-1160 | SAVINGS-WATER CAP OUTLAY | 31,591.42- | 17,596.99 |
| 610-000-1160 | SAVINGS-SEWER | 9,744.22 | 378,684.39 |

BALANCE SHEET
CALENDAR 10/2023, FISCAL 4/2024

| ACCOUNT NUMBER | ACCOUNT TITLE | MTD BALANCE | YTD BALANCE |
|----------------|------------------------------|----------------|----------------|
| 610-000-1161 | SAVINGS-SEWER SINKING | 16,321.67 | 80,770.35 |
| 610-000-1162 | SAVINGS-SEWER RESERVE | .00 | .00 |
| 610-000-1163 | SAVINGS-SEWER IMPROVEMENT | .00 | 13,342.66 |
| 740-000-1160 | SAVINGS-STORM DISTRICT | 4,256.46 | 113,758.66 |
| 760-000-1160 | SAVINGS-DRAINAGE DISTRICT 76 | 1,119.54 | 6,114.04 |
| | SAVINGS TOTAL | 460,660.52 | 2,481,454.63 |
| 001-000-1170 | CD#48375-GENERAL | .00 | 250,000.00 |
| 001-000-1171 | CD#48956-GENERAL | .00 | 50,000.00 |
| 015-000-1170 | CD#48956-T&A (FT) | .00 | 240,000.00 |
| 015-000-1171 | CD#48375-T&A (FT) | .00 | 155,000.00 |
| 021-000-1170 | CD#48956-T&A (SC) | .00 | 10,000.00 |
| 029-000-1170 | CD-DEPR POLICE | .00 | .00 |
| 029-000-1171 | CD-DEPR NON RUT EQUIP | .00 | .00 |
| 029-000-1172 | CD-DEPR PARK | .00 | .00 |
| 029-000-1173 | CD-DEPR SWIM POOL | .00 | .00 |
| 029-000-1174 | CD-DEPR P/W BLDG | .00 | .00 |
| 029-000-1175 | CD#-DEPR P/W BLDG | .00 | .00 |
| 029-000-1176 | CD-DEPR FIRE | .00 | .00 |
| 110-000-1170 | CD-RUT | .00 | .00 |
| 110-000-1171 | CD#48375-DEPR RUT EQUIP | .00 | 30,000.00 |
| 121-000-1172 | CD-LOST SWIM POOL | .00 | .00 |
| 121-000-1173 | CD-LOST SWIM POOL | .00 | .00 |
| 167-000-1170 | CD#48375-T&A(BURNETT REC) | .00 | 75,000.00 |
| 167-000-1171 | CD-T&A(BURNETT REC/POOL) | .00 | .00 |
| 167-000-1172 | CD-T&A(BURNETT REC) | .00 | .00 |
| 168-000-1170 | CD-T&A(BURNETT LIBRARY) | .00 | .00 |
| 169-000-1170 | CD-T&A(BURNETT CAP IMPR) | .00 | .00 |
| 169-000-1171 | CD-T&A(BURNETT CAP IMPR) | .00 | .00 |
| 308-000-1170 | CD-CAP IMPROVE LIBRARY | .00 | .00 |
| 310-000-1170 | CD-CAP IMPRV ARPA | .00 | .00 |
| 501-000-1170 | CD#48375-T&A(B) | .00 | 12,000.00 |
| 502-000-1170 | CD#45375-T&A(Y) | .00 | 10,000.00 |
| 600-000-1170 | CD#48375-WATER | .00 | 100,000.00 |
| 600-000-1171 | CD#48956-WATER | .00 | 50,000.00 |
| 610-000-1170 | CD#48956-SEWER | .00 | 200,000.00 |
| 610-000-1171 | CD#48375-SEWER | .00 | 10,000.00 |
| | CD'S TOTAL | .00 | 1,192,000.00 |
| | TOTAL CASH | 486,974.70 | 3,756,219.95 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|---------------------------|--------------|-------------|-------------|------------------|
| 001-110-6010 | POLICE-WAGES | .00 | .00 | .00 | .00 |
| 001-110-6181 | POLICE-CLOTHING | .00 | .00 | .00 | .00 |
| 001-110-6210 | POLICE-DUES,M' SHIPS, SPE | .00 | .00 | .00 | .00 |
| 001-110-6230 | POLICE-TRAINING | .00 | .00 | .00 | .00 |
| 001-110-6310 | POLICE-OFFICE RENTAL/MAI | .00 | .00 | .00 | .00 |
| 001-110-6331 | POLICE-VEHICLE OPERATION | .00 | .00 | .00 | .00 |
| 001-110-6332 | POLICE-VEHICLE/EQUIP REP | .00 | .00 | .00 | .00 |
| 001-110-6371 | POLICE-UTILITIES | .00 | .00 | .00 | .00 |
| 001-110-6373 | POLICE-TELEPHONE | .00 | .00 | .00 | .00 |
| 001-110-6413 | POLICE-PAYMENTS OTHER AG | 164,843.00 | 13,778.59 | 54,785.03 | 33.23 |
| 001-110-6419 | POLICE-TECHNOLOGY SERVIC | .00 | .00 | .00 | .00 |
| 001-110-6499 | POLICE-RESERVE OFFICERS | .00 | .00 | .00 | .00 |
| 001-110-6505 | POLICE-PIONEER GRANT | .00 | .00 | .00 | .00 |
| 001-110-6506 | POLICE-OFFICE SUPPLIES | .00 | .00 | .00 | .00 |
| 001-110-6507 | POLICE-OPERATING SUPPLIE | .00 | .00 | .00 | .00 |
| 001-110-6599 | POLICE-PUBLIC RELATIONS | .00 | .00 | .00 | .00 |
| 011-110-6599 | T&A(PD) BENEVOLENT | .00 | .00 | .00 | .00 |
| 029-110-6799 | DEPR-POLICE EXPENSE | .00 | .00 | .00 | .00 |
| 112-110-6110 | POLICE-FICA | 10,365.00 | 863.76 | 3,429.84 | 33.09 |
| 112-110-6130 | POLICE-IPERS | 12,546.00 | 1,045.54 | 4,151.66 | 33.09 |
| 112-110-6150 | POLICE-GROUP INSURANCE | 36,972.00 | 3,081.00 | 12,323.21 | 33.33 |
| 112-110-6155 | POLICE-CITY SHARE HSA | .00 | .00 | .00 | .00 |
| 112-110-6160 | POLICE-WORKER'S COMP | 1,078.00 | 89.82 | 359.28 | 33.33 |
| 112-110-6170 | POLICE-UNEMPLOYMENT | 190.00 | 15.80 | 63.20 | 33.26 |
| 112-110-6181 | POLICE-UNIFORM ALLOWANCE | 600.00 | 50.00 | 200.00 | 33.33 |
| 177-110-6505 | T&A(PD)-FORFEITURES EXPE | .00 | .00 | .00 | .00 |
| | POLICE TOTAL | 226,594.00 | 18,924.51 | 75,312.22 | 33.24 |
| 001-150-6010 | FIRE DEPT-SALARIES | 10,000.00 | 2,200.00 | 4,390.00 | 43.90 |
| 001-150-6150 | FIRE DEPT-GROUP INSURANC | .00 | .00 | .00 | .00 |
| 001-150-6210 | FIRE DEPT-DUES | 500.00 | 425.00 | 425.00 | 85.00 |
| 001-150-6230 | FIRE DEPT-TRAINING | 5,000.00 | 1,350.00 | 1,365.00 | 27.30 |
| 001-150-6310 | FIRE DEPT-BUILDING MAINT | 10,000.00 | 184.36 | 1,074.28 | 10.74 |
| 001-150-6331 | FIRE DEPT-VEHICLE OPERAT | 3,000.00 | 213.58 | 1,037.73 | 34.59 |
| 001-150-6332 | FIRE DEPT-VEHICLE MAINT/ | 11,000.00 | .00 | 2,259.47 | 20.54 |
| 001-150-6373 | FIRE DEPT-TELEPHONE | 1,800.00 | 192.34 | 602.01 | 33.45 |
| 001-150-6412 | FIRE DEPT-HEALTH/FITNESS | 1,000.00 | .00 | .00 | .00 |
| 001-150-6415 | FIRE DEPT-HYDRANT RENT | .00 | .00 | .00 | .00 |
| 001-150-6419 | FIRE DEPT-TECHNOLOGY SER | 5,000.00 | 186.50 | 774.51 | 15.49 |
| 001-150-6505 | FIRE DEPT-PAGERS/REPAIRS | 4,000.00 | 72.00 | 118.00 | 2.95 |
| 001-150-6507 | FIRE DEPT-OPERATING SUPP | 3,000.00 | 309.42 | 499.77 | 16.66 |
| 001-150-6599 | FIRE DEPT-REPAIRS/SUPP N | 18,000.00 | 3,923.18 | 5,217.33 | 28.99 |
| 015-150-6505 | T&A(FT)-EXPENSES | .00 | .00 | .00 | .00 |
| 029-150-6504 | DEPR-FD MINOR EQUIPMENT | .00 | .00 | .00 | .00 |
| 112-150-6110 | FIRE-FICA | 765.00 | 168.36 | 335.94 | 43.91 |
| 112-150-6130 | FIRE-IPERS | 200.00 | 4.66 | 5.59 | 2.80 |
| 112-150-6150 | FIRE-GROUP INSURANCE | .00 | .00 | .00 | .00 |
| 112-150-6155 | FIRE-CITY SHARE HSA | .00 | .00 | .00 | .00 |
| 112-150-6160 | FIRE-WORKER'S COMP | 7,920.00 | .00 | .00 | .00 |
| | FIRE TOTAL | 81,185.00 | 9,229.40 | 18,104.63 | 22.30 |
| 001-170-6407 | BUILDING INSPECTION-FEES | 50,000.00 | 6,167.40 | 10,296.80 | 20.59 |
| | BUILDING INSPECTIONS TOT | 50,000.00 | 6,167.40 | 10,296.80 | 20.59 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|--------------------------|--------------|-------------|-------------|------------------|
| 001-190-6499 | ANIMAL CONTROL-EXPENSES | 400.00 | .00 | 84.35 | 21.09 |
| | ANIMAL CONTROL TOTAL | 400.00 | .00 | 84.35 | 21.09 |
| | PUBLIC SAFETY TOTAL | 358,179.00 | 34,321.31 | 103,798.00 | 28.98 |
| 001-210-6010 | STREETS-WAGES | 40,061.00 | 3,260.84 | 12,566.24 | 31.37 |
| 001-210-6210 | STREETS-DUES | 200.00 | .00 | 98.33 | 49.17 |
| 001-210-6230 | STREETS-EDUCATION/TRAINI | .00 | .00 | 220.00 | .00 |
| 001-210-6332 | STREETS-VEHICLE MAINT | .00 | .00 | .00 | .00 |
| 001-210-6417 | STREETS-PROJECTS | .00 | .00 | .00 | .00 |
| 001-210-6419 | STREETS-TECHNOLOGY SERV | 2,200.00 | 30.01 | 720.04 | 32.73 |
| 001-210-6499 | STREETS-CONTRACT LABOR | 900.00 | 59.00 | 59.00 | 6.56 |
| 001-210-6507 | STREETS-SUPPLIES | .00 | .00 | .00 | .00 |
| 001-210-6599 | STREETS-MISC SUPPLIES | 1,300.00 | .00 | 21.00 | 1.62 |
| 021-210-6417 | T&A(SC)-REFUNDS | 1,000.00 | .00 | 5,000.00 | 500.00 |
| 029-210-6710 | DEPR-NON RUT EQUIP | .00 | .00 | 15,699.00 | .00 |
| 110-210-6331 | RUT-VEHICLE OPERATIONS | 3,000.00 | 393.07 | 1,305.60 | 43.52 |
| 110-210-6407 | RUT-ENGINEERING | .00 | .00 | .00 | .00 |
| 110-210-6408 | RUT-LIABILITY INSURANCE | .00 | .00 | .00 | .00 |
| 110-210-6417 | RUT-STREET REPAIRS/MAINT | 299,100.00 | 3,828.00 | 3,828.00 | 1.28 |
| 110-210-6425 | RUT-SIDEWALK IMPROVEMENT | 1,000.00 | .00 | 272.00 | 27.20 |
| 110-210-6490 | RUT-FAIR VIEW DR SIDEWAL | .00 | .00 | .00 | .00 |
| 110-210-6504 | RUT-STREET EQUIP | .00 | .00 | .00 | .00 |
| 110-210-6710 | RUT-DEPR EQUIP EXPENSES | .00 | .00 | 33,486.00 | .00 |
| 112-210-6110 | STREETS-FICA | 3,065.00 | 249.42 | 991.80 | 32.36 |
| 112-210-6130 | STREETS-IPERS | 3,610.00 | 306.48 | 1,201.37 | 33.28 |
| 112-210-6150 | STREETS-GROUP INSURANCE | 9,618.00 | 898.77 | 4,093.95 | 42.57 |
| 112-210-6155 | STREETS-CITY SHARE HSA | 2,536.00 | 37.00 | 155.52 | 6.13 |
| 112-210-6160 | STREETS-WORKER'S COMP | 5,720.00 | .00 | .00 | .00 |
| 112-210-6170 | STREETS-UNEMPLOYMENT | .00 | .00 | .00 | .00 |
| 112-210-6181 | STREETS-UNIFORM ALLOWANC | 800.00 | .00 | 400.00 | 50.00 |
| | ROADS, BRIDGES, SIDEWALK | 374,110.00 | 9,062.59 | 80,117.85 | 21.42 |
| 110-230-6371 | RUT-STREET LIGHTS | 22,000.00 | 1,380.26 | 5,433.60 | 24.70 |
| 110-230-6509 | RUT-STREET SIGNS | 3,000.00 | .00 | 44.40 | 1.48 |
| | STREET LIGHTING TOTAL | 25,000.00 | 1,380.26 | 5,478.00 | 21.91 |
| 110-250-6331 | RUT-SNOW REM VEHICLE OPE | 3,500.00 | .00 | .00 | .00 |
| 110-250-6332 | RUT-SNOW REM VEHICLE REP | 4,500.00 | .00 | .00 | .00 |
| 110-250-6499 | RUT-SNOW REM CONTRACT LA | 4,000.00 | .00 | .00 | .00 |
| 110-250-6599 | RUT-SNOW REM SUPPLIES | 15,000.00 | .00 | 487.78 | 3.25 |
| | SNOW REMOVAL TOTAL | 27,000.00 | .00 | 487.78 | 1.81 |
| 001-290-6010 | GARBAGE-WAGES | 23,450.00 | 1,576.82 | 6,453.62 | 27.52 |
| 001-290-6411 | GARBAGE-COURT CLAIMS | 2,195.00 | .00 | .00 | .00 |
| 001-290-6418 | GARBAGE-SALES TAX | 7,000.00 | 518.81 | 2,069.97 | 29.57 |
| 001-290-6499 | GARBAGE-FEES | 272,950.00 | 23,137.03 | 91,901.21 | 33.67 |
| 001-290-6506 | GARBAGE-OFFICE SUPPLIES | 1,200.00 | .00 | 185.45 | 15.45 |
| 001-290-6508 | GARBAGE-POSTAGE | 1,500.00 | .00 | 1,400.00 | 93.33 |
| 112-290-6110 | GARBAGE-FICA | 1,794.00 | 120.61 | 493.64 | 27.52 |
| 112-290-6130 | GARBAGE-IPERS | 2,214.00 | 148.87 | 609.27 | 27.52 |
| 112-290-6150 | GARBAGE-GROUP INSURANCE | 9,741.00 | 717.52 | 2,869.72 | 29.46 |
| 112-290-6155 | GARBAGE-CITY SHARE HSA | 1,500.00 | 25.30 | 105.67 | 7.04 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|----------------------------|--------------|-------------|-------------|------------------|
| | GARBAGE TOTAL | 323,544.00 | 26,244.96 | 106,088.55 | 32.79 |
| 001-299-6010 | GARAGE-WAGES | 22,051.00 | 1,974.59 | 7,494.76 | 33.99 |
| 001-299-6310 | GARAGE-BUILDING REPAIRS | 10,000.00 | .00 | 1,705.00 | 17.05 |
| 001-299-6331 | GARAGE-VEHICLE OPERATION | 3,500.00 | 573.07 | 1,485.60 | 42.45 |
| 001-299-6332 | GARAGE-VEHICLE REPAIRS | 14,000.00 | 185.57 | 3,139.58 | 22.43 |
| 001-299-6371 | GARAGE-UTILITIES | 3,500.00 | 474.63 | 664.07 | 18.97 |
| 001-299-6373 | GARAGE-TELEPHONE | .00 | .00 | .00 | .00 |
| 001-299-6399 | GARAGE-MINOR REPAIRS/MAI | 4,500.00 | .00 | 521.00 | 11.58 |
| 001-299-6490 | STREET TREES | 28,000.00 | .00 | .00 | .00 |
| 001-299-6507 | GARAGE-OPERATING SUPPLIE | 8,000.00 | 454.79 | 902.62 | 11.28 |
| 029-299-6799 | DEPR-P/W BLDG EXPENSE | 245,000.00 | .00 | .00 | .00 |
| 112-299-6110 | GARAGE-FICA | 1,687.00 | 151.04 | 573.29 | 33.98 |
| 112-299-6130 | GARAGE-IPERS | 2,082.00 | 185.33 | 692.78 | 33.27 |
| 112-299-6150 | GARAGE-GROUP INSURANCE | 6,533.00 | 584.12 | 2,845.21 | 43.55 |
| 112-299-6155 | GARAGE-CITY SHARE HSA | 918.00 | 24.00 | 93.08 | 10.14 |
| 112-299-6160 | GARAGE-WORKER'S COMP | 2,000.00 | .00 | .00 | .00 |
| | OTHER PUBLIC WORKS TOTAL | 351,771.00 | 4,607.14 | 20,116.99 | 5.72 |
| | PUBLIC WORKS TOTAL | 1,101,425.00 | 41,294.95 | 212,289.17 | 19.27 |
| 001-350-6501 | MOSQUITO SPRAYING-FEES | 8,600.00 | .00 | .00 | .00 |
| | WATER, AIR, MOSQUITO CONTR | 8,600.00 | .00 | .00 | .00 |
| 001-399-6590 | COVID-19 EXPENSES | .00 | .00 | .00 | .00 |
| | OTHER HEALTH/SOCIAL SERV | .00 | .00 | .00 | .00 |
| | HEALTH & SOCIAL SERVICES | 8,600.00 | .00 | .00 | .00 |
| 001-410-6010 | LIBRARY-WAGES | 93,769.00 | 6,465.07 | 26,501.48 | 28.26 |
| 001-410-6230 | LIBRARY-TRAINING/EDUCATI | 250.00 | .00 | .00 | .00 |
| 001-410-6310 | LIBRARY-BLDG REPAIR/MAIN | 8,000.00 | 580.00 | 4,383.89 | 54.80 |
| 001-410-6320 | LIBRARY-GROUNDS MAINT | 500.00 | .00 | 92.25 | 18.45 |
| 001-410-6340 | LIBRARY-COMPUTER MAINT | 6,000.00 | .00 | 369.98 | 6.17 |
| 001-410-6371 | LIBRARY-UTILITIES | 14,000.00 | 635.47 | 2,413.53 | 17.24 |
| 001-410-6373 | LIBRARY-TELEPHONE | 4,000.00 | 307.91 | 1,241.74 | 31.04 |
| 001-410-6390 | LIBRARY-DALLAS CO FOUND | .00 | .00 | .00 | .00 |
| 001-410-6419 | LIBRARY-TECHNOLOGY SERV | 1,600.00 | 165.81 | 663.24 | 41.45 |
| 001-410-6502 | LIBRARY-BOOKS | 16,000.00 | 2,433.24 | 5,501.41 | 34.38 |
| 001-410-6505 | LIBRARY-OFFICE FURNITURE | 2,000.00 | .00 | .00 | .00 |
| 001-410-6507 | LIBRARY-SUPPLIES/PROG/DU | 6,500.00 | 295.26 | 1,024.31 | 15.76 |
| 001-410-6508 | LIBRARY-POSTAGE | 500.00 | 5.14 | 114.28 | 22.86 |
| 001-410-6599 | LIBRARY-EQUIPMENT | .00 | .00 | .00 | .00 |
| 041-410-6502 | T&A(SL)-EXPENSES | .00 | .00 | .00 | .00 |
| 112-410-6110 | LIBRARY-FICA | 7,173.00 | 494.56 | 2,027.35 | 28.26 |
| 112-410-6130 | LIBRARY-IPERS | 8,852.00 | 610.31 | 2,501.77 | 28.26 |
| 112-410-6150 | LIBRARY-GROUP INSURANCE | 28,224.00 | 1,708.57 | 6,779.30 | 24.02 |
| 112-410-6155 | LIBRARY-CITY SHARE HSA | 5,000.00 | 100.00 | 400.00 | 8.00 |
| 112-410-6160 | LIBRARY-WORKER'S COMP | 500.00 | .00 | .00 | .00 |
| 121-410-6770 | LOST-CAP OUTLAY LIBRARY | .00 | .00 | .00 | .00 |
| 168-410-6721 | T&A(BURNETT LIBRARY)-EXP | .00 | .00 | .00 | .00 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|--------------------------|--------------|-------------|-------------|------------------|
| 501-410-6502 | T&A BOOKS-EXPENSE | .00 | .00 | .00 | .00 |
| | LIBRARY TOTAL | 202,868.00 | 13,801.34 | 54,014.53 | 26.63 |
| 001-430-6010 | PARKS-WAGES | 52,785.00 | 3,613.57 | 20,081.25 | 38.04 |
| 001-430-6210 | PARKS-DUES | 100.00 | .00 | 65.00 | 65.00 |
| 001-430-6230 | PARKS-EDUCATION/TRAINING | 250.00 | .00 | .00 | .00 |
| 001-430-6310 | PARKS-BLDG MAINT/REPAIR | 10,000.00 | .00 | 552.73 | 5.53 |
| 001-430-6320 | PARKS-GROUND MAINT/REPAI | 31,000.00 | 2,323.72 | 16,646.25 | 53.70 |
| 001-430-6331 | PARKS-VEHICLE OPERATION | 3,000.00 | 151.00 | 1,071.58 | 35.72 |
| 001-430-6350 | PARKS-EQUIP REPAIRS | 1,000.00 | .00 | 219.01 | 21.90 |
| 001-430-6371 | PARKS-UTILITIES | 2,500.00 | 204.80 | 754.94 | 30.20 |
| 001-430-6385 | PARKS-GRANT EXPENSES | 5,000.00 | .00 | 8,000.00 | 160.00 |
| 001-430-6390 | PARKS-DALLAS COUNTY FOUN | .00 | .00 | 780.75 | .00 |
| 001-430-6399 | PARKS-PARK EQUIP/MAINT | 20,000.00 | .00 | .00 | .00 |
| 001-430-6450 | PARKS-TREE MAINT | 10,000.00 | .00 | 6,335.00 | 63.35 |
| 001-430-6460 | PARKS-TREES PLEASE GRANT | 2,000.00 | .00 | .00 | .00 |
| 001-430-6461 | PARKS-TREES FOREVER GRAN | 1,500.00 | .00 | 1,493.86 | 99.59 |
| 001-430-6495 | PARKS-ACTIVITIES | 200.00 | .00 | .00 | .00 |
| 001-430-6505 | PARKS-WELLMARK GRANT | .00 | .00 | .00 | .00 |
| 001-430-6507 | PARKS-MISC OPERATING SUP | 2,000.00 | 293.64 | 661.12 | 33.06 |
| 029-430-6720 | DEPR-PARK EXPENSES | .00 | .00 | .00 | .00 |
| 112-430-6110 | PARKS-FICA | 4,038.00 | 276.46 | 1,536.24 | 38.04 |
| 112-430-6130 | PARKS-IPERS | 3,849.00 | 317.47 | 1,170.35 | 30.41 |
| 112-430-6150 | PARKS-GROUP INSURANCE | 6,712.00 | 291.24 | 1,062.67 | 15.83 |
| 112-430-6155 | PARKS-CITY SHARE HSA | 1,314.00 | 12.00 | 46.75 | 3.56 |
| 112-430-6160 | PARKS-WORKER'S COMP | 1,000.00 | .00 | .00 | .00 |
| 112-430-6181 | PARKS-UNIFORM ALLOWANCE | 400.00 | .00 | .00 | .00 |
| 167-430-6320 | T&A(BURNETT REC)-PARK IM | 80,000.00 | .00 | 31,300.00 | 39.13 |
| 305-430-6505 | PLAYGROUND-EXPENSES | .00 | .00 | .00 | .00 |
| | PARKS TOTAL | 238,648.00 | 7,483.90 | 91,777.50 | 38.46 |
| 001-440-6010 | SWIM POOL-WAGES | 74,957.00 | 1,129.51 | 49,937.40 | 66.62 |
| 001-440-6230 | SWIM POOL-TRAINING | 2,000.00 | 500.00 | 2,110.00 | 105.50 |
| 001-440-6310 | SWIM POOL-EQUIP/BLDG REP | 5,000.00 | .00 | 169.71 | 3.39 |
| 001-440-6350 | SWIM POOL-OPER EQUIP REP | 3,000.00 | .00 | .00 | .00 |
| 001-440-6371 | SWIM POOL-UTILITIES | 6,000.00 | 865.24 | 2,902.61 | 48.38 |
| 001-440-6373 | SWIM POOL-PHONE/DATA/HOT | 500.00 | 69.74 | 484.46 | 96.89 |
| 001-440-6418 | SWIM POOL-SALES TAX | 4,000.00 | .00 | 1,732.99 | 43.32 |
| 001-440-6419 | SWIM POOL-TECHNOLOGY SER | .00 | .00 | .00 | .00 |
| 001-440-6501 | SWIM POOL-CHEM/INSPEC | 10,000.00 | .00 | 7,486.14 | 74.86 |
| 001-440-6507 | SWIM POOL-OPERATING SUPP | 3,000.00 | 118.88 | 3,037.93 | 101.26 |
| 029-440-6599 | DEPR-POOL DONATION EXPEN | .00 | .00 | .00 | .00 |
| 029-440-6710 | DEPR-SWIM POOL EXPENSES | .00 | .00 | .00 | .00 |
| 112-440-6110 | SWIM POOL-FICA | 5,734.00 | 86.39 | 3,820.18 | 66.62 |
| 112-440-6130 | SWIM POOL-IPERS | 1,412.00 | 106.10 | 416.14 | 29.47 |
| 112-440-6150 | SWIM POOL-GROUP INS | 4,979.00 | 337.38 | 1,158.80 | 23.27 |
| 112-440-6155 | SWIM POOL-CITY SHARE HSA | 425.00 | 16.00 | 62.75 | 14.76 |
| 112-440-6160 | SWIM POOL-WORKER'S COMP | 1,980.00 | .00 | .00 | .00 |
| 166-440-6599 | T&A(REC PROGRAM)-EXPENSE | .00 | .00 | .00 | .00 |
| 167-440-6801 | T&A(BURNETT REC)-PRINCIP | .00 | .00 | .00 | .00 |
| 169-440-6750 | T&A(BURNETT CAP IMPR)-PA | .00 | .00 | .00 | .00 |
| 180-440-6320 | REC TRAIL-EXPENSES | .00 | .00 | .00 | .00 |
| 180-440-6380 | REC TRAIL-PROJ MAIN ST G | .00 | .00 | .00 | .00 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|-------------------------------------|-------------------|------------------|-------------------|------------------|
| 180-440-6407 | REC TRAIL-ENGINEERING | .00 | .00 | .00 | .00 |
| 180-440-6499 | REC TRAIL-TRAILHEAD ARTW | .00 | .00 | .00 | .00 |
| 180-440-6801 | REC TRAIL-BURNETT PRINC | .00 | .00 | .00 | .00 |
| 180-440-6851 | REC TRAIL-BURNETT INT | .00 | .00 | .00 | .00 |
| 502-440-6505 | T&A YOUTH-EXPENSES | .00 | .00 | 1,477.17 | .00 |
| | RECREATION TOTAL | 122,987.00 | 3,229.24 | 74,796.28 | 60.82 |
| | CULTURE & RECREATION TOT | 564,503.00 | 24,514.48 | 220,588.31 | 39.08 |
| 161-510-6450 | DEVELOPMENT TREES- EXPEN | .00 | .00 | .00 | .00 |
| | COMMUNITY BEAUTIFICATION | .00 | .00 | .00 | .00 |
| 001-520-6210 | ECON DEV-DUES | 5,000.00 | .00 | 4,752.50 | 95.05 |
| 001-520-6371 | ECON DEV-UTILITIES | 200.00 | .00 | 130.83 | 65.42 |
| 001-520-6402 | ECON DEV-ADVERTISING/SIG | 1,000.00 | .00 | .00 | .00 |
| 001-520-6407 | ECON DEV-ENGINEERING | 10,000.00 | 920.00 | 2,570.00 | 25.70 |
| 001-520-6413 | ECON DEV-PAYMENT OTHER A | 10,000.00 | .00 | 8,000.00 | 80.00 |
| 001-520-6470 | ECON DEV-COMPLIANCE | 8,000.00 | 642.37 | 3,489.42 | 43.62 |
| 001-520-6490 | ECON DEV-MISC EXPENSE | 500.00 | .00 | .00 | .00 |
| 001-520-6495 | ECON DEV-ACTIVITIES | 5,000.00 | .00 | .00 | .00 |
| 001-520-6499 | ECON DEV-OTHER PROF SERV | .00 | 198.00 | 198.00 | .00 |
| 001-520-6761 | ECON DEV-WALNUT STREET | .00 | .00 | 60.74 | .00 |
| 125-520-6411 | TIF-LEGAL EXPENSES | .00 | .00 | .00 | .00 |
| 125-520-6499 | TIF-PIONEER REBATE AGREE | .00 | .00 | .00 | .00 |
| 125-520-6799 | TIF-STREETSCAPE | .00 | .00 | .00 | .00 |
| 169-520-6499 | T&A(BURNETT CAP IMP)-WAL | .00 | .00 | .00 | .00 |
| | ECONOMIC DEVELOPMENT TOT | 39,700.00 | 1,760.37 | 19,201.49 | 48.37 |
| 001-540-6371 | P&Z-UTILITIES | .00 | .00 | .00 | .00 |
| 001-540-6407 | P&Z ENGINEERING | 20,000.00 | .00 | .00 | .00 |
| 001-540-6414 | P&Z-PUBLICATIONS | 100.00 | .00 | .00 | .00 |
| 001-540-6490 | P&Z-MISC | 300.00 | .00 | .00 | .00 |
| | PLANNING & ZONING TOTAL | 20,400.00 | .00 | .00 | .00 |
| | COMMUNITY & ECONOMIC DEV | 60,100.00 | 1,760.37 | 19,201.49 | 31.95 |
| 001-610-6010 | MAYOR/COUNCIL-WAGES | 9,600.00 | 400.00 | 1,600.00 | 16.67 |
| 001-610-6210 | MAYOR/COUNCIL-DUES | 3,000.00 | .00 | 2,918.00 | 97.27 |
| 001-610-6230 | MAYOR/COUNCIL-TRAINING | 300.00 | .00 | .00 | .00 |
| 001-610-6401 | MAYOR/COUNCIL-AUDITS | 20,000.00 | .00 | .00 | .00 |
| 001-610-6414 | MAYOR/COUNCIL-PUBLICATIO | 7,200.00 | 222.60 | 1,767.17 | 24.54 |
| 001-610-6419 | MAYOR/COUNCIL-TECHNOLOGY | 1,500.00 | 277.44 | 457.26 | 30.48 |
| 001-610-6490 | MAYOR/COUNCIL-BONDS/DUES | 3,000.00 | .00 | .00 | .00 |
| 001-610-6599 | MAYOR/COUNCIL-MISC EXPEN | 5,000.00 | 628.90 | 1,134.55 | 22.69 |
| 112-610-6110 | MAYOR/COUNCIL-FICA | 734.00 | 30.60 | 122.40 | 16.68 |
| 112-610-6130 | MAYOR/COUNCIL-IPERS | 634.00 | .00 | .00 | .00 |
| 112-610-6160 | MAYOR/COUNCIL-WORKER'S C | .00 | .00 | .00 | .00 |
| | MAYOR/COUNCIL/CITY MGR T | 50,968.00 | 1,559.54 | 7,999.38 | 15.69 |
| 001-620-6010 | CLERK-WAGES | 78,780.00 | 6,668.39 | 26,928.69 | 34.18 |
| 001-620-6210 | CLERK-DUES | 300.00 | .00 | 120.00 | 40.00 |
| 001-620-6230 | CLERK-EDUCATION/TRAINING | 5,000.00 | 820.11 | 1,458.79 | 29.18 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|---------------------------------|-------------------|------------------|------------------|------------------|
| 001-620-6350 | CLERK-EQUIPMENT REPAIRS | 500.00 | .00 | .00 | .00 |
| 001-620-6373 | CLERK-TELEPHONE/RADIOS | 3,100.00 | 235.40 | 953.40 | 30.75 |
| 001-620-6419 | CLERK-TECHNOLOGY SERVICE | 16,000.00 | 2,996.35 | 4,394.41 | 27.47 |
| 001-620-6490 | CLERK-CONTRACT LABOR | 1,000.00 | .00 | .00 | .00 |
| 001-620-6505 | CLERK-OFFICE EQUIP PURCH | 5,000.00 | .00 | .00 | .00 |
| 001-620-6507 | CLERK-MISC OPERATING SUP | 4,300.00 | 169.44 | 1,257.02 | 29.23 |
| 001-620-6508 | CLERK-POSTAGE/BOX RENT | 1,500.00 | 27.63 | 215.63 | 14.38 |
| 112-620-6110 | CLERK-FICA | 6,027.00 | 510.14 | 2,060.09 | 34.18 |
| 112-620-6130 | CLERK-IPERS | 7,437.00 | 629.49 | 2,542.04 | 34.18 |
| 112-620-6150 | CLERK-GROUP INSURANCE | 35,923.00 | 2,768.76 | 11,066.28 | 30.81 |
| 112-620-6155 | CLERK-CITY SHARE HSA | 4,825.00 | 123.11 | 479.03 | 9.93 |
| 112-620-6160 | CLERK-WORKER'S COMP | 540.00 | .00 | .00 | .00 |
| | CLERK/TREASURER/ADM TOTA | 170,232.00 | 14,948.82 | 51,475.38 | 30.24 |
| 001-630-6403 | ELECTIONS-EXPENSES | 1,200.00 | .00 | .00 | .00 |
| | ELECTIONS TOTAL | 1,200.00 | .00 | .00 | .00 |
| 001-640-6405 | ATTORNEY-MISC EXP | 3,000.00 | .00 | 448.53 | 14.95 |
| 001-640-6411 | ATTORNEY-RETAINER | 36,000.00 | 3,000.00 | 12,000.00 | 33.33 |
| | LEGAL SERVICES/ATTORNEY | 39,000.00 | 3,000.00 | 12,448.53 | 31.92 |
| 001-650-6310 | MEMORIAL HALL-BLDG MAINT | 10,000.00 | .00 | .00 | .00 |
| 001-650-6320 | MEMORIAL HALL-MISC EXPEN | 4,000.00 | 460.46 | 654.83 | 16.37 |
| 001-650-6371 | MEMORIAL HALL-UTILITIES | 6,500.00 | 518.65 | 1,911.25 | 29.40 |
| 001-650-6373 | MEMORIAL HALL-TELEPHONE | 600.00 | 50.00 | 200.00 | 33.33 |
| 001-650-6399 | MEMORIAL HALL-CAPITAL OU | .00 | .00 | .00 | .00 |
| 001-650-6409 | MEMORIAL HALL-JANITOR SE | 4,300.00 | 260.00 | 1,040.00 | 24.19 |
| 001-650-6499 | MEMORIAL HALL-ELEV MAINT | 1,300.00 | .00 | 100.00 | 7.69 |
| | CITY HALL/GENERAL BLDGS | 26,700.00 | 1,289.11 | 3,906.08 | 14.63 |
| 001-660-6408 | GENERAL-LIABILITY INSURA | 75,000.00 | .00 | .00 | .00 |
| | TORT LIABILITY TOTAL | 75,000.00 | .00 | .00 | .00 |
| 001-699-6490 | MISC UNALLOCATED REIMB | 5,000.00 | 14.90 | 20.21 | .40 |
| | OTHER GENERAL GOVERNMENT | 5,000.00 | 14.90 | 20.21 | .40 |
| | GENERAL GOVERNMENT TOTAL | 368,100.00 | 20,812.37 | 75,849.58 | 20.61 |
| 307-210-6407 | ENGINEERING | .00 | .00 | .00 | .00 |
| 307-210-6499 | OTHER CONTRACTUAL SERV | .00 | .00 | .00 | .00 |
| 200-210-6801 | DS PRINC-2005 STREETS | .00 | .00 | .00 | .00 |
| 200-210-6802 | DS PRINC-TIF FAIRVIEW | .00 | .00 | .00 | .00 |
| 200-210-6803 | DS PRINC-2011 STREETS | 65,000.00 | .00 | .00 | .00 |
| 200-210-6851 | DS INT-2005 STREETS | .00 | .00 | .00 | .00 |
| 200-210-6852 | DS INT-TIF FAIRVIEW | .00 | .00 | .00 | .00 |
| 200-210-6853 | DS INT-2011 STREETS | 12,160.00 | .00 | .00 | .00 |
| 200-210-6899 | DS BOND-REGISTRATION FEE | 600.00 | .00 | .00 | .00 |
| | ROADS, BRIDGES, SIDEWALK | 77,760.00 | .00 | .00 | .00 |
| 305-430-6385 | PLAYGROUND-PRAIRE MDWS G | .00 | .00 | .00 | .00 |
| 305-430-6390 | PLAYGROUND-DALLAS CNTY G | .00 | .00 | .00 | .00 |
| | PARKS TOTAL | .00 | .00 | .00 | .00 |
| 200-440-6804 | DS PRINC-2022 POOL | 25,000.00 | .00 | .00 | .00 |
| 200-440-6854 | DS INT-2022 POOL | 111,981.00 | .00 | .00 | .00 |
| 200-440-6899 | DS BOND-REGISTRATION FEE | 600.00 | .00 | .00 | .00 |
| | RECREATION TOTAL | 137,581.00 | .00 | .00 | .00 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|--------------------------|--------------|-------------|-------------|------------------|
| 200-815-6801 | DS PRINC-2001 EDS | .00 | .00 | .00 | .00 |
| 200-815-6802 | DS PRINC-2001 SRF | .00 | .00 | .00 | .00 |
| 200-815-6803 | DS PRINC-2020 SRF | 46,000.00 | .00 | .00 | .00 |
| 200-815-6851 | DS INT-2001 EDS | .00 | .00 | .00 | .00 |
| 200-815-6852 | DS INT-2001 SRF | .00 | .00 | .00 | .00 |
| 200-815-6853 | DS INT-2020 SRF | 15,628.00 | .00 | .00 | .00 |
| 200-815-6899 | DS BOND-REGISTRATIONS FE | 2,233.00 | 600.00 | 600.00 | 26.87 |
| | SEWER/SEWAGE DISPOSAL TO | 63,861.00 | 600.00 | 600.00 | .94 |
| 200-865-6801 | DS PRINC-2016 SW STORM | 150,000.00 | .00 | .00 | .00 |
| 200-865-6851 | DS INT-2016 SW STORM | 65,720.00 | .00 | .00 | .00 |
| 200-865-6899 | DS BOND-REGISTRATION | 600.00 | .00 | .00 | .00 |
| | STORM DISTRICT TOTAL | 216,320.00 | .00 | .00 | .00 |
| | DEBT SERVICE TOTAL | 495,522.00 | 600.00 | 600.00 | .12 |
| 311-210-6407 | CAP IMPR CROSS STS-ENGIN | 50,000.00 | 10,738.24 | 14,738.90 | 29.48 |
| 311-210-6411 | CAP IMPR CROSS STS-LEGAL | .00 | .00 | .00 | .00 |
| 311-210-6490 | CAP IMPR CROSS STS-BOND | .00 | .00 | .00 | .00 |
| 311-210-6761 | CAP IMPR CROSS STS-EXPEN | 100,000.00 | .00 | .00 | .00 |
| | ROADS, BRIDGES, SIDEWALK | 150,000.00 | 10,738.24 | 14,738.90 | 9.83 |
| 308-410-6770 | CAP IMPROVEMENT LIBRARY- | .00 | .00 | .00 | .00 |
| | LIBRARY TOTAL | .00 | .00 | .00 | .00 |
| 309-440-6407 | CAP IMPROVE POOL-ENGINEE | 55,000.00 | 1,434.73 | 25,797.44 | 46.90 |
| 309-440-6490 | CAP IMPROVE POOL-BOND EX | .00 | .00 | .00 | .00 |
| 309-440-6797 | CAP IMPROVE POOL-BOCK GR | .00 | .00 | .00 | .00 |
| 309-440-6798 | CAP IMPROVE POOL-CAT GRA | 250,000.00 | 42,162.00 | 52,180.00 | 20.87 |
| 309-440-6799 | CAP IMPROVE POOL-EXPENSE | 1,200,000.00 | .00 | 649,086.03 | 54.09 |
| | RECREATION TOTAL | 1,505,000.00 | 43,596.73 | 727,063.47 | 48.31 |
| 310-750-6374 | CAP IMPRV ARPA-EXPENSES | .00 | .00 | .00 | .00 |
| | CAPITAL PROJECTS TOTAL | .00 | .00 | .00 | .00 |
| | CAPITAL PROJECTS TOTAL | 1,655,000.00 | 54,334.97 | 741,802.37 | 44.82 |
| 600-810-6010 | WATER-WAGES | 104,848.00 | 8,375.74 | 32,316.84 | 30.82 |
| 600-810-6110 | WATER-FICA | 8,021.00 | 640.71 | 2,502.70 | 31.20 |
| 600-810-6130 | WATER-IPERS | 9,898.00 | 787.31 | 3,036.43 | 30.68 |
| 600-810-6150 | WATER-GROUP INSURANCE | 29,133.00 | 2,600.62 | 8,477.00 | 29.10 |
| 600-810-6155 | WATER-CITY SHARE HSA | 3,239.00 | 106.30 | 420.80 | 12.99 |
| 600-810-6160 | WATER-WORKER'S COMP | 3,200.00 | .00 | .00 | .00 |
| 600-810-6181 | WATER-UNIFORM ALLOWANCE | 400.00 | .00 | 400.00 | 100.00 |
| 600-810-6210 | WATER-DUES | 1,500.00 | 115.00 | 384.17 | 25.61 |
| 600-810-6230 | WATER-TRAINING | 1,500.00 | .00 | .00 | .00 |
| 600-810-6310 | WATER-EQUIP/REPAIRS/MAIN | 50,000.00 | 20,324.49 | 28,513.23 | 57.03 |
| 600-810-6320 | WATER-WELL MAINTENANCE | 25,000.00 | 11,589.00 | 13,489.00 | 53.96 |
| 600-810-6331 | WATER-VEHICLE OPERATIONS | 2,000.00 | 168.46 | 559.54 | 27.98 |
| 600-810-6332 | WATER-VEHICLE REPAIRS | 500.00 | .00 | .00 | .00 |
| 600-810-6340 | WATER-OFFICE EQUIP | .00 | .00 | .00 | .00 |
| 600-810-6350 | WATER-CAPITAL PROJECTS | 10,000.00 | .00 | .00 | .00 |
| 600-810-6371 | WATER-UTILITIES | 25,000.00 | 1,989.44 | 9,204.21 | 36.82 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|--------------------------|--------------|-------------|-------------|------------------|
| 600-810-6373 | WATER-TELEPHONE | .00 | .00 | .00 | .00 |
| 600-810-6374 | T&A(M)DEPOSIT REFUND | 13,000.00 | 4,119.10 | 6,968.08 | 53.60 |
| 600-810-6401 | WATER-AUDIT | .00 | .00 | .00 | .00 |
| 600-810-6407 | WATER-ENGINEERING | 30,000.00 | .00 | .00 | .00 |
| 600-810-6408 | WATER-INSURANCE | 18,650.00 | .00 | .00 | .00 |
| 600-810-6411 | WATER-LEGAL | 10,000.00 | .00 | .00 | .00 |
| 600-810-6418 | WATER-SALES TAX EXPENSE | 29,870.00 | 2,307.13 | 9,711.73 | 32.51 |
| 600-810-6419 | WATER-TECHNOLOGY SERVICE | 8,000.00 | 2,552.27 | 3,308.06 | 41.35 |
| 600-810-6499 | WATER-TESTS | 6,500.00 | 504.32 | 1,267.67 | 19.50 |
| 600-810-6501 | WATER-SALT/CHEMICALS | 20,000.00 | .00 | 595.10 | 2.98 |
| 600-810-6506 | WATER-OFFICE SUPPLIES | 1,800.00 | 24.75 | 289.85 | 16.10 |
| 600-810-6507 | WATER-OPERATING SUPPLIES | 4,000.00 | .00 | 158.86 | 3.97 |
| 600-810-6508 | WATER-POSTAGE | 1,500.00 | .00 | .00 | .00 |
| 600-810-6599 | WATER-MISC EXP | 2,500.00 | 139.90 | 145.21 | 5.81 |
| 600-810-6780 | WATER-CAPITAL IMPROVEMEN | .00 | .00 | .00 | .00 |
| 600-810-6801 | WATER DEBT-PRINC 1996 | .00 | .00 | .00 | .00 |
| 600-810-6802 | WATER DEBT PRINC 1999 | .00 | .00 | .00 | .00 |
| 600-810-6803 | WATER DEBT-PRINC 2008 WT | .00 | .00 | .00 | .00 |
| 600-810-6854 | WATER DEPT-INT 2008 WTR | .00 | .00 | .00 | .00 |
| 600-810-6805 | WATER DEBT-PRINC 2021 | 112,000.00 | .00 | .00 | .00 |
| 600-810-6851 | WATER DEBT-INT 1996 | .00 | .00 | .00 | .00 |
| 600-810-6852 | WATER DEBT-INT 1999 | .00 | .00 | .00 | .00 |
| 600-810-6855 | WATER DEBT-INT 2021 | 8,341.00 | .00 | .00 | .00 |
| 600-810-6899 | WATER-BOND REGISTRATION | 500.00 | .00 | 600.00 | 120.00 |
| 602-810-6407 | WATER CAP OUTLAY-ENGINEE | 12,604.91 | 151.76 | 2,021.76 | 16.04 |
| 602-810-6780 | WATER CAP OUTLAY-UTIL SY | 50,000.00 | 31,439.66 | 31,439.66 | 62.88 |
| | WATER TOTAL | 603,504.91 | 87,935.96 | 155,809.90 | 25.82 |
| 610-815-6010 | SEWER-WAGES | 97,547.00 | 7,946.15 | 30,672.35 | 31.44 |
| 610-815-6110 | SEWER-FICA | 7,462.00 | 608.00 | 2,377.39 | 31.86 |
| 610-815-6130 | SEWER-IPERS | 9,208.00 | 747.02 | 2,884.12 | 31.32 |
| 610-815-6150 | SEWER-GROUP INSURANCE | 30,220.00 | 2,601.74 | 10,143.17 | 33.56 |
| 610-815-6155 | SEWER-CITY SHARE HSA | 7,943.00 | 106.29 | 436.40 | 5.49 |
| 610-815-6160 | SEWER-WORKER'S COMP | 3,500.00 | .00 | .00 | .00 |
| 610-815-6181 | SEWER-UNIFORM ALLOWANCE | 400.00 | .00 | 400.00 | 100.00 |
| 610-815-6210 | SEWER-DUES | 350.00 | .00 | 1,339.54 | 382.73 |
| 610-815-6230 | SEWER-EDUCATION/TRAINING | 1,500.00 | 82.29 | 802.62 | 53.51 |
| 610-815-6310 | SEWER-BLDG REPAIR/MAINT | 10,000.00 | .00 | .00 | .00 |
| 610-815-6320 | SEWER-GROUND REPAIR/MAIN | 2,500.00 | .00 | .00 | .00 |
| 610-815-6331 | SEWER-VEHICLE OPERATIONS | 1,600.00 | 168.46 | 559.51 | 34.97 |
| 610-815-6332 | SEWER-VEHICLE REPAIRS | .00 | .00 | .00 | .00 |
| 610-815-6340 | SEWER-OFFICE EQUIP | .00 | .00 | .00 | .00 |
| 610-815-6350 | SEWER-OPERATION/MAINT | 10,000.00 | .00 | 2,007.36 | 20.07 |
| 610-815-6371 | SEWER-UTILITIES | 35,000.00 | 3,258.06 | 12,674.06 | 36.21 |
| 610-815-6373 | SEWER-TELEPHONE | .00 | .00 | .00 | .00 |
| 610-815-6374 | SEWER DEPOSITS | 2,000.00 | 260.90 | 471.68 | 23.58 |
| 610-815-6407 | SEWER-ENGINEERING | 50,000.00 | 2,200.00 | 2,320.00 | 4.64 |
| 610-815-6408 | SEWER-INSURANCE | 23,000.00 | .00 | .00 | .00 |
| 610-815-6411 | SEWER-LEGAL | .00 | .00 | .00 | .00 |
| 610-815-6418 | SEWER-SALES TAX EXPENSE | 7,560.00 | 463.86 | 1,851.10 | 24.49 |
| 610-815-6419 | SEWER-TECHNOLOGY SERVICE | 12,500.00 | 2,615.19 | 3,535.92 | 28.29 |
| 610-815-6499 | SEWER-TESTS | 17,000.00 | 1,300.70 | 4,202.20 | 24.72 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|----------------|-------------------------------|---------------------|-------------------|-------------------|------------------|
| 610-815-6506 | SEWER-OFFICE SUPPLIES | 1,700.00 | 24.75 | 289.86 | 17.05 |
| 610-815-6507 | SEWER-SUPPLIES | 500.00 | .00 | 152.86 | 30.57 |
| 610-815-6508 | SEWER-POSTAGE | 1,500.00 | .00 | .00 | .00 |
| 610-815-6599 | SEWER-ADMIN EXPENSES | 2,000.00 | 155.20 | 160.68 | 8.03 |
| 610-815-6767 | SEWER-FAIR VIEW DR SAN S | .00 | .00 | .00 | .00 |
| 610-815-6780 | SEWER-CAPITAL OUTLAY PRO | .00 | .00 | 2,619.50 | .00 |
| 610-815-6801 | SEWER DEBT-PRINC-2001 ED | .00 | .00 | .00 | .00 |
| 610-815-6802 | SEWER DEBT-PRINC 1999 | .00 | .00 | .00 | .00 |
| 610-815-6803 | SEWER DEBT-PRINC WASS | .00 | .00 | .00 | .00 |
| 610-815-6804 | SEWER DEBT-PRINC 2019 SR | 140,000.00 | .00 | .00 | .00 |
| 610-815-6851 | SEWER DEBT-INT 2001 EDS | .00 | .00 | .00 | .00 |
| 610-815-6853 | SEWER DEBT-INT WASS | .00 | .00 | .00 | .00 |
| 610-815-6852 | SEWER DEBT-INT-1999 | .00 | .00 | .00 | .00 |
| 610-815-6854 | SEWER DEBT-INT 2019 SRF | 48,878.00 | .00 | .00 | .00 |
| 610-815-6899 | SEWER DEBT-REGISTRAR FEE | 6,983.00 | .00 | .00 | .00 |
| | SEWER/SEWAGE DISPOSAL TO | 530,851.00 | 22,538.61 | 79,900.32 | 15.05 |
| 740-865-6331 | STORM DISTRICT-VEHICLE O | .00 | .00 | .00 | .00 |
| 740-865-6379 | STORM DISTRICT-MAINT/REP | 65,000.00 | 1,696.29 | 3,756.29 | 5.78 |
| 740-865-6407 | STORM DISTRICT-ENGINEER | .00 | .00 | .00 | .00 |
| 740-865-6411 | STORM DISTRICT-LEGAL | .00 | .00 | .00 | .00 |
| 740-865-6418 | STORM DISTRICT-SALES TAX | 1,500.00 | 114.52 | 451.36 | 30.09 |
| 740-865-6419 | STORM DISTRICT-TECH SERV | 3,000.00 | 30.00 | 720.00 | 24.00 |
| 740-865-6765 | STORM DISTRICT-CAPITAL P | .00 | .00 | .00 | .00 |
| 740-865-6801 | STORM DISTRICT DEBT-PRIN | .00 | .00 | .00 | .00 |
| 740-865-6851 | STORM DISTRICT DEBT-INTE | .00 | .00 | .00 | .00 |
| 740-865-6899 | STORM DISTRICT DEBT-REGI | .00 | .00 | .00 | .00 |
| | STORM DISTRICT TOTAL | 69,500.00 | 1,840.81 | 4,927.65 | 7.09 |
| 760-899-6399 | DRAINAGE DISTRICT 76-EXP | 80,000.00 | .00 | 20,252.50 | 25.32 |
| 760-899-6407 | DRAINAGE DISTRICT 76-ENG | 8,000.00 | .00 | .00 | .00 |
| 760-899-6411 | DRAINAGE DISTRICT 76-LEG | 8,000.00 | .00 | .00 | .00 |
| | OTHER BUSINESS TYPE TOTA | 96,000.00 | .00 | 20,252.50 | 21.10 |
| | ENTERPRISE FUNDS TOTAL | 1,299,855.91 | 112,315.38 | 260,890.37 | 20.07 |
| 001-910-6910 | GENERAL-TRANSFERS OUT | 118,305.00 | .00 | .00 | .00 |
| 011-910-6910 | T&A(PD)BENEVOLENT-TRANSF | .00 | .00 | .00 | .00 |
| 029-910-6910 | DEPR-TRANSFER OUT | .00 | .00 | .00 | .00 |
| 110-910-6910 | RUT-TRANSFERS OUT | .00 | .00 | .00 | .00 |
| 112-910-6910 | T&A(EB)-TRANSFER OUT | .00 | .00 | .00 | .00 |
| 119-910-6910 | EMERGENCY-TRANSFER OUT | 28,170.00 | .00 | .00 | .00 |
| 121-910-6910 | LOST-TRANSFER OUT | 550,800.00 | 16,055.11 | 64,220.44 | 11.66 |
| 125-910-6910 | TIF-TRANSFER OUT | 163,832.00 | 4,923.25 | 19,693.00 | 12.02 |
| 161-910-6910 | DEVELOPMENT TREES-TRANSF | .00 | .00 | .00 | .00 |
| 167-910-6910 | T&A(BURNETT REC)-TRANSFE | .00 | .00 | .00 | .00 |
| 168-910-6910 | T&A(BURNETT LIB)-TRANSFE | .00 | .00 | .00 | .00 |
| 169-910-6910 | T&A(BURNETT CAP IMP) TRA | .00 | .00 | .00 | .00 |
| 180-910-6910 | REC TRAIL-TRANSFER OUT | .00 | .00 | .00 | .00 |
| 200-910-6910 | DS-TRANSFER OUT | .00 | .00 | .00 | .00 |
| 307-910-6911 | TRANSFER OUT - TIF | .00 | .00 | .00 | .00 |
| 301-910-6910 | CAP IMPR WASTEWTR-TRANSF | .00 | .00 | .00 | .00 |

BUDGET REPORT
CALENDAR 10/2023, FISCAL 4/2024

PCT OF FISCAL YTD 33.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED |
|--------------------------|--------------------------|--------------|-------------|--------------|------------------|
| 308-910-6910 | CAP IMPROVE LIBRY-TRANSF | .00 | .00 | .00 | .00 |
| 309-910-6910 | CAP IMPROV POOL-TRANSFER | 62,750.00 | .00 | .00 | .00 |
| 310-910-6910 | CAP IMPRV ARPA-TRANSFER | .00 | .00 | .00 | .00 |
| 311-910-6910 | TRANSFER OUT | .00 | .00 | .00 | .00 |
| 600-910-6910 | WATER-TRANSFERS OUT | 7,000.00 | .00 | .00 | .00 |
| 602-910-6910 | WATER CAP OUTLAY-TRANSFE | 14,340.00 | .00 | .00 | .00 |
| 610-910-6910 | SEWER-TRANSFERS OUT | 7,000.00 | .00 | .00 | .00 |
| 740-910-6910 | STORM DISTRICT-TRANSFER | 5,000.00 | .00 | .00 | .00 |
| 760-910-6910 | DRAINAGE DISTRICT 76-TRA | 18,000.00 | .00 | 20,011.67 | 111.18 |
| | TRANSFERS TOTAL | 975,197.00 | 20,978.36 | 103,925.11 | 10.66 |
| | TRANSFER OUT TOTAL | 975,197.00 | 20,978.36 | 103,925.11 | 10.66 |
| TOTAL EXPENSES BY FUNCTI | | 6,886,481.91 | 310,932.19 | 1,738,944.40 | 25.25 |



October 2023 Dallas Center Calls for Service

| Create Date/Time | Call Type | Location |
|------------------|-------------------------|--|
| 10/1/2023 3:45 | 911 HANGUP | 240 TH ST / ORDER DR, DALLAS CENTER |
| 10/1/2023 19:17 | NOISE COMPLAINT | 1800 LINDEN ST, DALLAS CENTER |
| 10/2/2023 7:44 | SUSPICIOUS | 1204 LINDEN ST, DALLAS CENTER |
| 10/2/2023 13:27 | 911 MISDIAL | LAT: 41.6924; LON: -93.9503 |
| 10/3/2023 9:39 | TRAFFIC HAZARD | 1000 13TH ST, DALLAS CENTER |
| 10/3/2023 9:48 | CIVIL PAPER | 1200 ASH ST, DALLAS CENTER |
| 10/3/2023 11:02 | MVC-PD | 1204 LINDEN ST, DALLAS CENTER |
| 10/3/2023 17:28 | MISSING/RUNAWAY | 1602 MAPLE ST, DALLAS CENTER |
| 10/3/2023 18:22 | FALLS | 101 RHINEHART AVE, DALLAS CENTER |
| 10/3/2023 18:45 | MVC-HIT & RUN | 200 14TH ST, DALLAS CENTER |
| 10/3/2023 19:13 | TRAFFIC STOP | WALNUT ST / 12TH ST, DALLAS CENTER |
| 10/4/2023 6:54 | INFORMATION | 707 PERCIVAL AVE, DALLAS CENTER |
| 10/4/2023 14:59 | EXTRA WATCH | 1406 WALNUT ST, DALLAS CENTER |
| 10/4/2023 19:22 | TRAFFIC STOP | 2400 240TH ST, DALLAS CENTER |
| 10/4/2023 19:24 | FIRE ALARM | 1006 LINDEN ST, DALLAS CENTER |
| 10/4/2023 19:57 | TRAFFIC STOP | VINE ST / 13TH ST, DALLAS CENTER |
| 10/5/2023 10:07 | CIVIL PAPER | 1200 ASH ST, DALLAS CENTER |
| 10/5/2023 12:58 | INFORMATION | 605 ELM CT, DALLAS CENTER |
| 10/5/2023 20:49 | TRAFFIC STOP | 14TH ST / SUGAR GROVE AVE, DALLAS CENTER |
| 10/5/2023 21:01 | TRAFFIC STOP | 2500 240TH ST, DALLAS CENTER |
| 10/6/2023 4:55 | ALARM | 900 SYCAMORE ST, DALLAS CENTER |
| 10/6/2023 13:08 | SICK PERSON | 701 NORTHVIEW DR, DALLAS CENTER |
| 10/6/2023 13:48 | SUSPICIOUS | 590 SUGAR GROVE AVE, DALLAS CENTER |
| 10/6/2023 19:16 | TRAFFIC STOP | 2400 240TH ST, DALLAS CENTER |
| 10/6/2023 19:25 | TRAFFIC STOP | 2400 240TH ST, DALLAS CENTER |
| 10/6/2023 20:53 | TRAFFIC STOP | 12TH ST / SUGAR GROVE AVE, DALLAS CENTER |
| 10/7/2023 13:20 | 911 HANGUP | QUINLAN AVE / SUGAR GROVE AVE, DALLAS CENTER |
| 10/8/2023 10:43 | FOLLOW UP INVESTIGATION | 302 RHINEHART AVE, DALLAS CENTER |
| 10/8/2023 12:12 | ELECTRICAL HAZARD | 506 14TH ST, DALLAS CENTER |
| 10/8/2023 18:21 | ORDINANCE VIOLATIONS | 13TH ST / LINDEN ST, DALLAS CENTER |
| 10/8/2023 20:10 | DOMESTIC | 1304 ASH ST, DALLAS CENTER |

| | | |
|------------------|-------------------------------|--|
| 10/8/2023 22:55 | TRAFFIC STOP | 2400 240TH ST, DALLAS CENTER |
| 10/9/2023 7:15 | EXTRA PATROL | 1400 VINE ST, DALLAS CENTER |
| 10/9/2023 11:35 | 911 HANGUP | 1100 SUGAR GROVE AVE, DALLAS CENTER |
| 10/10/2023 12:44 | VEHICLE UNLOCK | FAIRVIEW DR / NORTHVIEW DR, DALLAS CENTER |
| 10/11/2023 6:53 | PSYCHIATRIC/ABNORMAL BEHAVIOR | 902 8TH ST, DALLAS CENTER |
| 10/11/2023 12:38 | SUSPICIOUS | 1400 VINE ST, DALLAS CENTER |
| 10/11/2023 13:36 | ASSIST | 1404 VINE ST, DALLAS CENTER |
| 10/11/2023 19:15 | TRAFFIC COMPLAINT | 1107 SUGAR GROVE AVE, DALLAS CENTER |
| 10/12/2023 1:20 | TRAFFIC STOP | 240TH ST / QUINLAN AVE, DALLAS CENTER |
| 10/12/2023 7:29 | SUSPICIOUS | 1202 SUGAR GROVE AVE, DALLAS CENTER |
| 10/12/2023 23:00 | TRAFFIC COMPLAINT | 1107 SUGAR GROVE AVE, DALLAS CENTER |
| 10/13/2023 9:54 | FORGERY/FRAUD | 1202 SUGAR GROVE AVE, DALLAS CENTER |
| 10/13/2023 11:13 | TRAFFIC HAZARD | SUGAR GROVE AVE / KELLOGG AVE, DALLAS CENTER |
| 10/13/2023 12:00 | SUSPICIOUS | 1202 SUGAR GROVE AVE, DALLAS CENTER |
| 10/13/2023 14:02 | INFORMATION | 1502 WALNUT ST, DALLAS CENTER |
| 10/13/2023 14:32 | SUSPICIOUS | 1107 SUGAR GROVE AVE, DALLAS CENTER |
| 10/13/2023 16:05 | FOLLOW UP INVESTIGATION | 1304 ASH ST, DALLAS CENTER |
| 10/13/2023 16:15 | SUSPICIOUS | 1304 ASH ST, DALLAS CENTER |
| 10/13/2023 17:33 | SUSPICIOUS | 702 10TH ST, DALLAS CENTER |
| 10/15/2023 14:56 | ANIMAL CONTROL | 707 VINE ST, DALLAS CENTER |
| 10/15/2023 15:40 | FALLS | 1704 LINDEN ST, DALLAS CENTER |
| 10/15/2023 17:15 | TRAFFIC STOP | 240TH ST / QUINLAN AVE, DALLAS CENTER |
| 10/16/2023 6:27 | DOMESTIC | 406 10TH ST, DALLAS CENTER |
| 10/16/2023 13:12 | JUVENILE PROBLEM | 1503 SUGAR GROVE AVE, DALLAS CENTER |
| 10/17/2023 9:30 | PUBLIC ASSIST | 2521 240TH ST, DALLAS CENTER |
| 10/18/2023 11:37 | INFORMATION | 1503 SUGAR GROVE AVE, DALLAS CENTER |
| 10/18/2023 11:49 | 911 HANGUP | 1300 ASH ST, DALLAS CENTER |
| 10/18/2023 18:53 | FIREWORKS | 201 14TH ST, DALLAS CENTER |
| 10/19/2023 8:38 | COMMITAL | 1503 SUGAR GROVE AVE, DALLAS CENTER |
| 10/19/2023 14:38 | MVC-PD | 1202 SUGAR GROVE AVE, DALLAS CENTER |
| 10/20/2023 6:34 | CHEST PAIN | 1107 SUGAR GROVE AVE 11, DALLAS CENTER |
| 10/20/2023 12:06 | WARRANT CHECK | 1903 SUGAR GROVE AVE, DALLAS CENTER |
| 10/21/2023 0:57 | TRAFFIC STOP | KELLOGG AVE / SYCAMORE ST, DALLAS CENTER |
| 10/21/2023 8:50 | 911 MISDIAL | 240 TH ST / ORDER DR, DALLAS CENTER |
| 10/21/2023 9:58 | TRAFFIC COMPLAINT | QUINLAN AVE / SUGAR GROVE AVE, DALLAS CENTER |
| 10/21/2023 15:47 | VEHICLE UNLOCK | 1304 SYCAMORE ST, DALLAS CENTER |
| 10/21/2023 16:39 | JUVENILE PROBLEM | 14TH ST / WALNUT ST, DALLAS CENTER |
| 10/21/2023 19:58 | SICK PERSON | 400 KELLOGG AVE, DALLAS CENTER |
| 10/21/2023 22:32 | TRAFFIC STOP | 10TH ST / SUGAR GROVE AVE, DALLAS CENTER |
| 10/22/2023 7:27 | ALARM | 595 SUGAR GROVE AVE, DALLAS CENTER |
| 10/22/2023 14:19 | DIABETIC PROBLEMS | 1006 LINDEN ST, DALLAS CENTER |

| | | |
|------------------|--|--|
| 10/22/2023 14:30 | BREATHING PROBLEMS | 705 10TH ST, DALLAS CENTER |
| 10/22/2023 15:37 | CARDIAC OR RESPIRATORY ARREST | 607 9TH ST, DALLAS CENTER |
| 10/23/2023 11:35 | SICK PERSON | 1006 13TH ST 217, DALLAS CENTER |
| 10/23/2023 18:56 | NOISE COMPLAINT | 1800 LINDEN ST, DALLAS CENTER |
| 10/23/2023 19:01 | JUVENILE PROBLEM | 601 PERCIVAL AVE, DALLAS CENTER |
| 10/26/2023 10:02 | MEDICAL TRANSPORT NON EMERGENT | 1006 LINDEN ST, DALLAS CENTER |
| 10/26/2023 14:02 | FORGERY/FRAUD | 590 SUGAR GROVE AVE, DALLAS CENTER |
| 10/26/2023 16:45 | ABDOMINAL PAIN/PROBLEMS | 201 KELLOGG AVE, DALLAS CENTER |
| 10/26/2023 18:41 | 911 MISDIAL | 1204 LINDEN ST, DALLAS CENTER |
| 10/27/2023 12:06 | CIVIL PAPER | 1200 ASH ST, DALLAS CENTER |
| 10/27/2023 21:31 | TRAFFIC STOP | ASH ST / 10TH ST, DALLAS CENTER |
| 10/28/2023 7:29 | ALARM | 595 SUGAR GROVE AVE, DALLAS CENTER |
| 10/28/2023 13:28 | CIVIL PAPER | 1200 ASH ST, DALLAS CENTER |
| 10/28/2023 22:13 | TRAFFIC STOP | QUINLAN AVE / 240TH ST, DALLAS CENTER |
| 10/28/2023 22:20 | TRAFFIC STOP | 10TH ST / SUGAR GROVE AVE, DALLAS CENTER |
| 10/29/2023 16:54 | SUSPICIOUS | 10TH ST / LAUREL ST, DALLAS CENTER |
| 10/29/2023 17:22 | MEET COMPLAINANT | 1204 13TH ST, DALLAS CENTER |
| 10/29/2023 17:45 | MOTORIST ASSIST | 2465 QUINLAN AVE, DALLAS CENTER |
| 10/29/2023 20:24 | TRAFFIC STOP | 14TH ST / SUGAR GROVE AVE, DALLAS CENTER |
| 10/30/2023 10:00 | FOLLOW UP INVESTIGATION | 590 SUGAR GROVE AVE, DALLAS CENTER |
| 10/30/2023 18:07 | SCAM | 610 LINDEN ST, DALLAS CENTER |
| 10/30/2023 21:26 | DIABETIC PROBLEMS | 1003 WALNUT ST, DALLAS CENTER |
| 10/31/2023 15:14 | TRAFFIC STOP | 1107 SUGAR GROVE AVE, DALLAS CENTER |
| 10/31/2023 16:49 | TRAFFIC STOP | 14TH ST / LAUREL ST, DALLAS CENTER |
| Total | 344 HOURS PATROL, 17 HOURS ON CALLS, 361 HOURS TOTAL, 320 REQUIRED | 96 |

FIRE & EMS REPORT

October 2023

Total calls : 19

FIRE 5 total

2 outside fire

1 structure fire with Adel

1 Fire Alarm

1 Electrical Hazard

EMS 14 Total

14 calls for service (13 City/1 Rural)

OCTOBER 2023 CODE ENFORCEMENT REPORT

DALLAS CENTER

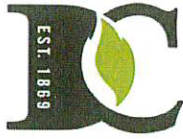
| CASE # | ADDRESS | VIOLATION | DATE OF VIOLATION | REINSPECT DATE | COMMENTS | COMPLIED |
|----------|------------------|-------------------|-------------------|---|---|------------|
| | | BEGIN 2017 | | | | |
| | | BEGIN 2019 | | | | |
| | | BEGIN-2020 | | | | |
| 2020-139 | 804 Fairview | Junk | 10/20/2020 | 10/27/2020 11/18/20 12/18/20 1/4/21 6/17/21 7/8/21 | M- 11/2/20 Advisory-12/1/20 Certified- 12/21/20 FINAL 5/26/21 new violations Cert.- 6/22/21 FINAL 8-2-21 Refer to city | |
| 2020-166 | 1506 Cherry | Junk | 12/10/2020 | 12/15/2020 1/2/21 1/21/21 2/18/21 3/18/21 7/8/21 | M- 12/17/20 Advisory- 1/5/21 Certified- 2/2/21 FINAL- 3/1/21 FINAL ii | |
| | | BEGIN 2021 | | | | |
| | | BEGIN 2022 | | | | |
| 2022-149 | 1006 Sugar Grove | Junk | 10/5/2022 | 10/22/2022 11/16/23 | Advisory- 10/30/23 Certified Start new case | 10/30/2023 |
| | | BEGIN 2023 | | | | |
| 2023-084 | 1201 Walnut | Junk | 5/8/2023 | 5/15/2023 | Certified- 7/10/23 Refer to City | |

| | | | | | | |
|----------|------------------|---------|------------|--|---|------------|
| 2023-158 | 1004 Laurel | Junk | 6/26/2023 | 7/3/2023 7/20/23 8/9/23 8/28/23 9/27/23 11/19/23 | M-7/3/23 Advisory- 7/24/23 Certified-8/14/23 FINAL- 9/19/23 Final C.U. 10/2/23 refer to city | |
| 2023-164 | 1607 Laurel | Parking | 7/3/2023 | 7/20/2023 8/23/23 | Advisory- 8/7/23 Certified | 10/2/2023 |
| 2023-167 | 1101151007 | Grass | 7/17/2023 | 8/3/2023 9/26/23 | Advisory-9/19/23 New | 10/2/2023 |
| 2023-211 | 704-9 | Junk | 9/19/2023 | 9/25/2023 10/19/23 | M- 10/2/23 Advisory | 10/10/2023 |
| 2023-214 | 107-15 | Junk | 9/19/2023 | 10/5/2023 | Advisory | 10/2/2023 |
| 2023-215 | 201-15 | Parking | 9/19/2023 | 10/5/2023 | Advisory | 10/2/2023 |
| 2023-217 | 1507 Sycamore | Parking | 9/27/2023 | 10/2/2023 | M | 10/10/2023 |
| 2023-218 | 601 Percival | Junk | 9/27/2023 | 10/2/2023 | M | 10/2/2023 |
| 2023-219 | 1005 Sugar Grove | Junk | 10/2/2023 | 10/9/2023 | M | 10/10/2023 |
| 2023-220 | 205-10 | Junk | 10/2/2023 | 10/9/2023 | M | 10/10/2023 |
| 2023-221 | 700-10 | Parking | 10/2/2023 | 10/9/2023 | M | 10/10/2023 |
| 2023-222 | 703-10 | Parking | 10/2/2023 | 10/9/2023 | M | 10/16/2023 |
| 2023-223 | 1101 Maple | Parking | 10/2/2023 | 10/9/2023 | M | 10/23/2023 |
| 2023-224 | 1200 Ash | Parking | 10/2/2023 | 10/9/2023 | M | 10/23/2023 |
| 2023-225 | 203 Percival | Junk | 10/2/2023 | 10/9/2023 | M | 10/23/2023 |
| 2023-226 | 3 Ridgecrest Ln | Parking | 10/2/2023 | 10/19/2023 | Advisory | 10/16/2023 |
| 2023-227 | 8 Ridgecrest Ln | Junk | 10/2/2023 | 10/19/2023 | Advisory | |
| 2023-228 | 605-10 | Parking | 10/10/2023 | 10/16/2023 | M | 10/16/2023 |
| 2023-229 | 1101 Walnut | Junk | 10/10/2023 | 10/16/2023 | M | 10/16/2023 |
| 2023-230 | 401 Hatton | Junk | 10/10/2023 | 10/26/2023 | Advisory | 10/23/2023 |
| 2023-231 | 1505 Scamore | Junk | 10/10/2023 | 10/16/2023 11/1/23 | M- 10/16/23 Advisory | 10/23/2023 |
| 2023-232 | 602 Vine | Junk | 10/16/2023 | 10/23/2023 11/16/23 | M- 10/30/23 Advisory | |
| 2023-233 | 1200 Laurel | Junk | 10/16/2023 | 10/23/2023 11/9/23 | M- 10/23/23 Advisory | 10/30/2023 |

| | | | | | | |
|----------|------------------|----------------|------------|------------|----------|------------|
| 2023-234 | 400-13 | Junk & Vehicle | 10/16/2023 | 11/6/2023 | M | |
| 2023-235 | 1906 Sugar Grove | Junk | 10/16/2023 | 11/1/2023 | Advisory | 10/23/2023 |
| 2023-236 | 1102205001 | Junk | 10/23/2023 | 11/9/2023 | Advisory | |
| 2023-237 | 1604 Linden | Junk | 10/23/2023 | 10/30/2023 | M | 10/30/2023 |
| 2023-238 | 606 Linden | Junk | 10/30/2023 | 11/6/2023 | M | |
| 2023-239 | 1301 Maple | Junk | 10/30/2023 | 11/16/2023 | Advisory | |
| 2023-240 | 401-13 | Junk | 10/30/2023 | 11/6/2023 | M | |
| 2023-241 | 1501 Vine | Junk | 10/30/2023 | 11/16/2023 | Advisory | |
| 2023-242 | 101 Rhinehart | Signs | 10/30/2023 | 11/6/2023 | Advisory | |
| 2023-243 | 1006 Sugar Grove | Junk | 10/30/2023 | 11/16/2023 | Advisory | |
| 2023-244 | | | | | | |

Monthly Water Report

| | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|---|-----------------|---------|-----------------------|-------------------------|------------|---------|--------------|------------|---|----|-----|---|---|----|-----|---|---|----|-----|---|---|----|-----|
| Date | Oct-23 | | | | | | | | | | | | | | | | | | | | | | | |
| Water Plant | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Gal.> | 3,610,300 | Max | 266,400 | Min | 9,200 | Avg | 116,461 | Gpm | 231 | | | | | | | | | | | | | | | |
| Total Hrs.> | 453.2 | Max | 206.9 | Min | 0.6 | Avg | 14.6 | | | | | | | | | | | | | | | | | |
| Last Month.> | 3,923,200 | Max | 184,500 | Min | 90,100 | Avg | 130,773 | Gpm | 245 | | | | | | | | | | | | | | | |
| Last Year.> | 4,103,900 | Max | 197,600 | Min | 89,300 | Avg | 132,400 | Gpm | 259 | | | | | | | | | | | | | | | |
| Lbs.of Chlorine | 315 | Lbs of Fluoride | 63 | Gallons of salt brine | 4,651 | | | | | | | | | | | | | | | | | | | |
| Chlorine.Mg/l | 0.58 | Fluoride.Mg/l | 0.6 | Hardness. Mg/l | 84 | Iron. Mg/l | 0.02 | Nitrate.Mg/l | | | | | | | | | | | | | | | | |
| Well | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | 10/23/2023 | | | | | | | | | | | | | | | | | | | | | | | |
| | S | R | DD | Gpm | S | R | DD | Gpm | S | R | DD | Gpm | S | R | DD | Gpm | S | R | DD | Gpm | S | R | DD | Gpm |
| Well # 7 | 24 | 10 | 14 | 110 | | | | | | | | | | | | | | | | | | | | |
| Well # 9 | 24 | 8 | 16 | 100 | | | | | | | | | | | | | | | | | | | | |
| Well # 10 | 20 | 8 | 12 | 110 | | | | | | | | | | | | | | | | | | | | |
| Well # 11 | 24 | 4 | 20 | 220 | | | | | | | | | | | | | | | | | | | | |
| Water Meters | | | | | | | | | | | | | | | | | | | | | | | | |
| | New Installs | | | | Read In | | | | | | | | | | | | | | | | | | | |
| | Replace Meter | | | | Read Out | | | | | | | | | | | | | | | | | | | |
| | Replace Radio | | | | Shut off For nonpayment | | | | | | | | | | | | | | | | | | | |
| | Read | | | | | | | | | | | | | | | | | | | | | | | |
| | Repair | | | | | | | | | | | | | | | | | | | | | | | |
| Fire Hydrants | | | | | | | | | | | | | | | | | | | | | | | | |
| | New Install | | | | Flush Hyd | | | | Repair Hyd | | | | | | | | | | | | | | | |
| Water Plant | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Tower | | | | | | | | | | | | | | | | | | | | | | | | |
| Reservoir | 10/19/2023 - Installed new VFD for pump 1. | | | | | | | | | | | | | | | | | | | | | | | |
| Dist. System | | | | | | | | | | | | | | | | | | | | | | | | |
| Wells | 10/23/2023 - Tested Wells 7-9-10-11 no issues | | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | | | | | | |



DALLAS CENTER
{ Quietly PROGRESSIVE }

CITY OF DALLAS CENTER STREET CLOSING PERMIT REQUEST

This request must be submitted 30 days prior to the event

Applicant/Organization: Season Fun Christmas Comm./DC Celebrations

Address: _____

Phone: _____

Contact Person: Lezlie Ellermau

Phone: _____

Date of Event: Dec 2nd 2023 Time(s): 4:00 to 7:00

Nature of Activities: Holiday celebrations

Streets/Intersections Requested to Be Blocked Off: Walnut
Hatton - past library (East side of library)

Lezlie Ellermau
Signature of Applicant

11/02/2023
Date

If this request in conjunction with a liquor license it is the licensee's responsibility to familiarize themselves with Iowa State law in regard to their liquor license. If you have specific questions in regard to your liquor license, please contact Iowa Alcoholic Beverages Division at 515-281-7400.

City Council _____ Approved
_____ Denied

Copies to: SO
FD
PW





Quote

EST-017879

Sandry Fire Supply LLC

618 6th Street
DeWitt, Iowa 52742
U.S.A
5636592357

Bill To
Dallas Center, IA FD
City of Dallas Center
PO Box 396
Dallas Center, IA 50063

Estimate Date : 10/25/23
Expiry Date : 11/03/23
Reference# : InnoTexGear.102523
Sales person : Jeff Feller

| # | Item & Description | Qty | Rate | Amount |
|---|--|--------------|--------------|--------------------|
| 1 | innoEnergyCoat-DallasCenter InnoTex Energy Coat for Dallas Center IA Fire | 3.00 Each | 2,067.00 | 6,201.00 |
| 2 | innoEnergyPant-DallasCenter InnoTex Energy Pant for Dallas Center IA Fire | 3.00 Each | 1,366.00 | 4,098.00 |
| | | | Sub Total | 10,299.00 |
| | | | Total | \$10,299.00 |

Notes

Looking forward to earning your business.

Terms & Conditions

Shipping and Handling are not included in the above pricing

XTREME TREE
 36656 N Ave
 DeSoto, IA 50069
 (515) 802-4638
 stu@xtremetreeinc.com
 www.xtremetreeinc.com

Estimate



ADDRESS
 Mary Werch
 City of Dallas Center

SHIP TO
 Mary Werch
 City of Dallas Center

ESTIMATE# 12494 **DATE** 10/19/2023

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SHIP VIA
 MCV

PHONE NUMBER
 515-326-2366

| DESCRIPTION | PRODUCT/SERVICE | QTY | RATE | AMOUNT |
|---|-----------------------|-----|----------|-------------------|
| Parks Stump Grinding Grind, Haul, and Fill Stump at Burnett Rec Complex 2 Feet | Stump Grinding | 2 | 60.00 | 120.00T |
| Grind, Haul, and Fill 11 Stumps at Memorial Park 23 feet. Cut stumps lower as needed. | Stump Grinding | 1 | 1,530.00 | 1,530.00T |
| Grind, Haul, and Fill Stump at Heritage Park Trail Head 3 Feet | Stump Grinding | 3 | 60.00 | 180.00T |
| Parks Stump Grinding **All Ash Tree Quotes are valid for 90 days from the date of the estimate** | SUBTOTAL | | | 1,830.00 |
| | TAX | | | 0.00 |
| | TOTAL | | | \$1,830.00 |

Accepted By

Accepted Date

Terms and Conditions

Xtreme Tree is not responsible for damages to surfaces that may be caused by equipment/operations or because of a defect or wear of ground surfaces or from ground conditions. Xtreme Tree does maintain responsibility for any damages caused as a result of tree cutting. By accepting this estimate, you are agreeing to these Terms and Conditions.

INVOICE

McCauleyConstructionLLC

mccauleytrim@gmail.com

Dallas Center parks and rec

Bill to

Dallas Center parks and rec

Invoice details

Invoice no.: 1019

Invoice date: 11/08/2023

Due date: 12/08/2023

| # | Date | Product or service | SKU | Qty | Rate | Amount |
|--------------|------|--------------------|-----|-----|------------|-------------------|
| 1. | | Labor. | | 0 | \$2,550.00 | \$2,550.00 |
| 2. | | Demo | | 0 | \$500.00 | \$500.00 |
| 3. | | Material | | 0 | \$800.00 | \$800.00 |
| Total | | | | | | \$3,850.00 |

Note to customer

McCauley Construction LLC

Cory McCauley

(515)249-1129

418 n 13th st Adel IA 50003

This is not a bill. This is a bid for shelving at the Dallas Center skating rink.

2024 APPLICATION

TREES PLEASE!

Planting trees with an energy efficiency focus

Strategically planted trees provide buildings with year-round protection from outside elements, which means energy savings. Trees are good for the environment as they absorb carbon dioxide and produce oxygen. We all can breathe easier by planting more trees.

HOW TO BECOME A TREES PLEASE! PARTICIPANT

Applicants must be a municipality in MidAmerican's Iowa service territory. The standard Trees Please! grant is \$1,000 per community and is awarded through an application process. Communities may receive enhanced grants in cases of natural disasters, provided there are energy efficiency benefits associated with the tree planting project. Larger grants may be awarded, depending on grant funding availability and overall program participation.

PROJECT REQUIREMENTS

- › Tree planting projects must be within the MidAmerican Iowa service territory.
- › Grant money must be used for the purchase of trees only.
- › Tree planting projects must provide energy efficiency benefits from the new trees. An aerial map or site plan and description of the energy efficiency benefits must be included with the application to support the energy efficiency benefits of the project.
- › Trees purchased with program grants must be planted in common areas, such as publicly owned properties, city-owned rights of way, schools and community spaces.
- › This program is a matching grant program. Matching funds from other sources that equal or exceed MidAmerican's grant amount are required. In addition to cash donations, this requirement can be met by in-kind services, donated labor and/or materials.
- › If the community received a grant in a previous year, and a status report was not submitted, a new grant application will not be accepted until a tree planting status report has been submitted showing that the grant money was fully utilized.

Applications are due by **Dec. 31, 2023**. Grants will be announced to communities in February. Funding will be awarded in spring 2024.

SUBMIT YOUR APPLICATION:

✉ planttrees@midamerican.com

📍 **MidAmerican Energy Company**
Attn: Energy Efficiency – Trees Please!
106 E. 2nd St.
Davenport, IA 52801

☎ **800-434-4017**

for questions regarding the Trees Please! program or application

 **MIDAMERICAN**
ENERGY COMPANY®



To apply, complete the following application. Incomplete applications will not be considered. Applications are due by Dec. 31, 2023.

Name of community or organization Dallas Center Parks and Recreation Board

County Dallas Population 1901

City Dallas Center MidAmerican Energy city account number 42-600-4457 tax ID _____

Grant request amount *\$ 1,000

*Communities may request more than the standard \$1,000 award

Electric energy provider (if other than MidAmerican Energy) _____

Natural gas energy provider (if other than MidAmerican Energy) _____

Are you requesting a grant from both energy providers? Yes No

If yes, what amount are you requesting from your electric/natural gas energy provider? \$ _____

PROJECT PROPOSAL

Have you received a written commitment from a government representative in support of this effort?
 Yes No If yes, please attach.

Does your local government have a line item in its annual budget for trees and/or tree care?
 Yes No

Are there current or recent public tree planting projects in your community? Yes No

Is this project for (select all that apply):

Energy efficiency Shade Windbreak Natural disaster replacement (floods/tornadoes)

Describe the energy efficiency benefits and future energy savings of your tree planting project(s).

Include an aerial map or site plan. Submit additional pages if necessary.

Numerous ash trees have been removed in Memorial Park along the hard surface walking trail. The addition of trees
_____ will help shade the trail users during hot summer months.

If natural disaster replacement, describe any major problems related to trees in your community, such as tornado, storm or flood damage, along with approximate dates when this damage occurred. Include how the tree planting project(s) will provide energy efficiency benefits from the new trees. Emerald Ash Borer (EAB) disease is not considered a natural disaster. If replacing for EAB, new trees planted must have energy efficiency benefits and the project must be described in the above question.

Explain why your community or organization should be selected for a Trees Please! grant. Include a summary of your committee’s energy efficiency goals and how your committee members’ leadership skills will help achieve those goals.

The Parks and Recreation Board works with the city Tree Board and Public Works Department to help

identify trees that need to be removed due to disease and/or damage and to identify areas that are in

need of replacement trees. A variety of species is recommended.

Describe how the actual tree planting project would be accomplished. Include costs, if any, for labor and materials. If local government is supporting labor costs, include documentation that shows the annual budget line item for trees and/or tree care that will support the tree planting project.

the Board plans to spade in larger trees along the trail to ensure the availability of shade sooner.

How will the tree planting project be maintained after planting to ensure continued tree health and growth?

The city's Public Works department will ensure the trees are mulched after planting and are watered over the next 12 month period until they are well established.

List the potential sites for tree planting projects in your community. Include a picture or drawing of the project.

Site 1 Along the trail at the east end of Memorial Park Site 2

Site 3 Site 4

The Trees Please! program is a matching grant program. You must have matching funding from other sources that equals or exceeds MidAmerican’s grant amount. List the possible sources in your community for in-kind services or matching funding and the amount of funding available from each source. These could include individuals, foundations, service clubs, organizations and businesses that support community efforts. MidAmerican reserves the right to approve final plans.

Matching funding:

Source 1 City of Dallas Center Amount \$1,000

Source 2 Amount

Source 3 Amount

Source 4 Amount

Source 5 Amount

PROJECT COMMITTEE CONTACT INFORMATION

All future communication will be sent via email. Please make sure to include your email address.

Primary contact name Mary Werch

Address 1105 Maple S. City Dallas Center ZIP code 50063

Phone [REDACTED] Email [REDACTED]

Secondary contact name (if applicable) Robert King

Address _____ City Dallas Center ZIP code 50063

Phone [REDACTED] Email [REDACTED]

GRANT AWARD INFORMATION

To whom should the grant be made payable? (include mailing address)

Name of city or organization City of Dallas Center

Address 1502 Walnut St., P.O. Box 396


City Dallas Center, Iowa ZIP code 50063

Would you like a Trees Please! participation sign for your community?

Yes No If yes, how many? _____

LEARN MORE WAYS TO SAVE ENERGY AND MONEY

 MidAmericanEnergy.com/ee

 **800-434-4017**



This Century Farms Pocket Park



Was made possible by the following generous donors:

IEDA's Rural Heritage Revitalization Grant

City of Dallas Center

AARP Livable Solutions Impact Prize and Kids Korner Donation

Dallas Center Betterment Foundation, Dallas Mutual Insurance Association, GIT Insurance, Raccoon Valley Bank, and the Park Family

| | | | |
|--|---|---|--|
| <p>For More Information about Dallas Center Parks</p> |  | <p>For More Information about Dallas Center Businesses</p> |  |
|--|---|---|--|

This aluminum sign above would be placed on the lower right or left corner of the mural. It would be approximately the twice the size of the no-smoking sign. The remaining questions are: 1) What color for the background; 2) What color for the print characters; and 3) Do we place the Parks and Rec and DC Betterment QRs on the sign.

This aluminum sign would be placed on the pole beside the basketball court and above the no-smoking sign. It would be approximately the same size as the no-smoking sign. The remaining questions are: 1) What color for the background; 2) What color for the print characters; and 3) Do we place the Parks and Rec QR on the sign.

This basketball court was provided by:

The Burnett Charitable Trust

through the Parks and Recreation Board of Dallas Center

**Dallas County Foundation/Grow Greene County Gaming Corporation
Rotary Club of Dallas Center with a Grant from Rotary District 6000**

Planning and Zoning Report and Recommendations to City Council:

- 1) We recommend that future signage within parks be approved by P&R and recommended to the City Council.
- 2) Signage in right of ways on either side of RRVT and land within parks would be responsibility of P&R.

Last week we are installed six message boards in Heritage Park.

We propose delegating two message boards to Conservation Board/RRVTA to advertise features of the RRVT Trail. The Conservation Board/RRVTA will be responsible for creating, updating, and maintaining their signage. We propose that only one stand-alone RRVTA related sign be retained on park land outside these two message boards.

We propose delegating two message boards to Betterment Foundation to advertise.

- 1) All businesses within a few blocks of main street who wish to be listed. Advertisements for members of DCBF may be posted with QR codes around a perimeter of map of this area.
- 2) All members of DCBF may be listed and mapped one board.
- 3) DCBF will be responsible for creating, updating, and maintaining their signage.
- 4) No other signs for businesses, other than special event temporary signs, will be allowed on park land.

We propose delegating the final two message boards to the Parks and Recreation Board and City Government.

- 1) One message board will be devoted to advertising the locations and contents of all city parks. Advertisements for the parks will be posted with the QR code.
- 2) The P&R Board will be responsible for creating, updating, and maintaining their signage.
- 3) The second message board will be devoted to information about the city government, policies, contacts, etc. The city staff will be responsible for creating, updating, and maintaining their signage.

We propose removing the current bulletin board on the north side of the restrooms, refurbishing it, and posting it on the wall of the swimming pool for use in their messaging.

We propose strengthening city code, if needed, to reduce future and current signage posted on park land.

RESOLUTION NO. 2023-75

RESOLUTION DETERMINING AN AREA OF THE CITY (AND AREA IN DALLAS COUNTY) TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 8 TO THE DALLAS CENTER URBAN RENEWAL PLAN

WHEREAS, by Resolution No. 92-18, adopted October 27, 1992, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Dallas Center Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the Dallas Center Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Dallas County; and

WHEREAS, the City subsequently amended the Urban Renewal Plan by Amendment No. 1 to the Plan adopted May 25, 1993 by Resolution No. 93-22; by Amendment No. 2 to the Plan adopted November 27, 2000 by Resolution No. 2000-17; by Amendment No. 3 adopted June 9, 2009 by Resolution No. 2009-13; by Amendment No. 4 adopted November 11, 2014 by Resolution 2014-27; by Amendment No. 5 adopted September 11, 2018 by Resolution No. 2018-38, by Amendment No. 2019-73 adopted December 10, 2019; and by Amendment No. 7 adopted November 9, 2021; and

WHEREAS, this Urban Renewal Area currently includes and consists of the real estate described in the original Plan and in Amendment Nos. 1, 3, 4, 5, and 6 [the Amendment No. 2 area having expired on June 30, 2022, and removed from the Urban Renewal Area]; and

WHEREAS, a proposed Amendment No. 8 to the Dallas Center Urban Renewal Plan ("Amendment No. 8" or "Amendment") for the Urban Renewal Area described above has been prepared, which proposed Amendment has been on file in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to add land to the Urban Renewal Area and identify additional urban renewal projects; and

WHEREAS, this proposed Amendment adds land to the Urban Renewal Area, as follows:

Beginning at the southwest corner of Section 36, Township 80 North, Range 27 West of the 5th P.M., thence north along the west line of the southwest quarter of

said Section 36 to the northwest corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence east along the north line of the south one-half of the southwest quarter of the southwest quarter of said Section 36 to the northeast corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence north along the west line of the southeast quarter of the southwest quarter of said Section 36 to the northwest corner of the southeast quarter of the southwest quarter of said Section 36; thence north along the west line of the northeast quarter of the southwest quarter of said Section 36 to the northwest corner of the northeast quarter of the southwest of said Section 36; thence east along the north line of the northeast quarter of the southwest quarter of said Section 36 to the Center of said Section 36; thence south along the east line of the northeast quarter of the southwest quarter of said Section 36 to the southeast corner of the northeast quarter of the southwest quarter of said Section 36; thence south along the east line of the southeast quarter of the southwest quarter to the northeast corner of Parcel A of the southeast quarter of the southwest quarter of said Section 36; thence west along the north line of said Parcel A to the northwest corner of said Parcel A; thence south along the west line of said Parcel A to a point on the south line of said Section 36; thence west along the south line of the southeast quarter of the southwest quarter of said Section 36 to the southwest corner of the southeast quarter of the southwest quarter of said Section 36; thence south along the west line of the northeast quarter of the northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M. to the southeast corner of Parcel A of the fractional northwest quarter of the fractional northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M.; thence west along the south line of said Parcel A to the southwest corner of said Parcel A; thence west along a line approximately 562 feet south and parallel to the north line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the southeast corner of Lot 1 Fairview Acres Plat 1; thence west along the south line of said Lot 1 to the southwest corner of said Lot 1; thence west to a point on the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1; thence north along the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the Point of Beginning.

and

that portion of the right-of-way of Iowa Highway 44 located adjacent to Parcel A of the southeast quarter of the southwest quarter of Section 36, Township 80 North, Range 27 West of the 5th P.M.

and

that portion of the right-of-way of Iowa Highway 44 located in the southeast quarter of said Section 36

and

that portion of the right-of-way of Dallas County road S Avenue located in the southeast quarter of the southeast quarter of said Section 36

and

the northeast quarter of the southeast quarter of said Section 36 and the southeast quarter of the northeast quarter of said Section 36.

All of which is located in Dallas County, Iowa.

WHEREAS, the proposed Amendment No. 8 to the Urban Renewal Area includes land classified as agricultural land and consequently written permission of the current owners has been obtained; and

WHEREAS, a portion of the land within Amendment No. 8 consists of extra-territorial land within Dallas County, and as required Section 403.17(4) of the Code of Iowa by the Adoption of Resolution 2023-0094 on September 12, 2023, the Dallas County Board of Supervisors has given its consent that the City of Dallas Center may exercise urban renewal powers with respect to the portion of the property situated in Dallas County and outside the incorporated boundaries of the City; and

WHEREAS, it is desirable that the Area be redeveloped as part of the activities described within the proposed Amendment No. 8; and

WHEREAS, by resolution adopted on October 10, 2023, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 8 and the division of revenue described therein, and that notice of the consultation and a copy of the proposed Amendment No. 8 be sent to all affected taxing entities on October 11, 2023, and said taxing entities were advised of a consultation at 3 o'clock p.m. on October 26, 2023, at the Dallas Center City Hall; and

WHEREAS, pursuant to such notice, the consultation was duly held as ordered by the City Council, and one of the taxing entities appeared at the consultation and none of the taxing entities have submitted any recommendations in writing as set forth in the report of the Mayor, filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution this Council also set a public hearing on the adoption of the proposed Amendment No. 8 for this meeting of the Council, and due and proper notice of the public hearing was given, as provided by law, by timely publication in the Dallas County News, which notice set forth the time and place for this hearing and the nature and purpose thereof; and

WHEREAS, in accordance with the notice, all persons or organizations desiring to be heard on the proposed Amendment No. 8, both for and against, have been given an opportunity

to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and the public hearing has been closed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, STATE OF IOWA:

That the findings and conclusions set forth or contained in Amendment No. 8 concerning the area of the City of Dallas Center, State of Iowa, and those parcels located in Dallas County, Iowa, described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of this Council for this area.

This Council further finds:

Although relocation is not expected, a feasible method exists for the relocation of any families who will be displaced from the Dallas Center Urban Renewal Area into decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families; and

The Plan, as amended, and Amendment No. 8 to the Dallas Center Urban Renewal Plan conform to the general plan for the development of the City as a whole; and

Acquisition by the City is not immediately expected, however, as to any areas of open land to be acquired by the City included within the Dallas Center Urban Renewal Area:

With reference to any portions thereof which are to be developed for residential uses, this City Council hereby determines that a shortage of housing of sound standards and design with decency, safety and sanitation exists within the City; that the acquisition of the area for residential uses is an integral part of and essential to the program of the municipality; and that one or more of the following conditions exist:

That the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas, including other portions of the urban renewal area.

That conditions of blight in the municipality and the shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime, so as to constitute a menace to the public health, safety, morals, or welfare.

That the provision of public improvements related to housing and residential development will encourage housing and residential development which is necessary to encourage the retention or relocation of industrial and commercial enterprises in this state and its municipalities.

The acquisition of the area is necessary to provide for the construction of housing for low and moderate income families. .

Non-residential use is expected and with reference to those portions thereof which are to be developed for non-residential uses, such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

That the Urban Renewal Area, as amended, continues to be an economic development area within the meaning of Iowa Code Chapter 403; that such area is eligible for designation as an urban renewal area and otherwise meets all requisites under the provisions of Chapter 403 of the Code of Iowa; and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of this City.

That Amendment No. 8 to the Dallas Center Urban Renewal Plan of the City of Dallas Center, State of Iowa, attached hereto as Exhibit 1 and incorporated herein by reference, be and the same is hereby approved and adopted as "Amendment No. 8 to the Dallas Center Urban Renewal Plan for the City of Dallas Center, State of Iowa"; Amendment No. 8 to the Dallas Center Urban Renewal Plan of the City of Dallas Center, State of Iowa, including all of the exhibits attached thereto, is hereby in all respects approved; and the City Clerk is hereby directed to file a certified copy of Amendment No. 8 with the proceedings of this meeting.

That, notwithstanding any resolution, ordinance, plan, amendment or any other document, Amendment No. 8 shall be in full force and effect from the date of this Resolution until the Council amends or repeals the Plan. The proposed Amendment No. 8 shall be forthwith certified by the City Clerk, along with a copy of this Resolution, to the Recorder for Dallas County, Iowa, to be filed and recorded in the manner provided by law.

That all other provisions of the Plan not affected or otherwise revised by the terms of Amendment No. 8, as well as all resolutions previously adopted by this City Council related to the Plan be and the same are hereby ratified, confirmed and approved in all respects.

PASSED AND APPROVED this 14th day of November, 2023.

Daniel Beyer Mayor

ATTEST:

Shellie Schaben, City Clerk

Label the Amendment as Exhibit 1 (with all exhibits) and attach it to this Resolution.



REPORT OF CONSULTATION MEETING
ON THE PROPOSED AMENDMENT NO. 8
TO THE DALLAS CENTER URBAN RENEWAL PLAN

On October 11, 2023, Notices of a Consultation among the City of Dallas Center and affected taxing entities concerning the proposed Amendment No. 8 to the Dallas Center Urban Renewal Plan were mailed by the City Clerk to the Dallas Center-Grimes Community School District, and the Dallas County Board of Supervisors.

At the scheduled time of 3 p.m. on October 26, 2023, the undersigned was present in the Dallas Center City Hall for the consultation meeting. However, no representatives of any of the taxing entities attended the consultation meeting.

Dated this 26th day of October, 2023.


Daniel Beyer, Mayor

ATTEST:


Shellie Schaben, City Clerk

CITY HALL

ATTACH THE AMENDMENT
LBELED AS EXHIBIT 1 HERE

AMENDMENT NO. 8
URBAN RENEWAL PLAN
DALLAS CENTER URBAN RENEWAL AREA
DALLAS CENTER, IOWA

INTRODUCTION

The Dallas Center Urban Renewal Plan was originally adopted in October 1992. The plan was amended in May 1993 to add Amendment No. 1. The plan was amended in November 2000 to add Amendment No. 2. The amendment area expired on June 30, 2022 and was removed from the Urban Renewal Area. The plan was amended in March 2009 to add Amendment No. 3. The plan was amended in October 2014 in Amendment No. 4 to adjust and correct the boundary of the Urban Renewal Area. Amendment No. 5 added a project to the Urban Renewal Area Plan and added language to the plan required by statutory changes since Amendment No. 4.

Amendment No. 6 in December 2019 added two areas to the Urban Renewal Area. Amendment No. 6 added two new projects including the partial funding of the Wastewater Treatment Plant Improvement project and partial funding of the Swimming Pool Improvement project.

Amendment No. 7 added three projects including the funding for the Downtown Streetscape and Green Corridor, the Heritage Park Improvements and sidewalks along Walnut Street. No area was added by this Amendment No. 7.

Urban Renewal Plan Amendment No. 8 adds an area to the Urban Renewal Area. A portion of the area added as part of Amendment No. 8 is an extra territorial area. This area is being added with the consent of Dallas County.

Urban Renewal Plan Amendment No. 8 adds one project to the Urban Renewal Plan.

The Urban Renewal Plan Amendment ("Urban Renewal Plan Amendment" or "Plan") amends the Urban Renewal Area ("Urban Renewal Area" or "Area") originally established in October 1992. In order to achieve this objective, the City intends to undertake Urban Renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the Code of Iowa, as amended. The Urban Renewal Area is being amended in accordance with the requirements of Chapter 403 of the Code of Iowa.

URBAN RENEWAL AREA

The boundary of the original Urban Renewal Area established in 1992, as illustrated in yellow on Exhibit A, includes an area in the City of Dallas Center described as follows:

Commencing at the Northwest corner of the Southeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4) of Section 35, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa; thence southerly along the Quarter-Quarter line of the Southwest corner to the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of said Section 35; then Westerly along the North right-of-way line of Sugar Grove Avenue (Highway 44) to a point directly North of the Northeast corner of Lot 4 in Block 66 of Huber and Vandercook's Addition to the City of Dallas Center, Iowa; thence southerly along the West boundary of Tenth Street to the Southeast corner of Lot 1 in Block 2 of said Huber and Vandercook's Addition; thence easterly to the Southeast corner of Lot 1 in Block 1 of said Huber and Vandercook's Addition and continuing easterly along the South right-of-way of Linden Street and continuing easterly to the Southeast corner of Lot 63 in Meadow View Acres Plat One to the City of Dallas Center, Iowa; thence northerly along the East existing corporate boundaries to the Northeast corner of Lot 71 in said Meadow View Acres Plat One; thence westerly to the section line (which is the center of the platted Fair View Drive); thence northerly along the existing corporate boundary and continuing to follow the existing corporate boundary to the Northeast corner of Section 2, Township 79 North, Range 27 West of the 5th P.M., Dallas County, Iowa; thence northerly along the section line of the Northeast corner of the Northeast Quarter of the Southwest Quarter (NE 1/4 SW 1/4) of Section 35, Township 80 North, Range 27 West of the 5th P.M., thence westerly to the point of beginning.

The boundaries of the additional areas added to the Dallas Center Urban Renewal Area in 1993 in Amendment No. 1, as illustrated in blue on Exhibit A, are described as follows:

Commencing at the Southeast corner of Lot 1 in Block 66 of Huber and Vandercook's Addition to the City of Dallas Center, Dallas County, Iowa; thence westerly to the Southeast corner of Lot 1 in Block 1 of Brenton's Addition to the City of Dallas Center; thence southerly to a point 70 feet west of the Northwest corner of Lot 8 in Block 78 of the Original City of Dallas Center; thence easterly to the Northeast corner of Lot 3 in block 78 of the Original City of Dallas Center; thence northerly to the Northeast corner of Lot 4 in Block 75 of the Original City of Dallas Center; thence easterly to the Northeast corner of Lot 4 in Block 50 of Huber and Vandercook's Addition; and thence northerly to the point of beginning, all in the City of Dallas Center, Dallas County, Iowa;

and

Beginning at a point 254.75 feet North of the Northeast corner of the Southeast Quarter (SE¼) Northeast Quarter (NE¼), Section Two (2), Township 79 North of Range 27, West of the 5th P.M., Dallas County, Iowa, thence West 500 feet, thence South 300 feet, thence East 500 feet, thence North 300 feet to the point of beginning, containing 3.443 acres, more or less; and

Commencing at the Southeast Corner of Lot numbered Five (5) in Block numbered Forty-eight (48), in Huber and Vandercook's Addition to the City of Dallas Center, Dallas County, Iowa, thence East 872 feet; thence North 150 feet; thence West 250 feet; thence South 117 feet; thence West 622 feet; thence South 33 feet to place of beginning; and

Commencing at the Southeast Corner of Lot Five (5) in Block numbered Forty-eight (48), in Huber and Vandercook's Addition to the City of Dallas Center, Dallas County, Iowa, thence East 872 feet; thence North 150 feet; thence West 250 feet to the point of beginning; thence South 117 feet; thence West 125 feet; thence North 117 feet; thence East 125 feet; more or less, to the aforesaid point of beginning, all in Section Two (2), Township 79 North of Range 27, West of the 5th P.M., Dallas County, Iowa. The area includes the full right-of-way of all streets forming the boundary.

The additional areas added to the Dallas Center Urban Renewal Area in 2000 in Amendment No. 2 expired on June 30, 2022 and are no longer part of the Urban Renewal Area.

The boundaries of the additional area added to the Urban Renewal Area in 2009 in Amendment No. 3, as illustrated in green on Exhibit A, are described as follow:

Commencing at the northeast corner of Lot 4, Block 50 Huber and Vandercook's Addition, said point being the southwest corner of the intersection of the right-of-way of Maple Street and 10th Street; thence west along the south right-of-way line of Maple Street to the northwest corner of Lot 5, Block 56 of the original City of Dallas Center, said point being the southeast corner of the intersection of the right-of-way of Maple Street and Percival Avenue; thence south along the east right-of-way line of Percival Avenue to the northwest corner of Lot 14, Block 25 of the original City of Dallas Center, said point being the southeast corner of the intersection of the right-of-way of Percival Avenue and Sycamore Street; thence east along the south right-of-way line of Sycamore Street to the northeast corner of Lot 16, Block 31 Huber and Vandercook's Addition, said point being the southwest corner of the intersection of the right-of-way of Sycamore Street and 10th Street; thence north along the west right-of-way line of 10th Street to the point of beginning.

The boundaries of the additional area added to the Dallas Center Urban Renewal Area in 2014 in Amendment No. 4, as illustrated in orange on Exhibit A, is described as follows:

The first change increases the urban renewal area by adding the following area.

Commencing at the Northwest corner of the Northeast Quarter of the Southeast Quarter (NE1/4 SE1/4) of Section 35, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa; continuing at the Southeast corner of Lot 63 in Meadow View Acres Plat One to the City of Dallas Center, Iowa; thence easterly along the South line of Parcel FF of a Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201 to the Southeast corner of Parcel FF; thence northerly along the East line of the Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201 to the northeast corner of Parcel AA in the Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201; thence westerly to the Northeast corner of Lot 71 in said Meadow View Acres Plat One;

The area added as part of Amendment No. 4 consists of six lots created by a Plat of Survey dated December 7, 2012. These lots have been conveyed to and tied to lots located within Meadow View Acres Plat One. Because the added area consists of parcels that have been made a part of parcels located within the original urban renewal area, the additional area added as part of Amendment No. 4 is to be considered part of the original urban renewal area resulting in a description of the original urban renewal area being as follows:

Commencing at the Northwest corner of the Northeast Quarter of the Southeast Quarter (NE1/4 SE1/4) of Section 35, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa; thence southerly along the Quarter-Quarter line to the Southwest corner of the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4) of said Section 35; thence Westerly along the North right-of-way line of Sugar Grove Avenue (Highway 44) to a point directly North of the Northeast corner of Lot 4 in Block 66 of Huber and Vandercook's Addition to the City of Dallas Center, Iowa; thence southerly along the West boundary of Tenth Street to the Southeast corner of Lot 1 in Block 2 of said Huber and Vandercook's Addition and continuing easterly along the South right-of-way of Linden Street and continuing easterly to the Southeast corner of Lot 63 in Meadow View Acres Plat One to the City of Dallas Center, Iowa; thence easterly along the South line of Parcel FF of a Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201 to the Southeast corner of Parcel FF; thence northerly along the East line of the Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201 to the northeast corner of Parcel AA in the Plat of Survey recorded December 7, 2012 in Book 2012, Page 22201; thence westerly to the Northeast corner of Lot 71 in said Meadow View Acres Plat One; thence westerly to the section line (which is the center of platted Fair View Drive); thence northerly along the existing corporate boundary and continuing to follow the existing corporate boundary to the Northeast corner of Section 2, Township 79 North, Range 27 West of the 5th P.M., Dallas County, Iowa; thence northerly along the section line to the Northeast corner of the Northeast Quarter of the Southwest Quarter (NE1/4 SW1/4) of Section 35, Township 80 North, Range 27 West of the 5th P.M., thence westerly to the point of beginning.

The urban renewal area set forth in Amendment No. 2 includes a small overlap with a portion of Lot 63 Meadow View Acres Plat One. The area added as part of this amendment creates an additional overlap with the area added as a part of Amendment No. 2. To eliminate the overlap the area added in Amendment No. 2 is modified to delete the overlap resulting in the description of the area being changed from its original description reading:

The Southwest Quarter (SW1/4) of Section 1, Township 79 North, Range 27 West of the 5th Principal Meridian, Dallas Center, Iowa, lying north of the railroad right-of-way.

to read as follows:

The Southwest Quarter (SW1/4) of Section 1, Township 79 North, Range 27 West of the 5th Principal Meridian, Dallas Center, Iowa, lying north of the railroad right-of-way, except that portion of Lot 63 Meadow View Acres Plat One and that portion of Lot FF as set forth in a Plat of Survey dated December 7, 2012 located within the Southwest Quarter (SW1/4) of said Section 1.

Amendment No. 4 clarified the original urban renewal area established in 1992 included the Northeast Quarter of the Southeast Quarter (NE1/4 SE1/4) of Section 35, Township 80 North, Range 27 West of the 5th Principal Meridian, City of Dallas Center, Dallas County, Iowa. Although included in the original description, the maps prepared as part of the original Urban Renewal Plan and all subsequent maps, erroneously omitted this quarter quarter section from inclusion within the urban renewal area. Amendment No. 4 clarified the Northeast Quarter of the Southeast Quarter of Section 1 is included within the urban renewal plan area.

Amendment No. 5 to the Urban Renewal Plan did not change the Urban Renewal Area.

The boundary of the additional areas added to the Dallas Center Urban Renewal Area as part of Amendment No. 6 in 2019 as illustrated in brown on Exhibit A and is described as follows:

Commencing at the Northeast corner of the Northwest Quarter of Section 12, Township 79 North, Range 27 West of the 5th Principal Meridian; thence South along the East line of the Northwest Quarter of said Section 12, to the Center said Section 12; thence West along the South line of the Northwest Quarter of said Section 12 to the Southwest corner of the Southeast Quarter of the Northwest Quarter of said Section 12; thence North along the West line of the Southeast Quarter of the Northwest Quarter of said Section 12 to the westerly right-of-way line of the former railroad right-of-way; thence northwesterly along the westerly right-of-way line of the former railroad right-of-way to a point on the North line of the Northwest Quarter of said Section 12; thence East along the north line of the Northwest Quarter of said Section 12 to the point of beginning.

and

Commencing at the point of intersection of the West right-of-way line of 10th Street and the North right-of-way line of Vine Street; thence West along the North right-of-way line of Vine Street to the northeasterly line of the former railroad right-of-way; thence northwesterly along the northeasterly line of the former railroad right-of-way to the point of intersection with the South right-of-way line of Sycamore Street; thence West along the South right-of-way line of Sycamore Street extended to a point on the southwesterly line of the former railroad right-of-way; thence southeasterly along the southwesterly right-of-way line of the former railroad right-of-way to the point of intersection with the North right-of-way line of Vine Street; thence West along the North right-of-way line of Vine Street to the West right-of-way line of 12th Street; thence South along the West right-of-way line of 12th Street to a point on the South right-of-way line of Linden Street; thence East along the South right-of-way line and Linden Street extended to a point on the southwesterly line of the former railroad right-of-way; thence southeasterly along the southwesterly right-of-way line of the former railroad right-of-way to a point on the East line of Section 2, Township 79 North range 27 West of the 5th Principal Meridian; thence North along the East line of said Section 2 to the point of intersection with the northeasterly line of the former railroad right-of-way; thence northwesterly along the northeasterly line of the former railroad right-of-way to the point of intersection with the right-of-way line of Linden Street extended; thence East along the South right-of-way line of Linden Street extended and Linden Street to the West right-of-way line of 10th Street; thence North along the West right-of-way line of 10th Street to the point of beginning.

Urban Renewal Plan Amendment No. 7 did not add any additional area to the Dallas Center Urban Renewal Area.

Urban Renewal Plan Amendment No. 8 adds additional area to the Dallas Center Urban Renewal Area. The area added as part of Urban Renewal Plan Amendment No. 8 is shown in Exhibit A and is described as follows:

Beginning at the southwest corner of Section 36, Township 80 North, Range 27 West of the 5th P.M., thence north along the west line of the southwest quarter of said Section 36 to the northwest corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence east along the north line of the south one-half of the southwest quarter of the southwest quarter of said Section 36 to the northeast corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence north along the west line of the southeast quarter of the southwest quarter of said Section 36 to the northwest corner of the southeast quarter of the southwest quarter of said Section 36; thence north along the west line of the northeast quarter of the southwest quarter of said Section 36 to the northwest corner of the northeast quarter of the southwest of said Section 36; thence east along the north line of the northeast quarter of the southwest quarter of said Section 36 to the Center of said Section 36; thence south along the east line of the northeast quarter of the southwest quarter of said Section 36 to the southeast corner of the northeast

quarter of the southwest quarter of said Section 36; thence south along the east line of the southeast quarter of the southwest quarter to the northeast corner of Parcel A of the southeast quarter of the southwest quarter of said Section 36; thence west along the north line of said Parcel A to the northwest corner of said Parcel A; thence south along the west line of said Parcel A to a point on the south line of said Section 36; thence west along the south line of the southeast quarter of the southwest quarter of said Section 36 to the southwest corner of the southeast quarter of the southwest quarter of said Section 36; thence south along the west line of the northeast quarter of the northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M. to the southeast corner of Parcel A of the fractional northwest quarter of the fractional northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M.; thence west along the south line of said Parcel A to the southwest corner of said Parcel A; thence west along a line approximately 562 feet south and parallel to the north line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the southeast corner of Lot 1 Fairview Acres Plat 1; thence west along the south line of said Lot 1 to the southwest corner of said Lot 1; thence west to a point on the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1; thence north along the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the Point of Beginning.

and

that portion of the right-of-way of Iowa Highway 44 located adjacent to Parcel A of the southeast quarter of the southwest quarter of Section 36, Township 80 North, Range 27 West of the 5th P.M.

and

that portion of the right-of-way of Iowa Highway 44 located in the southeast quarter of said Section 36

and

that portion of the right-of-way of Dallas County road S Avenue located in the southeast quarter of the southeast quarter of said Section 36

and

the northeast quarter of the southeast quarter of said Section 36 and the southeast quarter of the northeast quarter of said Section 36.

AGRICULTURAL PROPERTY

Portions of the property within the Urban Renewal Area, as amended, are classified as "agricultural land" as defined in Section 403.17(3) of the Code of Iowa. None of the agricultural land added in the original Urban Renewal Area, Amendment No. 1, Amendment No. 2, Amendment No. 3, or Amendment No. 4 was added subsequent to the date when property owners were required to consent to the inclusion of agricultural land within an urban renewal area.

A portion of the property included in Urban Renewal Amendment No. 6 was classified as agricultural land. The property owner of the agricultural land consented to inclusion of the property within the urban renewal area.

No additional area was added to the Urban Renewal Area as part of Amendment No. 7.

A portion of the property included in Urban Renewal Plan Amendment No. 8 is classified as agricultural land. The owners of two parcels classified as agricultural land consented to the inclusion of the property within the Urban Renewal Area. The consents are included in Exhibit B.

BASE VALUATION

If the Urban Renewal Area is legally established and a TIF ordinance is adopted, the base valuation will be the sum of the assessed value of the taxable property in the area covered by the TIF ordinance as of January 1 of the calendar year preceding the first calendar year in which the City certifies debt to the Dallas County Auditor that is payable from the division of property tax revenue under Section 403.19 of the Code of Iowa.

EFFECTIVE DATE

This Urban Renewal Plan will become effective upon its adoption by the City Council and will remain in effect as a Plan until it is repealed by the City Council. Notwithstanding anything to the contrary in the Urban Renewal Plan, any prior amendment, resolution, or document, the Urban Renewal Plan and Area, as amended, shall remain in effect until terminated by the City Council, and the use of incremental property tax revenues, or the "division of revenue," as those words are used in Chapter 403 of the Code of Iowa, will be consistent with Chapter 403 of the Iowa Code. The division of revenues shall continue on the Area, including each Amendment Area, for the maximum period allowed by law.

As part of Amendment No. 4 to the Urban Renewal Plan the City modified the ending dates of the urban renewal area as set forth in the original urban renewal plan area, and the areas in Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 6 as follows:

- a. The original urban renewal plan area will terminate June 30, 2031.
- b. The area in Amendment No. 1 will terminate June 30, 2031.
- c. The area in Amendment No. 2 terminated June 30, 2022.
- d. The area in Amendment No. 3 will terminate June 30, 2031.
- e. The area in Amendment No. 4 will terminate June 30, 2031.
- f. The area in Amendment No. 6 will terminate June 30, 2031.

Amendment No. 5 added no area to the Urban Renewal Area.

This Amendment No. 7 added no area to the Urban Renewal Area.

The area in Amendment No. 8 will terminate on June 30, 2044.

TAX INCREMENT DISTRICT

The original Urban Renewal Plan was adopted during calendar year 1992. The “frozen base” of the original district as described in Section B of the original Urban Renewal Plan was the taxable valuation in place as of January 1, 1991.

Amendment No. 1 of the Urban Renewal Plan was adopted during calendar year 1993. The “frozen base” of the area in the amended district was the taxable valuation in place as of January 1, 1992.

Amendment No. 2 of the Urban Renewal Plan was adopted during calendar year 2000. The “frozen base” of the area added in the second amendment to the urban renewal area was the taxable valuation in place as of January 1, 1999.

Amendment No. 3 of the Urban Renewal Plan was adopted during calendar year 2009. The “frozen base” of the area added in the third amendment to the urban renewal area was the taxable valuation in place as of January 1, 2008.

Amendment No. 4 of the Urban Renewal Plan was adopted during calendar year 2014. The “frozen base” of any area added or subtracted in the fourth amendment to the district will be the taxable valuation in place as of January 1, 2013.

Amendment No. 6 of the Urban Renewal Plan was adopted during calendar year 2019. The “frozen base” of any area added in the sixth amendment to the district will be the taxable valuation in place as of January 1, 2018.

Amendment No. 8 of the Urban Renewal Plan was adopted during calendar year 2023. The “frozen base” of any areas added in the eighth amendment to the district will be the taxable valuation in place as of January 1, 2022.

The “frozen base” value of the area of the district will be determined by adding the January 1, 1991 valuation of the original district, the January 1, 1992 valuation of the area included in Amendment No. 1, the January 1, 1999 valuation of the area added in Amendment No. 2, the January 1, 2008 valuation of the area added in Amendment No. 3, the January 1, 2013 valuation of any area added as a result of Amendment No. 4 and the January 1, 2018 valuation of any area added as a result of Amendment No. 6. In the event of an overlap of areas the “frozen base” will be the base as of the year in which the area was first added to the Urban Renewal Area.

No area was added to the Urban Renewal Area as part of Amendment No. 5.

No area is being added to the Urban Renewal Area as part of Amendment No. 7.

The “frozen base” value of the area of the district for Urban Renewal Plan Amendment No. 8 will be the “frozen base” as of January 1, 2022. The area in Urban Renewal Plan Amendment No. 8 extends beyond the termination date of the original Urban Renewal Plan and the amendments that all terminate on June 30, 2031. The area in Urban Renewal Area 8 and the frozen base for that area will continue beyond the termination of the balance of the Urban Renewal Area.

URBAN RENEWAL FINANCING

The City of Dallas Center intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions. The City of Dallas Center has the statutory authority to use a variety of tools to finance physical improvements within the Area. These include:

A. Tax Increment Financing.

Under Section 403.19 of the Iowa Code, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives or other urban renewal projects. Upon creation of a tax increment district within the Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the proposed urban renewal project. The increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the Iowa Code, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City of Dallas Center. It may be the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates or other incentives to developers or private entities in connection with the urban renewal project identified in the Plan. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Area. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the Code of Iowa in furtherance of the objectives of the Urban Renewal Plan.

AREA OBJECTIVES

Renewal activities are designed to provide opportunities, incentives, and sites for development within the Area.

More specific objectives for development within the Urban Renewal Area are as follows:

- To help finance the cost of constructing sanitary sewer, water main, streets and other public improvements in support of new development.
- To improve the conditions in the area through the construction of public improvements, such as streets and sidewalks.
- New rehabilitated, converted or expanded industrial uses within the industrial land use area.
- New rehabilitated, converted or expanded commercial uses within the commercial land use area.

TYPES OF RENEWAL ACTIVITIES

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, Code of Iowa including, but not limited to, tax increment financing. Activities may include:

- A. To arrange for or cause to be provided the construction or repair of public infrastructure including water lines, sewer lines, streets, or other facilities in connection with urban renewal projects.
- B. To undertake or carry out urban renewal projects through the execution of contracts and other instruments.
- C. To provide for the construction of specific improvements such as grading and site preparation activities, access roads and parking, railroad spurs, fencing, utility connections and related activities.
- D. To acquire property or interest in property through a variety of mechanisms including purchase, lease and option to facilitate development which is consistent with this plan and its objectives and to dispose of the property so acquired. The City may also hold, clear or prepare property for redevelopment.
- E. To plan for relocation of persons and businesses displaced by a project and to make necessary relocation payments.
- F. To make loans or grants to private persons or businesses for economic development purposes on such terms as may be determined by the City Council.
- G. To borrow money or to provide security, therefore.
- H. To make or have made surveys and plans necessary for the urban renewal program or specific urban renewal projects to use tax increment financing to achieve a more marketable and competitive land offering price and to provide for necessary physical improvements and infrastructure. To use any and all other powers granted by Chapter 403 of the Code of Iowa to develop and provide for improved economic conditions for the City of Dallas Center and the State of Iowa.
- I. Property acquisition for public facilities
- J. Construction of public facilities, including the development of parks and building facilities.

- K. Upgrading and renovation of facilities acquired by the City, including building facilities.
- L. Public infrastructure including streets, drainage, water and sanitary sewer.
- M. To construct sidewalk and street improvements within the area.
- N. To make loans, grants or rebates to developers to construct public infrastructure on such terms as may be determined by the City Council.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the Code of Iowa in furtherance of the objectives of this Urban Renewal Plan.

URBAN RENEWAL PROJECTS - THIS AMENDMENT

The City of Dallas Center intends to utilize tax increment financing to pay some or all of the costs of certain improvements located within or adjacent to the urban renewal areas. The projects or purposes for which the funds will be expended include:

- a. Construction of a sanitary lift station, trunk sewer and force main to serve much of the area in Urban Renewal Plan Amendment No. 8. The estimated cost for the improvements is \$2,200,000.

The exact cost of the improvement and the extent of the cost of improvements set forth in the Urban Renewal Plan that will be funded from Tax Increment Financing will be determined by the City Council from time to time, as appropriate. The City Council reserves the right to not fund any of the identified projects from Tax Increment Financing or to partially fund a project from Tax Increment Financing.

The City may certify up to \$20,000 for costs related to planning, engineering for the Urban Renewal Plan, attorney's fees and other costs in connection with the Urban Renewal Plan.

Any new or additional projects may be funded from Tax Increment Financing only to the extent set forth in a subsequent amendment to this Urban Renewal Plan.

EXISTING DEBT

A summary of the existing general obligation debt of the City of Dallas Center as of August 1, 2023 is as follows:

| <u>Issue Date</u> | <u>Maturity Date</u> | <u>Amount Issued</u> | <u>Amount Outstanding</u> | <u>Purpose</u> |
|-------------------|----------------------|----------------------|---------------------------|-----------------------------|
| 9/24/2020 | 6/1/2031 | \$870,000 | \$640,000 | Street Improvements |
| 12/22/2016 | 6/1/2036 | \$3,000,000 | \$2,270,000 | Storm Drainage Improvements |
| 6/5/2020 | 6/1/2036 | \$1,140,000 | \$893,000 | Wastewater Treatment Plant |
| 6/1/2023 | 6/1/2037 | \$2,900,000 | \$2,875,000 | Swimming Pool |
| | | | <u>\$6,678,000</u> | |

As of August 1, 2023, the City has outstanding \$6,678,000 in general obligation debt.

The total assessed valuation of the City of Dallas Center excluding Gas & Electric Utilities valuation as of January 1, 2023 is \$234,449,170. As of the date of this Urban Renewal Plan Amendment the total assessed valuation for Gas & Electric Utilities as of January 1, 2023 is not available. The assessed valuation of the Gas & Electric Utilities as of January 1, 2022 was \$1,962,870. The total valuation of the City as of August 1, 2023 based on the January 1, 2022 valuation of Gas & Electric Utilities and the January 1, 2023 total valuation of all other real property is \$236,412,040. Based on this methodology of determining the total valuation the constitutional debt limit of the City is \$11,820,602.

As of August 1, 2023, the outstanding debt consists of 56.49% of the constitutional debt limit.

A specific amount of debt to be incurred for the Eligible Urban Renewal Projects, as identified in this Plan, has not yet been determined. This document is for planning purposes. The estimated project costs in this Plan are estimates only and will be incurred and spent over a number of years. In no event will the City's constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City's best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area.

Subject to the foregoing, it is estimated the cost of the Eligible Urban Renewal Projects as described in Urban Renewal Plan Amendment No. 8 will be approximately \$2,200,000.

DEVELOPMENT PLAN

The City of Dallas Center has a general plan for the physical development of the City, as a whole, outlined in the Comprehensive Plan for the City of Dallas Center. The goals, objectives, and projects proposed in this Urban Renewal Plan are in conformity with the goals, objectives, and policy recommendations established in the Comprehensive Plan for the City of Dallas Center.

Any need for constructing traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area are set forth herein.

The Urban Renewal Area consists of land zoned for various residential and commercial zoning districts. This Urban Renewal Plan does not in any way replace the City's current land use planning or zoning regulation process.

PROPERTY ACQUISITION/DISPOSITION

Other than easements and public right-of-ways, no property acquisition by the City is anticipated at this time. However, if property acquisition/disposition becomes necessary to accomplish the objectives of the Plan, urban renewal powers will be carried out, without limitation, in accordance with the State of Iowa Urban Renewal Law.

RELOCATION

The City does not expect there to be any relocation required of residents or businesses as part of the proposed urban renewal project; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

EXTRATERRITORIAL AREA

A portion of the area added to the Urban Renewal Area as a part of Amendment No. 8 is located outside of the corporate limits of the City of Dallas Center. The area located outside of the corporate limits is located within two miles of the corporate limits. The Dallas County Board of Supervisors has approved the inclusion of the extraterritorial area within the City's Urban Renewal Area.

A copy of the resolution of the Dallas County Board of Supervisors is included in Appendix C. That portion of the Urban Renewal Area located outside of the corporate limits is illustrated on the figure included in Appendix C.

STATE AND LOCAL REQUIREMENTS

All provisions necessary to conform to State and local laws will be complied with by the City in implementing this Urban Renewal Plan and its supporting documents.

SEVERABILITY

In the event one or more provisions contained in the Urban Renewal Plan shall be held for any reason to be invalid, illegal, unauthorized or unenforceable in any respect, such invalidity, illegality, unauthorized or unenforceability shall not affect any other provision of this Urban Renewal Plan, and this Urban Renewal Plan shall be construed and implemented as if such provisions had never been contained herein.

URBAN RENEWAL PLAN AMENDMENTS

This Urban Renewal Plan may be further amended from time to time for a number of reasons, including, but not limited to, adding or deleting land, adding or amending urban renewal projects, or modifying goals or types of renewal activities.

The City Council may amend this Plan in accordance with applicable State law.

EXHIBIT A
MAP OF URBAN RENEWAL AREA

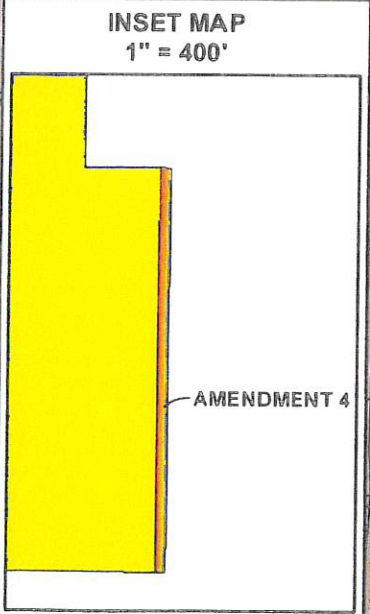
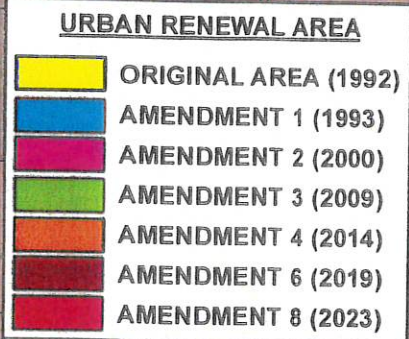
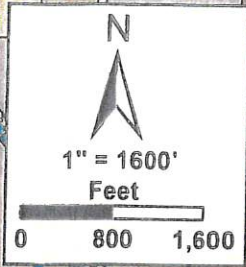


EXHIBIT B
CONSENTS FOR AGRICULTURAL PROPERTY

EXHIBIT B

AGREEMENT TO INCLUDE AGRICULTURAL LAND
IN THE DALLAS CENTER URBAN RENEWAL AREA

WHEREAS, the City of Dallas center, Iowa (the "City") intends to establish the an Urban Renewal Area (the "Urban Renewal Area" or "Area"), pursuant to Chapter 403 of the Code of Iowa, in order to undertake activities authorized by that Chapter; and

WHEREAS, it has been proposed that the boundaries of the Area will include certain property which is owned by the Agricultural Land Owner listed below; and

WHEREAS, Section 403.17(10) of the Code of Iowa provides that no property may be included in an urban renewal area which meets the definition of "agricultural land" in Section 403.17(3) until the owners of such property agree to include such property in such urban renewal area; and

WHEREAS, it has been determined that all or a portion of the property within the Area and owned by the Agricultural Land Owner meets the definition of "agricultural land" in Section 403.17(3) of the Code of Iowa;

NOW, THEREFORE, it is hereby certified and agreed by the Agricultural Land Owner as follows:

1. The Agricultural Land Owner hereby certifies that it is the owner of certain Property contained within the proposed Urban Renewal Area.
2. The Agricultural Land Owner hereby agrees that the City of Dallas Center, Iowa may include the portion of the property owned by the Agricultural Land Owner in the Urban Renewal Area.
3. The Agricultural Land Owner further authorizes the governing body of the City of Dallas Center, Iowa, to pass any resolution or ordinance necessary to designate said property as an Urban Renewal Area under Chapter 403 of the Code of Iowa, and to proceed with activities authorized under said Chapter.

DATED this 8 day of August, 2023.

Name of Agricultural Land Owner: **Skye View Estates, LLC**
(signed by Agricultural Land Owner or person authorized to sign on Agricultural Land Owner's behalf)

SKYE VIEW ESTATES, LLC

By:  _____

Title: Manager _____

EXHIBIT C

CONSENT OF DALLAS COUNTY
BOARD OF SUPERVISORS
TO EXTRA-TERRITORIAL PROPERTY

Motion by Supervisor Hanson and seconded by
Supervisor Golightly to approve the following
Resolution:

RESOLUTION 2023-0094

WHEREAS, the City of Dallas Center, Iowa (the "City") has begun the process of adding territory to its Dallas Center Urban Renewal Area (the "Urban Renewal Area"), pursuant to Chapter 403 of the Code of Iowa; and

WHEREAS, a portion of the property which is proposed to be added to the Urban Renewal Area is located outside the city limits, such property being described as follows:

That portion of the right-of-way of Iowa Highway 44 located adjacent to Parcel A of the Southeast Quarter of the Southwest Quarter of Section 36, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa, and

That portion of the right-of-way of Iowa Highway 44 located in the Southeast Quarter of said Section 36, and

That portion of the right-of-way of Dallas County road S Avenue located in the Southeast Quarter of the Southeast Quarter of said Section 36, and

The Northeast Quarter of the Southeast Quarter of said Section 36 and the Southeast Quarter of the Northeast Quarter of said Section 36.; and

WHEREAS, in accordance with paragraph 4 of Section 403.17 of the Code of Iowa, a city may exercise urban renewal powers with respect to property which is located outside but within two miles of the boundary of that city, but only if the city obtains the consent of the county within which such property is located; and

WHEREAS, the City Council of the City has requested that the Board of Supervisors of Dallas County, Iowa ("Dallas County") adopt this resolution giving its consent that the City may exercise urban renewal powers with respect to the portions of the Property lying within two miles of the incorporated city limits;

NOW, THEREFORE, it is hereby resolved by the Board of Supervisors of Dallas County, Iowa as follows:

Section 1. The Dallas County Board of Supervisors hereby gives its consent that the City may exercise urban renewal powers pursuant to Chapter 403 of the Code of Iowa with respect to the portion of the Property situated in Dallas County and outside the incorporated boundaries of the City.

Section 2. This Resolution shall be deemed to meet the statutory requirements of paragraph 4 of Section 403.17 of the Code of Iowa and shall be effective immediately following its approval and execution.

AYE

Kim E. Chapman
Kim Chapman, Chairman

Mark A. Hanson
Mark A. Hanson, Member

Brad Golightly
Brad Golightly, Member

NAY

Kim Chapman, Chairman

Mark A. Hanson, Member

Brad Golightly, Member

Dated this 12th day of September, 2023

ATTEST: Julia L. Helm
Julia Helm, Dallas County Auditor

ORDINANCE NO. 597

AN ORDINANCE AMENDING CHAPTER 9, DALLAS CENTER URBAN RENEWAL AREA, OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER IOWA, AS AMENDED, AND PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL PROPERTY LOCATED WITHIN THE AMENDED DALLAS CENTER URBAN RENEWAL AREA, IN THE CITY OF DALLAS CENTER, COUNTY OF DALLAS, STATE OF IOWA, (AND ADJACENT DALLAS COUNTY) BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF DALLAS CENTER, COUNTY OF DALLAS, DALLAS CENTER-GRIMES COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE AMENDED DALLAS CENTER URBAN RENEWAL AREA (**AMENDMENT NO. 8 TO THE DALLAS CENTER URBAN RENEWAL PLAN**)

WHEREAS, the City Council of the City of Dallas Center, State of Iowa (“City”), has heretofore, in Ordinance Nos. 222A, 226, 397, 489, and 548 provided for the division of taxes within the Dallas Center Urban Renewal Area (“Urban Renewal Area” or “Urban Renewal Project Area”), pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, the City, after public notice and hearing as prescribed by law, approved the adoption of an Amendment No. 8 to the Dallas Center Urban Renewal Plan (“Amendment No. 8”) for the Urban Renewal Area by Resolution No. 2023-75 passed and approved on November 14, 2023, which Amendment No. 8 provided that additional territory be added to the Urban Renewal Area; and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the amended Urban Renewal Area, and the continuing needs of redevelopment within the amended Urban Renewal Area are such as to require the continued application of the incremental tax resources of the amended Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, STATE OF IOWA, THAT:

Section 1. Section 9.02 of the Code of Ordinances of the City of Dallas Center, as amended, is hereby further amended by adding the following additional subsection 7:

7. Amendment Eight Area. Amendment Eight Area means that portion of the Urban Renewal Project Area in the City of Dallas Center, State of Iowa, (and adjacent Dallas

County) identified in Amendment No. 8 to the Urban Renewal Plan for the Dallas Center Urban Renewal Area approved by Resolution No. 2023-75 on the 14th day of November, 2023, which Amendment Eight Area includes the lots and parcels located within the area legally described as follows:

Beginning at the southwest corner of Section 36, Township 80 North, Range 27 West of the 5th P.M., thence north along the west line of the southwest quarter of said Section 36 to the northwest corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence east along the north line of the south one-half of the southwest quarter of the southwest quarter of said Section 36 to the northeast corner of the south one-half of the southwest quarter of the southwest quarter of said Section 36; thence north along the west line of the southeast quarter of the southwest quarter of said Section 36 to the northwest corner of the southeast quarter of the southwest quarter of said Section 36; thence north along the west line of the northeast quarter of the southwest quarter of said Section 36 to the northwest corner of the northeast quarter of the southwest of said Section 36; thence east along the north line of the northeast quarter of the southwest quarter of said Section 36 to the Center of said Section 36; thence south along the east line of the northeast quarter of the southwest quarter of said Section 36 to the southeast corner of the northeast quarter of the southwest quarter of said Section 36; thence south along the east line of the southeast quarter of the southwest quarter to the northeast corner of Parcel A of the southeast quarter of the southwest quarter of said Section 36; thence west along the north line of said Parcel A to the northwest corner of said Parcel A; thence south along the west line of said Parcel A to a point on the south line of said Section 36; thence west along the south line of the southeast quarter of the southwest quarter of said Section 36 to the southwest corner of the southeast quarter of the southwest quarter of said Section 36; thence south along the west line of the northeast quarter of the northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M. to the southeast corner of Parcel A of the fractional northwest quarter of the fractional northwest quarter of Section 1, Township 79 North, Range 27 West of the 5th P.M.; thence west along the south line of said Parcel A to the southwest corner of said Parcel A; thence west along a line approximately 562 feet south and parallel to the north line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the southeast corner of Lot 1 Fairview Acres Plat 1; thence west along the south line of said Lot 1 to the southwest corner of said Lot 1; thence west to a point on the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1; thence north along the west line of the fractional northwest quarter of the northwest fractional one-quarter of said Section 1 to the Point of Beginning.

and

that portion of the right-of-way of Iowa Highway 44 located adjacent to Parcel A of the southeast quarter of the southwest quarter of Section 36, Township 80 North, Range 27 West of the 5th P.M.

and

that portion of the right-of-way of Iowa Highway 44 located in the southeast quarter of said Section 36

and

that portion of the right-of-way of Dallas County road S Avenue located in the southeast quarter of the southeast quarter of said Section 36

and

the northeast quarter of the southeast quarter of said Section 36 and the southeast quarter of the northeast quarter of said Section 36.

All of which is located in Dallas County, Iowa.

Section 2. Section 9.03 of the Code of Ordinances of the City of Dallas Center, as amended, is hereby amended by striking subsections 8, 9 and 10 in their entirety and inserting in lieu thereof the following subsections 8, 9, 10, 11, and 12:

8. As to the Amendment Seven Area, there is no division of taxes and no legal description is provided in Section 9.02 for the Amendment Seven Area as no territory was added in Amendment Seven.

9. As to the Amendment Eight Area, base period taxes shall be computed in the same manner using the total assessed value shown on the assessment roll as of January 1, 2022, being the assessment roll applicable to the property in such area as of January 1 of the calendar year preceding the effective date of Ordinance No. 597.

10. That portion of the taxes each year in excess of the base period taxes for the amended Urban Renewal Project Area, determined for each subarea thereof as provided in subsections 1, 2, 4, 5, 7 and 9 shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of Dallas Center, State of Iowa, to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of Dallas Center, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Project Area pursuant to the Urban Renewal Plan, as amended, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Iowa Code Section 298.2 and taxes for the instructional support program of a school district imposed pursuant to Iowa Code Section 257.19 (but in each case only to the extent required under Iowa Code

Section 403.19(2)); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Iowa Code Section 346.27(22) related to joint county-city buildings; and (iv) any other exceptions under Iowa Code Section 403.19 shall be collected against all taxable property within the amended Urban Renewal Project Area without any limitation as hereinabove provided.

11. Unless or until the total assessed valuation of the taxable property in the subareas of the amended Urban Renewal Project Area exceeds the total assessed value of the taxable property in the subareas shown by the assessment rolls referred to in subsections 1, 2, 4, 5, 7, and 9 all of the taxes levied and collected upon the taxable property in the amended Urban Renewal Project Area shall be paid into the funds of the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

12. At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of Dallas Center, State of Iowa, referred to subsection 10 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the amended Urban Renewal Project Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to continue the division of taxes in the Urban Renewal Project Area under the provisions of Section 403.19 of the Code of Iowa, as authorized in Ordinance Nos. 222A, 226, 397, 489, and 548, and to fully implement the provisions of Section 403.19 of the Code of Iowa with respect to the division of taxes from property within the Amendment Eight Area as described herein. Notwithstanding any provisions in any prior Ordinances or other documents, the provisions of this Ordinance and all prior Ordinances relating to the Urban Renewal Area, as amended, shall be construed to continue the division of taxes from property within the Area to the maximum period of time allowed by Section 403.19 of the Code of Iowa. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the amended Urban Renewal Area and the territory contained therein.

Section 4. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION NO. 2023-76

RESOLUTION ADOPTING AMENDMENT NO. 1 TO THE WEST URBAN RENEWAL PLAN FOR THE PURPOSE OF INCREASING THE MAXIMUM DOLLAR AMOUNT OF COSTS TO SUPPORT THE URBAN RENEWAL PROJECT

WHEREAS, by Resolution No. 2021-57, adopted October 12, 2021, this Council adopted the West Urban Renewal Plan; and

WHEREAS, a proposed Amendment No. 1 to the West Urban Renewal Plan has been prepared, which proposed Amendment has been on file in the office of the City Clerk and which is incorporated herein by reference, the sole purpose of which is to increase from \$1,500,000 to \$2,500,000 the maximum amount the City can certify for planning, engineering, construction, attorney fees and other related costs to support the Urban Renewal project; and

WHEREAS, no additional territory is being added to the Urban Renewal Area; and

WHEREAS, by resolution adopted October 10, 2023, this Council set a public hearing on the adoption of Amendment No. 1 to the West Urban Renewal Plan of the City of Dallas Center, Iowa, for its meeting of November 14, 2023, at 7:00 o'clock P.M. in the Council Chambers in Memorial Hall (above City Hall), 1502 Main Street, Dallas Center, Iowa, and due and proper notice of said public hearing was given, as provided by law, by publication in the Dallas County News on November 2, 2023, which notice set forth the time and place for this hearing and the nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amendment No. 1 to the West Urban Renewal Plan of the City of Dallas Center, Iowa, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed; and

WHEREAS, the Iowa statute requires the City to mail a copy of the proposed Amendment to the Urban Renewal Plan to affected taxing entities when such Plan provides for a division of revenue pursuant to Section 403.19 of the Code of Iowa, and such

Iowa statute also requires the City to notify the taxing entities of a consultation between the City and the affected taxing entities; and

WHEREAS, copies of the proposed Plan were mailed to Dallas County and the Dallas Center-Grimes Community School District on October 11, 2023, and said taxing entities were advised of a consultation at 3 o'clock P.M. on October 26, 2023, at the Dallas Center City Hall; and

WHEREAS, pursuant to such notice, the consultation was duly held as ordered by the Council, and none of the taxing entities appeared at the consultation and none of the taxing entities have submitted any recommendations in writing as set forth in the report of the Mayor, filed herewith and incorporated herein by this reference, which report is in all respects approved.

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

Section 1. That the findings and conclusions set forth or contained in Amendment No. 1 to the West Urban Renewal Plan of the City of Dallas Center, Iowa, increasing the maximum amount from \$1,500,000 to \$2,500,000 the City can certify for planning, engineering, construction, attorney fees and other related costs to support the Urban Renewal project be and the same are hereby ratified and confirmed in all respects as the findings of this Council for this area.

Section 2. This Council further finds that no additional territory is being added to the Urban Renewal Area. The exact cost of the improvements and the extent of the cost of improvements set forth in the Urban Renewal Plan that will be funded from Tax Increment Financing will be determined by the City Council from time to time, as appropriate. The City Council reserves the right to not fund any of the identified projects from Tax Increment Financing or to partially fund a project from Tax Increment Financing.

Section 3. That Amendment No. 1 to the West Urban Renewal Plan of the City of Dallas Center, Iowa, attached hereto as Exhibit "A" and incorporated herein by reference, be and the same is hereby approved and adopted as "Amendment No. 1 to the West Urban Renewal Plan for the City of Dallas Center, Iowa"; Amendment No. 1 to the West Urban Renewal Plan of the City of Dallas Center, Iowa, is hereby in all respects approved; and the City Clerk is hereby directed to file a certified copy of said Amendment No. 1 with the proceedings of this meeting.

Section 4. That said Amendment No. 1 to the Official West Urban Renewal Plan of the City of Dallas Center, Iowa, (West Urban Renewal Area Project) shall be forthwith certified by the City Clerk, along with a copy of this Resolution, to the Recorder for Dallas County, Iowa, to be filed and recorded in the manner provided by law.

Section 5. That all other provisions of the Plan not affected or otherwise revised by the terms of Amendment No. 1 thereto be and the same are hereby ratified, confirmed and approved in all respects.

PASSED AND APPROVED this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk




REPORT OF CONSULTATION MEETING
ON THE PROPOSED AMENDMENT NO. 1
TO THE WEST URBAN RENEWAL PLAN

On October 11, 2023, Notices of a Consultation among the City of Dallas Center and affected taxing entities concerning the proposed Amendment No. 1 to the West Urban Renewal Plan were mailed by the City Clerk to the Dallas Center-Grimes Community School District, and the Dallas County Board of Supervisors.


At the scheduled time of 3 p.m. on October 26, 2023, the undersigned was present in the Dallas Center City Hall for the consultation meeting. However, no representatives of any of the taxing entities attended the consultation meeting.

Dated this 26th day of October, 2023.



Daniel Beyer, Mayor

ATTEST:



Shellie Schaben, City Clerk

CITY HALL

EXHIBIT "A"

URBAN RENEWAL AREA

DALLAS CENTER WEST URBAN RENEWAL AREA

DALLAS CENTER, IOWA

SEPTEMBER, 2021

AMENDMENT NO. 1 – NOVEMBER 2023



**WEST URBAN RENEWAL PLAN
for the
WEST URBAN RENEWAL AREA**

DALLAS CENTER, IOWA

Introduction

In September 2021, the West Urban Renewal Plan (“Urban Renewal Plan” or “Plan”) was approved to establish the West Urban Renewal Area (“Urban Renewal Area” or “Area”) encompassing the Cross Country Estates and Country Living Estates developments and proposed developments, as more particularly described herein. With the adoption of this Plan, the City of Dallas Center designated this Urban Renewal Area as an economic development area that is appropriate for the provision of public improvements related to housing and residential development as defined in Iowa Code Section 403.17(12). In order to achieve this objective, the City intends to undertake Urban Renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the Code of Iowa, as amended. The Urban Renewal Area is being established in accordance with the requirements of Chapter 403 of the Code of Iowa.

Amendment No. 1 does not add any territory to the Urban Renewal Area. Amendment No. 1 does not add any projects to the Urban Renewal Plan. Amendment No. 1 increases the estimated cost for the street improvement project identified in the original West Urban Renewal Plan.

Urban Renewal Area

The boundary of the Urban Renewal Area is shown on Exhibit A. A legal description of the boundary of the Urban Renewal Area is as follows:

A parcel of property located in Sections 31 and 32, Township 80 North, Range 27 West of the 5th Principal Meridian, in the City of Dallas Center, Dallas County, Iowa more particularly described as follows:

Commencing at the southeast corner of Lot A of Cross Country Estates Plat No. 1, a plat in and forming a part of the City of Dallas Center, Dallas County, Iowa; thence east a distance of 41.63 feet to a point on the west line of Lot A of Country Living Estates, a plat in and forming a part of the City of Dallas Center, Dallas County, Iowa; thence south along the west line of Lot A of Country Living Estates to the southwest corner of said Lot A; thence east along the south line of Country Living Estates to the southeast corner of Lot 35 of Country Living Estates; thence north along the east line of Country Living Estates to the northeast corner of Lot B of Country Living Estates; thence west along the north line of Lot B of Country Living Estates to the northwest corner of Lot B of Country Living Estates; thence westerly a distance of approximately 51.61 feet to the northeast corner of Lot D of Cross Country Estates Plat No. 1; thence north a distance of 33 feet; thence west along a line parallel to and 33 feet north of the north line of Lot D of Cross Country Estates Plat No. 1 to a point located 33 feet north of the northwest corner of Lot D of Country Living Estates Plat No. 1; thence south a distance of

33 feet to the northwest corner of Lot D of Cross Country Estates Plat No. 1; thence south along the west line of Cross Country Estates Plat No. 1 to the southwest corner of Lot 13 of Country Living Estates Plat No. 1; thence south along the west line of Cross Country Estates Plat No. 2, a plat in and forming a part of the City of Dallas Center, Dallas County, Iowa, to the southwest corner of Lot 5 of Cross Country Estates Plat No. 2; thence south along the west line of the northeast quarter of the southeast quarter of Section 31, Township 80 North, Range 27 West to the southwest corner of the northeast quarter of the southeast quarter of said Section 31; thence east along the south line of the northeast quarter of the southeast quarter of said Section 31 to the southeast corner of the northeast quarter of the southeast quarter of said Section 31; thence north along the east line of the northeast quarter of the southeast quarter of said Section 31 to the east quarter corner of said Section 31; thence east along the south line of Lot 24 of Cross Country Estates Plat No. 1 to the southeast corner of Lot 24 of Cross Country Estates Plat No. 1; thence north along the east line of Cross Country Estates Plat No. 1 to the northeast corner of Lot 21 of Cross Country Estates Plat No. 1; thence east along the south line of Lot A of Cross Country Estates Plat No. 1 to the point of beginning.

Amendment No. 1 to the Urban Renewal Plan does not add any additional territory to the Urban Renewal Area.

The City reserves the right to modify the boundaries of the Area at some future date.

Agricultural Property

A portion of the property within the existing Urban Renewal Area is classified as "agricultural land" as defined in Section 403.17(3) of the Code of Iowa. All owners of agricultural land within the Urban Renewal Area as of the establishment of the Urban Renewal Area agreed to include the agricultural land in the West Urban Renewal Area.

Base Valuation

If the Urban Renewal Area is legally established and a TIF ordinance is adopted, the base valuation (for the purposes of Tax Increment Financing ("TIF")) will be the sum of the assessed value of the taxable property in the area covered by the TIF ordinance as of January 1 of the calendar year preceding the first calendar year in which the City first certifies debt to the Dallas County Auditor that is payable from the division of property tax revenue under Section 403.19 of the Code of Iowa. It may be that more than one TIF ordinance will be adopted on the separate portions of the Urban Renewal Area, in which case there may be multiple base valuations established within the Area. The base valuation for property included in subsequent TIF ordinances will be the sum of the assessed value of the taxable property in the area covered by the TIF ordinance as of January 1 of the calendar year preceding the ordinance's effective date, if the City has previously certified debt to the County Auditor pursuant to Section 403.19 of the Code of Iowa.

Effective Date

This Urban Renewal Plan will become effective upon its adoption by the City Council and will remain in effect as a Plan until it is repealed by the City Council.

With respect to the property included within the Urban Renewal Area, which is also included in an ordinance which designates that property as a tax increment area (a "TIF ordinance") and is designated based on an economic development finding, to provide or to assist in the provision of public improvements related to housing and residential development, the use of incremental property tax revenues or the "division of revenue," as those words are used in Chapter 403 of the Code of Iowa, is limited to ten (10) fiscal years beginning with the second fiscal year following the year in which the City first certifies to the County Auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the incremental property tax revenues attributable to that property within the Urban Renewal Area.

Separate TIF ordinances or amendments thereto for separate parcel(s) or subareas may be adopted as development in the Area warrants. In that case, each subarea may have a separate base and separate sunset or expiration date related to the division of revenue in that subarea.

The City may seek the consent of the governing bodies of all other affected taxing districts to extend the division of revenue for up to five (5) additional years if necessary to adequately fund the Eligible Urban Renewal Project(s).

Urban Renewal Financing

The City of Dallas Center intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions. The City of Dallas Center has the statutory authority to use a variety of tools to finance physical improvements within the Area. These include:

A. Tax Increment Financing.

Under Section 403.19 of the Iowa Code, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives or other urban renewal projects. Upon creation of a tax increment district within the Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the proposed urban renewal project. The increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the Iowa Code, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City of Dallas Center. It may be the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates or other incentives to developers or private entities in connection with the urban renewal projects identified in the Plan. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Area. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the Code of Iowa in furtherance of the objectives of the Urban Renewal Plan.

Area Objectives

Renewal activities are designed to provide opportunities, incentives, and sites for new residential development within the Area.

More specific objectives for development within the Urban Renewal Area are as follows:

1. To increase the availability of housing opportunities, which may in turn attract and retain local industries and commercial enterprises that will strengthen and revitalize the economy of the State of Iowa and the City of Dallas Center.
2. To stimulate, through public action and commitment, private investment in new housing and residential development.
3. To plan for and provide sufficient land for residential development in a manner that is efficient from the standpoint of providing municipal services.
4. To help finance the cost of constructing public improvements in support of new housing development.
5. To provide a more marketable and attractive investment climate.
6. To improve the housing conditions and housing opportunities, particularly for LMI income families and/or individuals.

Types of Renewal Activities

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, Code of Iowa including, but not limited to, tax increment financing. Activities may include:

1. To undertake and carry out urban renewal projects through the execution of contracts and other instruments.
2. To arrange for or cause to be provided the construction or reconstruction of infrastructure, including streets or other public improvements in connection with urban renewal projects.
3. To finance programs that will directly benefit housing conditions and promote the availability of housing in the community.
4. To borrow money and to provide security therefor.
5. To make or have made surveys and plans necessary for the implementation of the urban renewal program or specific urban renewal projects.
6. To use tax increment financing for a number of objectives, including, but not limited to, achieving a more marketable and competitive land offering price and providing for necessary physical improvements and infrastructure.
7. To use tax increment for LMI housing assistance.
8. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the City of Dallas Center and the State of Iowa.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the Code of Iowa in furtherance of the objectives of this Urban Renewal Plan.

Assistance for Low and Moderate Income Family Housing

The West Urban Renewal Area is established as an economic development area that is appropriate for the provision of public improvements related to housing and residential development. When a city utilizes tax increment financing to support public improvements related to housing and residential development, the city must assure that the project will include assistance for low and moderate income ("LMI") family housing in an amount equal to a percentage of the project costs (which are limited to reimbursement of "public improvement" costs as defined by Iowa law). LMI families are those whose incomes do not exceed 80% of the median county income. The Project is located in Dallas County, Iowa. Unless a reduction is approved by the Iowa Economic Development Authority, the percentage of project costs used to provide LMI assistance must be at least equal to the percentage of LMI families living in Dallas County. That percentage is currently 26.22%.

The requirement to provide assistance for LMI housing may be met by one, or a combination, of the options set forth in Section 403.22 of the Code of Iowa, including establishing a LMI housing fund and depositing the requisite percentage of tax increment into the fund for use in providing LMI housing assistance at any location within the City.

Any funds deposited into the LMI fund may be used for the provision of LMI housing assistance, including but not limited to, paying for improvements to public infrastructure in residential areas that would primarily benefit LMI households, construction of housing occupied by or affordable to LMI families, and/or direct assistance to LMI residents to be used for housing purposes.

Eligible Urban Renewal Projects

1. Infrastructure Improvements in Residential Development:

The City intends to provide planning, engineering, construction, and other related costs for a City constructed infrastructure improvement project including upgrading the streets in Country Living Estates and Cross Country Estates Plat No. 1, Cross Country Estates Plat No. 2, Cross Country Estates Plat No. 3, Cross Country Estates Plat 4 and Cross Country Estates Plat 5, including but not limited to grading, culvert construction, ditch construction and street construction. These street improvements are expected to promote new housing and residential development within the Urban Renewal Area and the continued viability and accessibility of existing housing options/stock in the Area.

As part of the original Urban Renewal Plan infrastructure improvements in the existing Cross Country Estates and Country Living Estates were identified. The original Urban Renewal Plan indicated the City could certify up to \$1,500,000 in planning, engineering, construction, attorney fees and other related costs.

Urban Renewal Plan Amendment No. 1 does not change or modify the scope of the infrastructure improvements in residential development identified in the original Urban Renewal Plan. Amendment No. 1 establishes the maximum amount the City can certify for planning, engineering, construction, attorney fees and other related costs to support the Urban Renewal project to be an amount not to exceed \$2,500,000.

2. Fees and Costs Related to Urban Renewal Plan:

The City may incur various fees and costs related to planning, engineering fees (related to the Urban Renewal Plan), attorney fees, administrative costs, and other costs related to the Urban Renewal Plan. The City may certify up to \$50,000 for this project.

Existing Debt

A summary of the existing general obligation debt of the City of Dallas Center as of August 1, 2023 is as follows:

| <u>Issue Date</u> | <u>Maturity Date</u> | <u>Amount Issued</u> | <u>Amount Outstanding</u> | <u>Purpose</u> |
|-------------------|----------------------|----------------------|---------------------------|-----------------------------|
| 9/24/2020 | 6/1/2031 | \$870,000 | \$640,000 | Street Improvements |
| 12/22/2016 | 6/1/2036 | \$3,000,000 | \$2,270,000 | Storm Drainage Improvements |
| 6/5/2020 | 6/1/2036 | \$1,140,000 | \$893,000 | Wastewater Treatment Plant |
| 6/1/2023 | 6/1/2037 | \$2,900,000 | \$2,875,000 | Swimming Pool |
| | | | <u>\$6,678,000</u> | |

As of August 1, 2023, the City has outstanding \$6,678,000 in general obligation debt.

The total assessed valuation of the City of Dallas Center excluding Gas & Electric Utilities valuation as of January 1, 2023 is \$234,449,170. As of the date of this Urban Renewal Plan Amendment the total assessed valuation for Gas & Electric Utilities as of January 1, 2023 is not available. The assessed valuation of the Gas & Electric Utilities as of January 1, 2022 was \$1,962,870. The total valuation of the City as of August 1, 2023 based on the January 1, 2022 valuation of Gas & Electric Utilities and the January 1, 2023 total valuation of all other real property is \$236,412,040. Based on this methodology of determining the total valuation the constitutional debt limit of the City is \$11,820,602.

As of August 1, 2023, the outstanding debt consists of 56.49% of the constitutional debt limit.

A specific amount of debt to be incurred for the Eligible Urban Renewal Projects, as identified in this Plan, has not yet been determined. This document is for planning purposes. The estimated project costs in this Plan are estimates only and will be incurred and spent over a number of years. In no event will the City's constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City's best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Projects as described above will be approximately \$2,550,000 plus any LMI set aside. This amount does not include costs of debt issuance, which may be incurred over a number of years.

Development Plan

The City of Dallas Center has a general plan for the physical development of the City, as a whole, outlined in the 2012 Comprehensive Plan for the City of Dallas Center. The goals, objectives, and projects proposed in this Urban Renewal Plan are in conformity with the goals, objectives, and policy recommendations established in the 2012 Comprehensive Plan for the City of Dallas Center.

Any need for constructing traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area are set forth herein.

The Urban Renewal Area consists of land zoned Country Living Estates PUD and E-1 with the area designated for residential development in accordance with the requirements of the Country Living Estates PUD and E-1 zoning district. This Urban Renewal Plan does not in any way replace the City's current land use planning or zoning regulation process.

Property Acquisition/Disposition

Other than easements and public right-of-ways, no property acquisition by the City is anticipated at this time. However, if property acquisition/disposition becomes necessary to accomplish the objectives of the Plan, urban renewal powers will be carried out, without limitation, in accordance with the State of Iowa Urban Renewal Law.

Relocation

The City does not expect there to be any relocation required of residents or businesses as part of the proposed urban renewal projects; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

Property Within Urban Revitalization Area

If the Dallas Center West Urban Renewal Area is also located within an established Urban Revitalization Area, no tax abatement incentives will be allowed for development that occurs in this Urban Renewal Area.

State And Local Requirements

All provisions necessary to conform to State and local laws will be complied with by the City in implementing this Urban Renewal Plan and its supporting documents.

Severability

In the event one or more provisions contained in the Urban Renewal Plan shall be held for any reason to be invalid, illegal, unauthorized or unenforceable in any respect, such invalidity, illegality, unauthorized or unenforceability shall not affect any other provision of this Urban Renewal Plan, and this Urban Renewal Plan shall be construed and implemented as if such provisions had never been contained herein.

Urban Renewal Plan Amendments

This Urban Renewal Plan may be amended from time to time for a number of reasons, including, but not limited to, adding or deleting land to the Urban Renewal Area, adding or amending urban renewal projects, or modifying goals or types of renewal activities.

The City Council may amend this Plan in accordance with applicable State law.

EXHIBIT A

MAP OF WEST URBAN RENEWAL AREA





Ahlers & Cooney, P.C.
Attorneys at Law
100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-7611
Fax: 515-243-2149
www.ahlerslaw.com

Jason L. Comisky
515.246.0337
jcomisky@ahlerslaw.com

November 7, 2023

Sent via Email

Mr. Ralph Brown
City Attorney
City of Dallas Center
502 - 15th Street
P.O. Box 250
Dallas Center, IA 50063-0250

RE: City of Dallas Center, Iowa – Bond Counsel Engagement Agreement
Not to Exceed \$2,500,000 General Obligation Capital Loan Notes

Dear Mayor and City Council:

The purpose of this Engagement Agreement (the "Agreement") is to disclose and memorialize the terms and conditions under which services will be rendered by Ahlers & Cooney, P.C. as bond counsel to the City of Dallas Center, Iowa (the "City" or "Issuer") in connection with the above-referenced issuance (the "Bonds"). While additional members of our firm may be involved in representing the Issuer on other matters unrelated to the Bonds, this Agreement relates to the agreed-upon scope of bond counsel services described herein (the "Services").

A. SCOPE OF SERVICES -- *Bond Counsel*

As Bond Counsel, we will represent the City and cooperate with the following persons and firms: the underwriters or other bond purchasers who purchase the Bonds from the City (all of whom are referred to as the "Bond Purchasers"), counsel for the Bond Purchasers, the Municipal Advisor, trustee, paying agent and bond registrar and their designated counsel (you and all of the foregoing persons or firms collectively, the "Participants"). We intend to undertake each of the following as are necessary:

1. Review relevant Iowa law, including pending legislation and other recent developments, relating to the legal status and powers of the City or otherwise relating to the issuance of the Bonds.
2. Obtain information about the Bond transaction and the nature of use of the facilities or purposes to be financed (the "Project").
3. Review the proposed timetable and consult with the Participants as to the issuance of the Bonds in accordance with the timetable.
4. Consider issues arising under the Internal Revenue Code of 1986, as amended, and applicable tax regulations and other sources of law relating to the issuance of the Bonds on a tax-exempt basis; these issues include, without limitation, ownership and use of the project, use and investment of Bond proceeds prior to expenditure and security provisions or credit enhancement relating to the Bonds.

5. Prepare or review major Bond documents, including tax compliance certificates, review the bond purchase agreement, if applicable, and, at your request, draft descriptions of the documents which we have drafted. As Bond Counsel, we assist you in reviewing only those portions of an official statement or any other disclosure document to be disseminated in connection with the sale of the Bonds involving the description of the Bonds, the security for the Bonds (excluding forecasts, projections, estimates or any other financial or economic information in connection therewith), the description of the federal tax exemption of interest on the Bonds and the "bank-qualified" status of the Bonds.
6. Prepare or review all pertinent proceedings to be considered by the governing body of the City; confirm that the necessary quorum, meeting and notice requirements are contained in the proceedings and draft pertinent excerpts of minutes of the meetings relating to the financing.
7. Attend or host such drafting sessions and other conferences as may be necessary, including a preclosing, if needed, and closing; and prepare and coordinate the distribution and execution of closing documents and certificates, opinions and document transcripts.
8. Render our legal opinion regarding the validity of the Bonds, the sources of payment for the Bonds and the federal income tax treatment of interest on the Bonds, which opinion (the "Bond Opinion") will be delivered in written form on the date the Bonds are exchanged for their purchase price (the "Closing"). The Bond Opinion will be based on facts and law existing as of its date. Please note that our opinion represents our legal judgment based upon our review of the law and the facts so supplied to us that we deem relevant and is not a guarantee of a result.
9. Subsequent to the Closing, we will prepare and provide the Participants a bond transcript pertaining to the Bonds and make certain the appropriate Federal Information Reporting Form 8038 is filed for each series.

B. LIMITATIONS

The duties covered by this Agreement are limited to those expressly set forth above. Our fee *does not* include the following services, or any other matter not required to render our Bond Opinion:

1. Preparing requests for tax rulings from the Internal Revenue Service, or "no action" letters from the Securities and Exchange Commission.
2. Drafting state constitutional or legislative amendments.
3. Pursuing test cases or other litigation, such as contested validation proceedings.
4. Representing the Issuer in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations.
5. After Closing, providing continuing advice to the Issuer or any other party concerning actions necessary to assure that interest paid on the Bonds will continue to be excludable from gross income for federal income tax purposes (e.g. this Bond Counsel engagement for the Bonds does not include rebate calculations, nor continuing post-issuance compliance activities).
6. Opining on a continuing disclosure undertaking pertaining to the Bonds and, after the execution and delivery of the Bonds, providing advice concerning any actions necessary to assure compliance with any continuing disclosure requirements.

7. After Closing, providing continuing advice to the Issuer or any other party concerning disclosure issues or questions that relate to the Bonds, (e.g., questions regarding actions necessary to assure fulfillment of continuing disclosure responsibilities).
8. Undertake responsibility as disclosure counsel engaged as recognized counsel specially experienced in Iowa law and federal law relating to disclosure requirements that pertain to governmental debt obligations, whose primary responsibility will be to render objective written advice with respect to the Issuer's issuance of Bonds and its compliance with applicable rules promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

We will provide one or more of the services listed in subsections (1)–(8) of this Section B upon your request, however, a separate, written engagement or request for services will be required before we assume one or more of these duties. The remaining services in this list, specifically those listed in subsections (9)–(14) of this Section B below, are not included in this Agreement, nor will they be provided by us at any time.

9. Providing any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, the financial condition of the Issuer, or to any other aspect of the financing, such as the proposed financing structure, use of a financial advisor, or the investment of proceeds of the Bonds.
10. Independently establishing the veracity of certifications and representations of the City or the other Participants.
11. Acting as an underwriter, or otherwise marketing the Bonds.
12. Acting in a financial advisory role.
13. Preparing blue sky or investment surveys with respect to the Bonds.
14. Making an investigation or expressing any view as to the creditworthiness of the Issuer or of the Bonds.

C. ATTORNEY-CLIENT RELATIONSHIP; OTHER REPRESENTATIONS

Upon execution of this Agreement and upon notification by the Issuer that our Bond Counsel services are requested with regard to a specific issue of Bonds, the Issuer will be our client and an attorney-client relationship will exist between us with respect to the issuance of the Bonds. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all parties understand that in this transaction we represent only the Issuer, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services are limited to those contracted for in this Agreement; the Issuer's execution of this Agreement will constitute an acknowledgement of those limitations. Our representation of the Issuer will not affect, however, our responsibility to render an objective Bond Opinion.

Our representation of the Issuer and the attorney-client relationship created by this Agreement with respect to a series of Bonds will be concluded upon issuance of such Bonds. Nevertheless, subsequent to Closing, we will mail the appropriate completed Internal Revenue Service Form 8038 and prepare and distribute to the Participants a transcript of the proceedings pertaining to the Bonds.

As you are aware, our firm represents many political subdivisions, companies and individuals. It

is possible that during the time that we are representing the Issuer, one or more of our present or future clients will have transactions with the Issuer. We do not believe such representation, if it occurs, will adversely affect our ability to represent you as provided in this Agreement, either because such matters will be sufficiently different from the issuance of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Bonds. We will decline to participate in any matter where the interests of our clients, including the Issuer, may differ to the point where separate representation is advisable. The firm historically has arranged its practice to hold such occasions to a minimum, and intends to continue doing so. Execution of this Agreement will signify the Issuer's consent to our representation of others consistent with the circumstances described in this paragraph.

D. OTHER TERMS OF THE ENGAGEMENT; CERTAIN OF YOUR UNDERTAKINGS

Please note our understanding with respect to this Agreement and your role in connection with the issuance of the Bonds:

1. In rendering the Bond Opinion and in performing any other Services hereunder, we will rely upon the certified proceedings and other certifications you and other persons furnish us. Other than as we may determine as appropriate to rendering the Bond Opinion, we are not engaged and will not provide services intended to verify the truth or accuracy of these proceedings or certifications. Except by request, we do not ordinarily attend meetings of the governing body of the City at which proceedings related to the Bonds are discussed or passed unless special circumstances require our attendance.
2. The factual representations contained in those documents which are prepared by us, and the factual representations which may also be contained in any other documents that are furnished to us by you are essential for and provide the basis for our conclusions that there is compliance with State law requirements for the issue and sale of valid bonds and with the Federal tax law for the tax exemption of interest paid on the Bonds. Accordingly, it is important for you to read and understand the documents we provide to you because you will be confirming the truth, accuracy and completeness of matters contained in those documents at the issuance of the Bonds.
3. If the documents contain incorrect or incomplete factual statements, you must call those to our attention. We are always happy to discuss the content or meaning of the transaction documents with you. Any untruth, inaccuracy or incompleteness may have adverse consequences affecting either the tax exemption of interest paid on the Bonds or the adequacy of disclosures made in the Official Statement under the State and Federal securities laws, with resulting potential liability for you. During the course of this engagement, we will further assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will cooperate with us in this regard.
4. You should carefully review all of the representations you are making in the transaction documents. We are available and encourage you to consult with us for explanations as to what is intended in these documents. To the extent the facts and representations stated in the documents we provide to you appear reasonable to us, and are not corrected by you, we are then relying upon your signed certifications for their truth, accuracy and completeness.
5. Issuing the Bonds as "securities" under State and Federal securities laws and on a tax-exempt basis is a serious undertaking. As the issuer of the Bonds, the City is obligated under the State and Federal securities laws and the Federal tax laws to disclose all material facts. The City's lawyers, financial advisors and bankers can assist the City in fulfilling these duties, but the City in

its corporate capacity, including your knowledge, has the collective knowledge of the facts pertinent to the transaction and the ultimate responsibility for the presentation and disclosure of the relevant information. Further, there are complicated Federal tax rules applicable to the Bonds. The IRS has an active program to audit such transactions. The documents we prepare are designed so that the Bonds will comply with the applicable rules, but this means you must fully understand the documents, including the representations and the covenants relating to the continuing compliance with the federal tax requirements. Accordingly, we want you to ask questions about anything in the documents that is unclear.

6. As noted, the members of the governing body of the City also have duties under the State and Federal Securities and tax laws with respect to these matters and should be knowledgeable as to the underlying factual basis for the bond issue size, use of proceeds and related matters.

E. FEES

1. It is our practice to bill our fees as Bond Counsel on a transactional basis instead of hourly. Factors which affect our billing include: (a) the amount of the issuance; (b) an estimate of the time necessary to do the work; (c) the complexity of the issue (number of parties, timetable, type of financing, legal issues and so forth); (d) recognition of the partially contingent nature of our fee, since it is customary that in the case no financing is ever completed, we render a greatly reduced statement of charges; and (e) a recognition that we carry the time for services rendered on our books until a financing is completed, rather than billing monthly or quarterly.
2. The fee we charge for services rendered under this Agreement is based upon: (i) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (ii) the duties we will undertake pursuant to this Agreement; (iii) the time we anticipate devoting to the financing; and (iv) the responsibilities we will assume in connection therewith. Our estimated fee for Bond Counsel services will be determined, subject to mutual agreement, upon finalizing the structure and the sizing of the Bonds. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you of such requirement. Such adjustment might be necessary in the event: (a) the principal amount of Bonds actually issued differs significantly from the amount anticipated at the time we initially estimated our fee; (b) material changes in the structure or schedule of the financing occur; or (c) unusual or unforeseen circumstances arise which require a significant increase or decrease in our time or responsibility, such as personal attendance at meetings, significant travel, or unexpected revision of the issuance documents at the request of the Issuer, any agent acting on your behalf (such as a financial advisor), the purchaser, a bond insurer, other counsel providing services with respect to issuance of a particular issuance of obligations.
3. In addition to our flat fee, we will charge a flat amount for any incidental costs incurred (copies, overnight charges, bond printing, travel reimbursement, deliveries, etc.). We estimate that such charges will not exceed \$750. We will contact you prior to incurring expenses that exceed this amount.
4. The delivery of written advice, or opinions beyond the Bond Opinion, to third parties at the request of the Issuer with respect to a series of Bonds shall be subject to a separate opinion charge in an amount established at the time of the request.

F. BILLING MATTERS:

We will submit a summary invoice for the professional services described herein after Closing. In the event of a substantial delay in completing the financing, we reserve the right to present an interim

statement for payment. Unless other arrangements have been agreed upon in advance, we anticipate our statements to be paid in full within thirty (30) days of receipt.

If, for any reason, the financing represented by an issue of Bonds is not consummated or is completed without the delivery of our Bond Opinion, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates¹, plus incidental costs, as described above (not to exceed the fee we would have received if we had rendered our Bond Opinion).

G. RISK OF AUDIT BY THE INTERNAL REVENUE SERVICE (IRS)

The IRS has an ongoing program of auditing tax-exempt obligations to determine whether, in the view of the IRS, interest on such tax-exempt obligations is excludable from gross income of the owners for federal income tax purposes. We can give no assurances as to whether the IRS might commence an audit of the Bonds or whether, in the event of an audit, the IRS would agree with our opinions. If an audit were to be commenced, the IRS may treat the City as the taxpayer for purposes of the examination. As noted above, the scope of our representation does not include responding to such an audit. However, if we were separately engaged at the time, and subject to the applicable rules of professional conduct, we may be able to represent the City in the matter.

H. RECORDS

1. At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other material retained by us after the termination of this Agreement. It is our practice to retain transcripts for each financing for at least the life of the Bonds. We may store some or all client file materials in a digital format. In the process of digitizing such documents, any original paper documents provided by you will be returned to you. Any copies of paper documents provided by you will not be returned to you unless you request such copies in writing. You will be notified prior to destruction of our file, and will have the option to request them, should you desire.
2. In the interest of facilitating our services to you, we may send documents, information or data electronically or via the Internet or store electronic documents or data via computer software applications hosted remotely or utilize cloud-based storage. Your confidential electronic documents or data may be transmitted or stored using these methods. We may use third party service providers to store or transmit these documents or data. In using these electronic communication and storage methods, we employ reasonable efforts to keep such communications, documents and data secure in accordance with our obligations under applicable laws, regulations, and professional standards; however, you recognize and accept that we have no control over the unauthorized interception or breach of any communications, documents or data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us or by our third party vendors. By your acceptance of this letter, you consent to our use of these electronic devices and applications and submission of confidential client information to or through third party service providers during this engagement.

1. The firm reviews hourly rates on an annual basis, and reserves the right to implement rate adjustments. If implemented in any particular year, adjustments generally become effective on January 1. Accordingly, our work on this matter will be billed at the hourly rate in effect at the time services are performed. Our current (2023) hourly rates are as follows:

- a. Attorneys: \$200-\$495/hour (for reference purposes, the undersigned's hourly rate as of 01/01/23 is \$350/hour).
- b. Legal Assistants: \$135/hour.

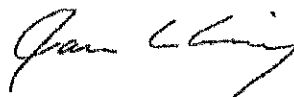
I. OTHER ADVICE

1. If requested, we will maintain one or more separate accounts for periodic services rendered to the Issuer in connection with other matters unrelated to any particular Bond financing. Such services may involve the rendering of advice, opinions or other assistance in connection with such issues including, but not limited to (a) financing alternatives in connection with a particular project, (b) compliance with lending programs, (c) the impact of specified actions on tax-exempt status of outstanding Bonds, (d) interpretation and/or required actions with regard to other "financial obligations" under a continuing disclosure certificate, or (e) other matters the Issuer may seek advice or guidance upon. Billings for such separate services will be based on our standard hourly rate of the individual attorney at the time of performing such separate services.

Please carefully review the terms and conditions of this Agreement. *If the above correctly reflects our mutual understanding, please so indicate by returning a signed and dated copy of this Agreement, retaining an original for your file as well.*

If you have questions regarding any aspect of the above or our representation as Bond Counsel, please do not hesitate to contact me.

Very truly yours,



Jason L. Comisky
FOR THE FIRM

JLC:ks

cc: Cindy Riesselman (via email)

Accepted:
City of Dallas Center, Iowa

By: _____ Date: _____

*Approved by action of the governing body on _____, 2023.

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF DALLAS CENTER, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. 2023-86

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF DALLAS CENTER, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, by Resolution No. 2021-57, adopted October 12, 2021, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the West Urban Renewal Plan (the "Plan") for the West Urban Renewal Area (the "Area" or "Urban Renewal Area"), which Plan is on file in the office of the Recorder of Dallas County, Iowa; and

WHEREAS, by Resolution 2023-76, adopted November 14, 2023, this Council approved and adopted an Amendment No. 1 to the Plan, which Amendment confirmed and modified certain amounts related to the urban renewal projects proposed to be undertaken within the Area; and

WHEREAS, it is deemed necessary and advisable that the City of Dallas Center, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$2,500,000, as authorized by Sections 384.24(3)(q), 384.24A, 384.25 and 403.12, of the Code of Iowa, for the purpose of

providing funds to pay costs of carrying out essential corporate purpose project(s) as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action; and

WHEREAS, before notes may be issued, it is necessary to comply with the procedural requirements of Chapters 384 and 403 of the Code of Iowa, and to publish a notice of the proposal to issue such notes and the right to petition for an election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, STATE OF IOWA:

Section 1. That this Council meet in the Memorial Hall (above City Hall) at 1502 Walnut Street, Dallas Center, Iowa, at 7 P.M., on the 12th day of December, 2023, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$2,500,000 General Obligation Capital Loan Notes, for essential corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Chapter 403 including the infrastructure improvement projects in Country Living Estates and Cross Country Estates as authorized in the West Urban Renewal Plan and updated in Amendment No. 1 to the West Urban Renewal Plan.

Section 2. To the extent any of the projects or activities described in this resolution may be reasonably construed to be included in more than one classification under Subchapter III of Chapter 384 of the Code of Iowa, the Council hereby elects the "essential corporate purpose" classification and procedure with respect to each such project or activity, pursuant to Section 384.28 of the Code of Iowa.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$2,500,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be

not less than ten clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published between November 22, 2023 and December 2, 2023, inclusive)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, STATE OF IOWA, ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY (FOR ESSENTIAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Dallas Center, State of Iowa, will hold a public hearing on the 12th day of December, 2023, at 7 P.M., in the Memorial Hall (above City Hall) at 1502 Walnut Street, Dallas Center, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$2,500,000 General Obligation Capital Loan Notes, for essential corporate purposes, to provide funds to pay the costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Chapter 403 including the infrastructure improvement projects in Country Living Estates and Cross Country Estates as authorized in the West Urban Renewal Plan and updated in Amendment No. 1 to the West Urban Renewal Plan. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24(3)(q), 384.24A, 384.25 and 403.12 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Dallas Center, State of Iowa, as provided by Chapters 384 and 403 of the Code of Iowa.

Dated this 14th day of November, 2023.

City Clerk, City of Dallas Center, State of Iowa

(End of Notice)

PASSED AND APPROVED this 14th day of November, 2023.

Mayor

ATTEST:

City Clerk

THE CROSS DEVELOPMENTS
The issue of gravel parking areas/driveways

1. Resolution No. 2002-19 approving the Final Plat of Cross Country Estates Plat No. 1. June 11.2002.

Section 8 on pages 4 and 5. The Council waived provisions of what is now Section 165.43 (5) of the Code of Ordinances to permit a granular base and seal coat surface for off-street parking and loading areas and access roadways, including driveways for residences.

Section 165.43 (5) requires asphaltic or Portland cement concrete pavement. However, in the "E" Zoning District (such as the Cross Developments) the Council may waive or modify this requirement to a lesser requirement.

The language in Resolution 2002-19 also was contained in the Resolutions approving the other Cross Country Estates Plats (except Plat 6).

2. Section 165.48 of the Code of Ordinances establishes the Country Living Estates Planned Unit Development (PUD). Section 165.48.6 (F) contains the same modification permitting a granular base and seal coat surface.

While, Country Living Estates is a PUD, the provisions for the "E" Zoning District generally apply with specific exceptions.

3. Gravel parking areas and driveways never have been permitted.

RESOLUTION NO. 2002-19

A RESOLUTION APPROVING THE FINAL PLAT OF CROSS COUNTRY ESTATES PLAT NO. 1, AN OFFICIAL PLAT INCLUDED IN AND FORMING A PART OF THE CITY OF DALLAS CENTER, DALLAS COUNTY, IOWA.

WHEREAS, Ronald E. Nielsen and Carolyn M. Nielsen, husband and wife, have caused to be platted certain real estate lying within the corporate limits of the City of Dallas Center, Dallas County, Iowa, legally described as:

A parcel of land in the Southeast Quarter of the Northeast Quarter of Section 31, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa, and in the West 49 Rods of the Southwest Quarter of the Northwest Quarter of Section 32, Township 80 North, Range 27 West of the 5th P.M., Dallas County, Iowa, more particularly described as follows:

Beginning at the Northwest Corner of the Southeast Quarter of the Northeast Quarter of said Section 31; thence S 89°44'55" E along the North line of the Southeast Quarter of the Northeast Quarter of said Section 31, a distance of 1306.56 feet to the Northeast Corner of the Southeast Quarter of the Northeast Quarter of said Section 31, also being the Northwest Corner of the Southwest Quarter of the Northwest Quarter of said Section 32; thence N 89°53'25" E along the North line of the Southwest Quarter of the Northwest Quarter of said Section 32, a distance of 757.07 feet to the West Right-of-Way line of U.S. Highway No. 169; thence S 01°57'26" E along West Right-of-Way line of U.S. Highway 169, a distance of 566.63 feet; thence S 89°42'07" W, a distance of 243.14 feet; thence S 00°56'20" E, a distance of 763.67 feet to a point on the South line of the Southwest Quarter of the Northwest Quarter of said Section 32; thence S

89°56'26" W along the South line of the Southwest Quarter of the Northwest Quarter of said Section 32, a distance of 523.42 feet to the West Quarter corner of said Section 32, also being the East Quarter corner of said Section 31; thence N 89°30'20" W along the South line of the Southeast Quarter of the Northeast Quarter of said Section 31, a distance of 1315.13 feet to the Southwest Quarter of the Southeast Quarter of the Northeast Quarter of said Section 31; thence N 00°35'54" W along the West line of the Southeast Quarter of the Northeast Quarter of said Section 31, a distance of 1324.68 feet to the Point of Beginning, containing 59.035 acres subject to all easements and restrictions of record,

and said Plat is known as Cross Country Estates Plat No. 1; and

WHEREAS, the owners have complied with the requirements of Chapter 170 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, as it relates to subdivision regulations; and

WHEREAS, after Notice published in the Perry Chief on April 12, 2002, the Plan and Zoning Commission conducted a Public Hearing on the Preliminary Plat on April 23, 2002, all in accord with Section 170.04 and 170.11 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended; and

WHEREAS, the Plan and Zoning Commission recommended to the Council the approval of said Preliminary Plat with certain conditions; and

WHEREAS, after Notice published in the Perry Chief on May 3, 2002, the Dallas Center City Council conducted a public hearing on the Preliminary Plat on May 14, 2002, and on that date approved the Preliminary Plat with certain conditions; and

WHEREAS, the proposed subdivision is situated in the "E-1" Single-Family Rural Estate District, and the provisions of Section 170.05 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended by Ordinance No. 290, are applicable; and

WHEREAS, the Final Plat is accompanied by (1) protective covenants or restrictions to be imposed upon the Plat; (2) a Warranty Deed to the City of Lot "D" intended as a public street; (3) a Title Opinion showing the prevailing record title to said

property to be in Ronald E. Nielsen and Carolyn M. Nielsen, husband and wife; (4) a Certificate of Dedication of the Owners; (5) Certificate of the Dallas County Treasurer; and (6) a statement from the mortgage holder, Bankers Trust Company, that the plat is prepared with its consent; and

WHEREAS, the City Engineer has reported pursuant to Section 170.10(1) of the Code of Ordinances that the plans for roadway improvements generally meet the requirements of the resolution approving the preliminary plat and the specifications of the City, all subject to refinement by the owner's engineer and subject to the final approval of the City Engineer; and

WHEREAS, the City Attorney has advised the Council that in accord with the resolution approving the preliminary plat no maintenance bonds or other undertakings are required from the owners; and

WHEREAS, the City Attorney has further advised the Council that the documents filed with the Final Plat, including the protective covenants or restrictions to be imposed upon the Plat, are in proper order.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dallas Center, Iowa, that:

1. In accord with the provision of Section 170.05 of the Code of Ordinances of the City of Dallas Center, Iowa, that the Council may waive or modify to a lesser requirement any provision or requirement contained in the Chapter on Subdivision Regulations with respect to any new subdivision platted in an "E" District, after review by the Plan and Zoning Commission, and provided that such waiver or modification does not adversely affect the intent of the Chapter and such change adequately safeguards the general public and the surrounding property, the following requirements with respect to this Subdivision Plat are hereby waived:

- a. The requirement of Section 170.09 of the Code of Ordinances that requires the construction of sidewalks on each owner's property.
- b. The requirement of Section 170.09 of the Code of Ordinances that water mains be constructed and installed in accordance with the plans and specifications adopted by the Council, with such waterlines accessible to each lot.

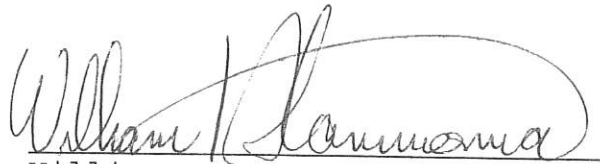
- c. The requirement of Section 170.09 of the Code of Ordinances that sanitary sewer lines be constructed and installed in accordance with the plans and specifications adopted by the Council, with such sewer lines accessible to each lot.
2. The requirement of Section 170.09 of the Code of Ordinances that requires concrete paving with curbs be installed on all roadways in the Plat being dedicated for public use and that requires they be constructed of Portland cement concrete, is hereby modified to permit the construction of interior streets with a rural design 28-foot wide granular base and seal coat surface as shown by the plans for roadway improvements submitted with the Final Plat, with the final construction of said roadways subject to the approval of the City Engineer.
3. In lieu of connecting to the City's sanitary sewer system, on-site sewer treatment systems shall be permitted, provided, however, that on-site mechanical treatment systems with a surface water discharge will not be acceptable.
4. In lieu of water service being provided by the City of Dallas Center, the provision of water by the Xenia Rural Water District is approved. However, the installation of a dry hydrant in the vicinity of the proposed lake is required, unless the City's Fire Chief determines such installation is not practical.
5. No requirement is imposed upon the owners and developers to upgrade that portion of 230th Street which is a part of the subdivision plat, and which has been dedicated to the City.
6. The proposed provision of water service by Xenia Rural Water District along 230th Street from an existing small diameter rural water main is acceptable.
7. The designation of the interior streets as private roadways is acceptable, and there is no requirement to dedicate such roadways to the City. At any time in the future, if any request is made for the City to assume responsibility for such private roadways, the owners of the roadways will be required to bring them to the standard required by the City before the City would accept any dedication of such roadways.
8. Consistent with the provisions of Section 165.40(5) [renumbered to Section 165.41(5)] of the Code of Ordinances which permits the Council to waive or modify to a lesser requirement

the requirements that all off-street parking and loading areas and access roadways, including driveways for individual single-family detached or attached townhouse style residences on private property shall be asphaltic concrete or Portland cement concrete, the requirements of said Section are hereby modified to permit a granular base and seal coat surface.

IT IS FURTHER RESOLVED by the City Council of the City of Dallas Center, Iowa, that the Final Plat of Cross Country Estates Plat No. 1 be and the same is hereby approved in accord with Section 354.8 of the Code of Iowa, as amended, and Chapter 170 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, subject to the provisions contained in this Resolution.

IT IS FURTHER RESOLVED by the City Council of the City of Dallas Center, Iowa, that the plans submitted with the Final Plat for roadway improvements are generally consistent with the provisions of Resolution No. 2002-12 adopted by the Council on May 14, 2002, and the requirements of the City. The actual construction and completion will be subject to the inspection and approval of the City Engineer. The City reserves the right to withhold the issuance of a building permit for construction on any lot in the Plat that does not front on 230th Street until such time as the required roadways have been constructed and approved by the City Engineer.

Passed, approved and adopted by the City Council of the City of Dallas Center, Iowa, on this 11th day of June, 2002.


William T. Stammerman, Mayor

ATTEST:


Shirley Petersen, City Clerk

(5) Due consideration shall be given to the natural topography. Major grade change shall be avoided. If the development includes hillsides and slopes, special evaluation shall be given to geological conditions, erosion, and topsoil loss. If unfavorable development conditions exist, the Council may restrict clearing, cutting, filling, or other substantial changes in the natural conditions of the affected area.

165.48 COUNTRY LIVING ESTATES PLANNED UNIT DEVELOPMENT. The Country Living Estates Planned Unit Development is created and approved as of the effective date of Ordinance No. 308, pursuant to Section 165.46 of this chapter, and is reflected on the official Zoning Map established pursuant to Section 165.05 of this Zoning Code.

1. The Master Plan, approved by the Council, is a graphic representation of the property included in the Country Living Estates Planned Unit Development and delineates the approximate location and configuration of the parcels for the purpose of easier reference for the applicable provisions of this section. Changes or modifications to the graphic representation may be necessary to acquire workable street patterns, grades, and usable building sites. The graphic representation including the relationship of uses to each other, the relationship of land use to the general plan framework, and development requirements shall, however, be used as the guide for implementing the planned unit development. The graphic representation is intended to convey the developer's conceptual plan, and is meant to be illustrative and to provide guidance to all parties.
2. Monument or landscape signs are permitted at the primary access to U.S. Highway 169.
3. The Master Plan document delineates 52 numbered lots and seven designated lettered lots in the planned unit development. A lake is centrally located on the parcel of land, and will constitute a portion of the adjacent lots. 50 lots are available for single-family residences. Lot 14 will not be built upon as it provides an area for water discharge from the dam for the lake. Lot 35 will be a park area. Lot G is an outlet platted as a potential method of extending Lakeshore Drive if additional development were to occur south of Country Living Estates. Lots A and B will be deeded to the City of Dallas Center for highway and street right-of-way, and Lots C, D, E, and F are the rights-of-way for private streets within the development.
4. Land Use Design Criteria for Lots Zoned for Single-Family Rural Estate Residences.
 - A. Lots 1 through 13, Lots 15 through 34, and Lots 36 through 52 are zoned for Single-family Rural Estate Residences.
 - B. The regulations of the "E-1" (Single-Family Rural Estate District) shall apply, except in the following respects:
 - (1) No guesthouse, private stable, or private kennel shall be permitted. No horses or other livestock will be permitted. Customarily accepted household pets are permitted.
 - (2) The minimum lot area shall be fifty-five hundredths of an acre.
 - (3) The minimum lot frontage shall be 75 feet, provided, however, that as many as eight of the lots may have a frontage less than 75 feet so long as such lots have a minimum frontage of 46 feet.

- (4) The minimum front yard depth shall be 30 feet; the minimum side yard depth shall be 20 feet; and the minimum rear yard depth shall be 30 feet.
5. Streets. Adequate street rights-of-way shall be provided for the construction, reconstruction, and widening of adjoining streets adjacent to, or within the planned unit development. Rights-of-way in existing highways and streets shall be dedicated to the City prior to recording the Final Plat. The private streets within the development shall remain in private ownership.
6. Variances to Subdivision Requirements. Certain requirements of the chapter on Subdivision Regulations are waived or modified for this development.
- A. The following requirements with respect to the development are waived:
- (1) The requirement of Section 170.16 of this Code of Ordinances that requires the construction of sidewalks on each owner's property.
- (2) The requirement of Section 170.14 of the Code of Ordinances that water mains be constructed and installed in accordance with the plans and specifications adopted by the Council, with such waterlines accessible to each lot.
- B. The requirement of Section 170.14 of the Code of Ordinances that requires concrete paving with curbs be installed on all roadways in the development being dedicated for public use and that requires they be constructed of Portland cement concrete, is modified to permit the construction of interior streets with a rural design 28-foot wide granular base and seal coat surface (provided such construction is shown by the plans for roadway improvements submitted with the final plat), with the final construction of said roadways subject to the approval of the City Engineer.
- C. In lieu of water service being provided by the City, the provision of water by the Xenia Rural Water District is approved. However, the installation of a dry hydrant in the vicinity of the proposed lake is required, unless the City's Fire Chief determines such installation is not practical.
- D. No requirement is imposed to upgrade that portion of 230th Street which will be a part of the subdivision plat, and which will be dedicated to the City.
- E. The designation of the interior streets as private roadways is permitted, and there is no requirement to dedicate such roadways to the City. At any time in the future, if any request is made for the City to assume responsibility for such private roadways, the owners of the roadways will be required to bring them to the standard required by the City before the City would accept any dedication of such roadways.
- F. ~~The requirement that all off-street parking and loading areas and access roadways, including driveways for individual single-family residences on private property shall be asphaltic concrete or Portland cement concrete, is modified to permit a granular base and seal coat surface.~~
7. Sanitary Sewer Service. Sanitary sewer service will be provided by a low pressure sewer system to the City. The City will establish required connection fees for

lots in the development, and the City may, from time to time, impose surcharges to the sewer rate that are not paid by other sewer customers within the City.

8. **Platting.** Prior to, or in conjunction with the development or transfer of ownership of any portion of the planned unit development, such area shall be platted pursuant to Chapter 170.

9. **Storm Water Management.** Prior to development within the planned unit development, a complete storm water management plan shall be submitted for review by the Planning and Zoning Commission and approval by the Council.

165.49 THE NEIGHBORHOOD OF DALLAS CENTER PLANNED UNIT DEVELOPMENT. The Neighborhood of Dallas Center Planned Unit Development is created and approved as of the effective date of the ordinance codified in this section pursuant to Section 165.46 of this Zoning Code, and is reflected on the Official Zoning Map established pursuant to Section 165.05 of this Zoning Code.

1. The Master Plan, approved by the Council, is a graphic representation of the property included in The Neighborhood of Dallas Center Planned Unit Development and delineates the approximate location and configuration of the parcels for the purpose of easier reference for the applicable provisions of this section. Changes or modifications to the graphic representation may be necessary to acquire workable street patterns, grades, and usable building sites. The graphic representation including the relationship of uses to each other, the relationship of land use to the general plan framework, and development requirements shall, however, be used as the guide for implementing the planned unit development. The graphic representation is intended to convey the developer's conceptual plan, and is meant to be illustrative and to provide guidance to all parties.

2. Prior to the development of either Lot 163 or Lot 164 of The Neighborhood of Dallas Center Planned Unit Development, the Council, after receiving a recommendation from the Planning and Zoning Commission, shall review and approve a detailed site plan.

3. The following specific requirements are established for The Neighborhood of Dallas Center Planned Unit Development:

A. No building with pre-manufactured sheet metal siding or roofing shall be constructed within the planned unit development. Standing seam and copper roofing will be permitted.

B. Monument or landscape signs are permitted on Lot 163 and on Lot 164.

4. **Land Use Design Criteria for All Parcels.** The Master Plan document delineates 164 lots of the planned unit development.

A. Lots 1 through 162 are zoned for single-family residential homes. Each lot shall have a minimum lot area of 7,200 square feet; minimum total lot width of 60 feet; minimum lot depth of 120 feet; minimum front and rear yard depths of 20 feet and 25 feet respectively; and minimum side yard widths of five feet (minimum of 10 feet in total). In all other respects the regulations of the R-1 (Single Family Residential) District shall apply.

B. Lot 163 is zoned medium density residential for townhomes. The maximum density will be 12 townhomes on each acre of lot area. The lot shall have a minimum front yard depth of 30 feet and a minimum rear yard depth of

ORDINANCE NO. 595

AN ORDINANCE AMENDING SECTION 100.13 OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, BY AMENDING THE ORIGINAL AMOUNT OF THE CONNECTION FEE FOR THE FAIR VIEW DRIVE SANITARY SEWER CONNECTION FEE DISTRICT

WHEREAS, Ordinance No. 533 was passed by the City Council and approved by the Mayor on July 9, 2019, to establish the Fair View Drive Sewer Connection Fee District; and

WHEREAS, Ordinance No. 533 established the initial connection through June 30, 2020, in the amount of \$3,000 per acre of property served by the sanitary sewer facility, with an annual adjustment based on the change in the Engineering New Record (ENR) Construction Cost Index (CCI) as prescribed in the Ordinance; and

WHEREAS, the actual project cost was less than the estimate used for the special assessment requiring that the initial fee be adjusted downward in proportion to the reduced project cost; and

WHEREAS, the initial base fee should be adjusted to \$2,805 per acre, and with the annual ENR Construction cost adjustments the base fee should be set at \$3,550 for the current fiscal year ending June 30, 2024.

BE IT ENACTED by the City Council of the City of Dallas Center, Iowa, that:

SECTION 1. Subsection 1 of Section 100.13 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is hereby amended to read as follows:

1. From the effective date of this section through June 30, 2020, a connection fee of \$2,805 per acre of property served by the sanitary sewer facility shall be imposed. Thereafter, the per-acre connection fee shall be annually adjusted as of July 1 of each year based on the change in the Engineering New Record (ENR) Construction Cost Index (CCI) for the one-year period ending in April of the calendar year in which the adjustment is made. The Clerk shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1st of each calendar year. The ENR CCI is a nationwide index of construction costs. For reference purposes the connection fee has been computed as \$3,320 during the fiscal year from July 1, 2023, through June 30, 2024, and thereafter will be adjusted as provided in this subsection.

SECTION 2. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. **Severability Clause.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

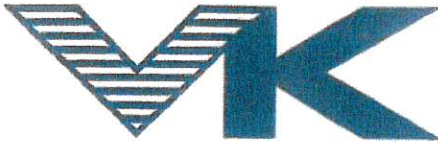
SECTION 4. **When Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14th day of November, 2023, and approved the 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

October 12, 2023

Cindy Riesselman
City Administrator
City of Dallas Center
1502 Walnut Street
P.O. Box 396
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA
FAIR VIEW DRIVE CONNECTION FEE DISTRICT
FEE ADJUSTMENT

This letter is to provide information on the annual adjustment of the connection fee district charge for the Fair View Drive sanitary sewer. The City adjusts the connection fee on July 1 of each year based on the increase of the ENR Construction Cost Index for the prior 12 month period ending in March of each year.

In addition to adjusting the connection fee for the annual increase the City needs to adjust the base fee for the project cost. In 2019 the City established a \$3,000 per acre connection fee based on a project cost estimate of \$275,000. The actual project cost was \$256,926. The project cost was 93.28% of the estimate used to establish the connection fee.

Connection fees are set forth in Chapter 384 of the Code of Iowa in a section that is primarily used for special assessments. Under special assessment law when the project cost is less than the estimate used for the special assessment the City is obligated to adjust the fee downward in proportion to the reduced project cost.

Based on the lower project cost the base fee of \$3,000 should have been reduced to a revised base fee of \$2,805 as the actual fee rounded to the nearest \$5.00.

The City last adjusted the connection fee for the Fair View Drive Connection Fee District for the period July 1, 2021 through June 30, 2022. The City needs to adjust the connection fee for the last two adjustment periods of July 1, 2022 and July 1, 2023.

The writer would propose the City incorporate both the adjustment for the reduced project cost and the annual adjustment by modifying the ordinance. The reduction in the base fee must be incorporated by ordinance as the base fee is set forth in Section 100.13 of the Code of Ordinances. The City Clerk is to keep a records of the annual adjustment determined by the ENR

Cindy Riesselman
October 12, 2023
Page 2

Construction Cost Index. That annual adjustment does not require action of the City Council. To address both the reduction in the base fee and the annual adjustment the writer would propose the City adopt an amendment to the existing Connection Fee District Ordinance to establish the fee for the current fiscal year ending June 30, 2024.

The adjustment of the connection fee based on the annual increases for the five years since the original enactment of the ordinance results in a 17.35% increase in the ordinance. The ordinance would reduce the fee by 6.72% for the project cost adjustment and increase the fee by 17.35% for the five annual adjustments. By merging these two adjustments into a single ordinance adjustment the connection fee for the period July 1, 2023 through June 30, 2024 will be \$3,320, or slightly more than a 10% increase from the original base fee that was established in 2019.

The City can adjust the connection fee district downward without notification to property owners within the District. Although the ordinance appears to increase the connection fee from \$3,000 to \$3,320, the City is actually decreasing the fee as the fee without the project cost adjustment for the current fiscal year would be \$3,550.

In summary, the writer is recommending the City amend the Connection Fee District Ordinance for the Fair View Drive Connection Fee District to reset the base fee to \$3,320 for the current fiscal year. The annual ENR Construction Cost Index adjustments would resume on July 1, 2024.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or bveenstra@v-k.net.

VEENSTRA & KIMM, INC.

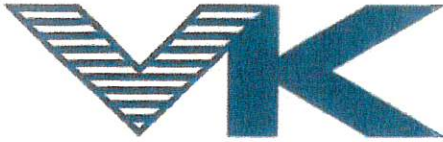


H. R. Veenstra Jr.

HRVJr:paj

212

Cc: Ralph Brown



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

October 12, 2023

Cindy Riesselman
City Administrator
City of Dallas Center
1502 Walnut Street
P.O. Box 396
Dallas Center, Iowa 50063

DALLAS CENTER, IOWA
SOUTH TRUNK CONNECTION FEE DISTRICT
FEE ADJUSTMENT

This letter is to provide information on the annual adjustment of the connection fee district charge for the South Trunk Sewer. The City adjusts the connection fee district on July 1 of each year based on the increase of the ENR Construction Cost Index for the prior 12 month period ending in March of that year.

In a letter dated August 2, 2021 the writer provided the fee updates for the South Trunk Sewer Connection Fee District for the fiscal year July 1, 2021 through June 30, 2022. The connection fee for that fiscal year was \$1,890 per acre.

The ENR Construction Cost Index increase over the last two years is as follows:

April 2021 – March 2022: 8.86%
April 2022 – March 2023: 3.01%

Based on the ENR Construction Cost Index the connection fee district charge is as follows:

| <u>Period</u> | <u>Connection Fee</u> |
|------------------------------|-----------------------|
| July 1, 2022 – June 30, 2023 | \$2,055/acre |
| July 1, 2023 – June 30, 2024 | \$2,115/acre |

Cindy Riesselman
October 12, 2023
Page 2

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or bveenstra@v-k.net.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink, appearing to read "H. R. Veenstra Jr.", written in a cursive style.

H. R. Veenstra Jr.

HRVJr:paj
212

Cc: Ralph Brown

ORDINANCE NO. 596

AN ORDINANCE AMENDING SECTION 91.09 OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, BY INCREASING THE COSTS OF CERTAIN IRRIGATION METERS

BE IT ENACTED by the City Council of the City of Dallas Center, Iowa, that:

SECTION 1. Subsection 1 of Section 91.09 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is hereby amended to read as follows:

1. Application for Irrigation Meter. An application must be filed with the City Clerk by any customer desiring to install an irrigation meter, which application will state the desired meter size. With the application the customer will pay a fee for the meter and for inspection charges based on the following rate schedule:

| | |
|-------------------------|------------|
| Standard ¾ inch meter | \$ 200.00 |
| Standard 1 inch meter | \$ 325.00 |
| Standard 1 ½ inch meter | \$1,900.00 |

SECTION 2. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. **Severability Clause.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. **When Effective.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14th day of
November, 2023, and approved the 14th day of November,
2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

ORDINANCE NO. 598

AN ORDINANCE AMENDING SECTION 63.04(1) OF THE CODE OF ORDINANCES OF THE CITY OF DALLAS CENTER, IOWA, AS AMENDED, BY DECREASING THE SPEED LIMIT ON A PORTION OF HIGHWAY 44, ALSO KNOWN AS SUGAR GROVE AVENUE, FROM 50 TO 45 MILES PER HOUR

BE IT ENACTED by the City Council of the City of Dallas Center, Iowa, that:

SECTION 1. Subsection 1 of Section 63.04 of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, is hereby amended to read as follows:

1. Speed Limits on Highway 44. Speeds in excess of the following limits on Highway 44, also known as Sugar Grove Avenue, are unlawful.

A. From a point 47 feet west of the center point of Tenth Street, westerly to a point 60 feet west of the center point of Kellogg Avenue, 35 miles per hour;

B. From a point 47 feet west of the center point of Tenth Street, easterly for a distance of 1,800 feet, 45 miles per hour.

C. From the point established as 1,800 feet east of the point 47 feet west of the center point of Tenth Street, then easterly to the City limits, 50 miles per hour.

D. From a point 60 feet west of the center point of Kellogg Avenue, westerly for a distance of 1,086.5 feet, 45 miles per hour.

E. From the point 1,146.5 feet west of the center point of Kellogg Avenue, westerly to the City limits (at the center point of U.S. Highway 169), 55 miles per hour.

SECTION 2. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. **Severability Clause.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any

section, provision or part there of not adjudged invalid or unconstitutional.

SECTION 4. When Effective. This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

Passed by the City Council on the 14th day of November, 2023, and approved the 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

ORIGINAL TIF DISTRICT
as of October 2023

| Assessment Date | For Levies | Requested Receipts | County Revised Receipts | Actual Receipts | Interest | TIF Expenses | Account Balance |
|-----------------|------------|--------------------|-------------------------|-----------------|----------|-----------------|-----------------|
| 01/01/16 | 2017-2018 | \$15,000.00 | | \$15,100.66 | \$157.81 | \$35,048.79 | \$16,375.00 |
| 01/01/17 | 2018-2019 | \$64,000.00 | | \$65,146.72 | \$233.77 | \$64,943.73 | \$16,811.76 |
| 01/01/18 | 2019-2020 | \$90,000.00 | | \$77,390.39 | \$445.67 | \$84,720.10 | \$9,927.72 |
| 01/01/19 | 2020-2021 | \$150,000.00 | | \$151,596.00 | \$67.00 | \$156,651.00 | \$4,940.38 |
| 01/01/20 | 2021-2022 | \$160,000.00 | | \$154,659.54 | \$29.56 | \$143,122.04 | \$16,507.44 |
| 01/01/21 | 2022-2023 | \$190,000.00 | | \$192,860.74 | \$756.06 | \$203,501.04 | \$6,623.20 |
| 01/01/22 | 2023-2024 | \$200,000.00 | | \$111,726.70 * | \$88.80 | \$153,562.00 ++ | \$53,061.20 |
| 01/01/23 | 2024-2025 | \$150,000.00 + | | | | \$173,774.00 | \$29,287.20 |
| 01/01/24 | 2025-2026 | | | | | | |
| 01/01/25 | 2026-2027 | | | | | | |

NOTES: * Amounts received through October 31, 2023
+ Amount to be requested for fiscal year 2024-2025

++ Due in FY2024-2025:

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$9,393 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$62,940 |
| UR Amendment #8 | \$2,688 |
| East Area Lift Station | \$94,000 |
| Total | \$173,774 |

**EXISTING AUTHORIZED TIF INDEBTEDNESS
FOR CURRENT AND FUTURE FISCAL YEARS
Original Urban Renewal Areal**

FY 2023-2024

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$9,079 |
| Dallas County Alliance Dues | \$4,753 |
| Community Swimming Pool | \$89,730 |
| Wastewater GO Debt | <u>\$50,000</u> |
| Total | \$153,562 |

FY 2024-2025

| | |
|------------------------------|--|
| 2011 Asphalt Overlay Project | \$9,393 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$62,940 |
| UR Amendment #8 | \$2,688 |
| East Area Lift Station | <u>\$94,000</u> internal loan from sewer |
| Total | \$173,774 |

FY 2025-2026

| | |
|------------------------------|--|
| 2011 Asphalt Overlay Project | \$9,669 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,020 |
| East Area Lift Station | <u>\$93,600</u> internal loan from sewer |
| Total | \$171,042 |

FY 2026-2027

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$9,927 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,080 |
| East Area Lift Station | <u>\$128,200</u> |
| Total | \$205,960 |

FY 2027-2028

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$10,141 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,120 |
| East Area Lift Station | <u>\$166,400</u> |
| Total | \$244,414 |

FY 2028-2029

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$10,867 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,140 |
| East Area Lift Station | <u>\$198,000</u> |
| Total | \$276,760 |

FY 2029-2030

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$11,007 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,140 |
| East Area Lift Station | <u>\$193,200</u> |
| Total | \$272,100 |

FY 2030-2031

| | |
|------------------------------|------------------|
| 2011 Asphalt Overlay Project | \$11,125 |
| Dallas County Alliance Dues | \$4,753 |
| Wastewater GO Debt | \$63,120 |
| East Area Lift Station | <u>\$188,400</u> |
| Total | \$267,398 |

NOTES: The original Urban Renewal Area and the areas in Amendment Nos. 1,3, 4, 6 and 7 will terminate on June 30, 2031. The area in Amendment No. 2 terminated on June 30, 2022. The area added by Amendment No. 8 will continue beyond the termination of the balance of the Urban Renewal Area.

WEST AREA TIF DISTRICT

as of October 2023

| <u>Assessment</u> <u>Date</u> | <u>For Levies</u> | <u>Requested</u> <u>Receipts</u> | <u>County</u> <u>Revised</u> <u>Receipts</u> | <u>Actual</u> <u>Receipts</u> | <u>Interest</u> | <u>TIF Expenses</u> | <u>Account</u> <u>Balance</u> |
|----------------------------------|-------------------|-------------------------------------|--|----------------------------------|-----------------|---------------------|----------------------------------|
| 01/01/22 | 2023-2024 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 01/01/23 | 2024-2025 | \$240,000.00 + | | | | \$266,924.00 ++ | -\$26,924.00 |
| 01/01/24 | 2025-2026 | | | | | | |
| 01/01/25 | 2026-2027 | | | | | | |

NOTES:

+ Amount to be requested for fiscal year 2024-2025 (suggest all available funds be requested)

++ Due in FY2024-2025:

| | |
|-------------------|------------------|
| Cross Street Bond | \$102,924 |
| Engineering | \$164,000 |
| Total | \$266,924 |

**EXISTING AUTHORIZED TIF INDEBTEDNESS
FOR CURRENT AND FUTURE FISCAL YEARS
West Area Urban Renewal Area**

FY 2024-2025

| | | |
|-------------------|------------------|----------------------------|
| Cross Street Bond | \$102,924 | \$10,251 paid from DS levy |
| Engineering | <u>\$164,000</u> | |
| Total | \$266,924 | |

FY 2025-2026

FY 2026-2027

FY 2027-2028

FY 2028-2029

RESOLUTION NO. 2023-77

**A RESOLUTION AUTHORIZING THE CREATION OF AN INTERNAL
LOAN IN THE AMOUNT OF \$94,000 AND AUTHORIZING AND
CREATING TIF INDEBTEDNESS FOR SUCH INTERNAL LOAN**

WHEREAS, the Council has determined that an internal loan in the amount of \$94,000 should be created from the Sewer Fund to the Capital Improvement-Lift Station Project Fund and that TIF funds should be utilized to repay said loan during fiscal year 2024-2025, and into subsequent fiscal years; and

WHEREAS, TIF indebtedness is hereby created for said internal loan in the amount of \$94,000 which initially will be paid from the Sewer Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA that City staff is authorized to certify the foregoing TIF indebtedness to the Dallas County Auditor.

IT IS FURTHER RESOLVED that City staff is authorized to reimburse designated Funds from the TIF Fund for all designated Projects as those TIF amounts become available, even in the event the anticipated TIF amounts are received from Dallas County in a prior fiscal year or not received from Dallas County until a subsequent fiscal year.

PASSED AND APPROVED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION NO. 2023-78

A RESOLUTION AUTHORIZING AND CREATING TIF INDEBTEDNESS

WHEREAS, the Council has determined that TIF funds should be utilized to pay the following expenses incurred during fiscal year 2023-2024, and into subsequent fiscal years:

| | |
|---|-------------|
| Dues paid to Dallas County Development, Inc. d/b/a Dallas County Development Alliance | \$ 4,752.50 |
| Engineering and bond attorney expenses Paid to Veenstra & Kimm and Ahlers & Cooney for Urban Renewal Amendment #8 | \$ 2,688.00 |

, and TIF indebtedness is hereby created which initially will be paid from the General Fund; and

WHEREAS, the Council has determined that TIF funds should be utilized to pay the following expenses that will be incurred during fiscal year 2024-2025:

| | |
|---|--------------|
| Debt Service on the General Obligation Bond dated June 5, 2020 - Wastewater Treatment Facility Improvements | \$ 62,940.00 |
|---|--------------|

, and TIF indebtedness is hereby created which initially will be paid from the Debt Service Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA that City staff is authorized to certify the foregoing TIF indebtedness to the Dallas County Auditor.

IT IS FURTHER RESOLVED that City staff is authorized to reimburse designated Funds from the TIF Fund for all designated Projects as those TIF amounts become available, even in the event the anticipated TIF amounts are received from Dallas County in a prior fiscal year or not received from Dallas County until a subsequent fiscal year.

PASSED AND APPROVED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION NO. 2023-79

**A RESOLUTION AUTHORIZING THE CREATION OF AN INTERNAL
LOAN IN THE AMOUNT OF \$102,724 AND AUTHORIZING AND
CREATING TIF INDEBTEDNESS FOR SUCH INTERNAL LOAN**

WHEREAS, the Council has determined that an internal loan in the amount of \$102,724 should be created from the General Fund to the Capital Improvement-Cross Developments Street Improvements Project Fund and that TIF funds should be utilized to repay said loan during fiscal year 2024-2025, and into subsequent fiscal years; and

WHEREAS, TIF indebtedness is hereby created for said internal loan in the amount of \$102,724 which initially will be paid from the General Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA that City staff is authorized to certify the foregoing TIF indebtedness to the Dallas County Auditor.

IT IS FURTHER RESOLVED that City staff is authorized to reimburse designated Funds from the TIF Fund for all designated Projects as those TIF amounts become available, even in the event the anticipated TIF amounts are received from Dallas County in a prior fiscal year or not received from Dallas County until a subsequent fiscal year.

PASSED AND APPROVED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION NO. 2023-80

A RESOLUTION AUTHORIZING AND CREATING TIF INDEBTEDNESS

WHEREAS, the Council has determined that TIF funds should be utilized to pay the following expenses incurred during fiscal year 2023-2024, and into subsequent fiscal years:

| | |
|---|---------------------|
| Engineering services paid to Veenstra & Kimm, Inc. for design and bidding Services for the Cross Country Estates and Country Living Estates Street Improvement Project | \$ 96,000.00 |
| Engineering services paid to Veenstra & Kimm, Inc. for engineering services during Construction for the Cross Country Estates and Country Living Estates Street Improvement Project | <u>\$ 68,000.00</u> |
| TOTAL | \$164,000.00 |

, and TIF indebtedness is hereby created which initially will be paid from the General Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA that City staff is authorized to certify the foregoing TIF indebtedness to the Dallas County Auditor.

IT IS FURTHER RESOLVED that City staff is authorized to reimburse designated Funds from the TIF Fund for all designated Projects as those TIF amounts become available, even in the event the anticipated TIF amounts are received from Dallas County in a prior fiscal year or not received from Dallas County until a subsequent fiscal year.

PASSED AND APPROVED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION 2023-81

**Approving Annual
Urban Renewal Report
to the State of Iowa**

Fiscal Year 2022-2023

(Attached Hereto)

November 14, 2023

PASSED AND APPROVED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

Annual Urban Renewal Report, Fiscal Year 2022 - 2023

Levy Authority Summary

Local Government Name: DALLAS CENTER
 Local Government Number: 25G230

| Active Urban Renewal Areas | U.R. # | # of Tif Taxing Districts |
|---------------------------------------|-----------|---------------------------------|
| DALLAS CENTER URBAN RENEWAL AREA | 25012 | 8 |
| DALLAS CENTER WEST URBAN RENEWAL AREA | 25048 | 2 |

TIF Debt Outstanding: **1,298,695**

| | | |
|---------------------------------------|---------------|--|
| TIF Sp. Rev. Fund Cash Balance | | Amount of 07-01-2022 Cash Balance |
| as of 07-01-2022: | 16,507 | 0 |
| | | Restricted for LMI |

| | |
|---------------------------------|----------------|
| TIF Revenue: | 192,861 |
| TIF Sp. Revenue Fund Interest: | 756 |
| Property Tax Replacement Claims | 0 |
| Asset Sales & Loan Repayments: | 0 |
| Total Revenue: | 193,617 |

| | |
|-------------------------------|----------------|
| Rebate Expenditures: | 0 |
| Non-Rebate Expenditures: | 203,501 |
| Returned to County Treasurer: | 0 |
| Total Expenditures: | 203,501 |

| | | |
|---------------------------------------|--------------|--|
| TIF Sp. Rev. Fund Cash Balance | | Amount of 06-30-2023 Cash Balance |
| as of 06-30-2023: | 6,623 | 0 |
| | | Restricted for LMI |

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: **1,088,571**

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

Urban Renewal Area Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA
 UR Area Number: 25012

UR Area Creation Date: 01/1993

UR Area Purpose: See Urban Renewal Plan, as amended.

Tax Districts within this Urban Renewal Area

| | Base No. | Increment No. | Increment Value Used |
|---|----------|---------------|----------------------|
| DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/92 & 14 TIF ORD 222A & 489 INCREMENT | 250125 | 250126 | 3,587,439 |
| DALLAS CENTER CITY AG/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/92 & 14 TIF ORD 222A & 489 INCREMENT | 250127 | 250128 | 0 |
| DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/93 TIF ORD 226 INCREMENT | 250131 | 250132 | 1,255,755 |
| DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/00 TIF ORD 277 INCREMENT | 250209 | 250210 | 913,050 |
| DALLAS CENTER CITY AG/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/00 TIF ORD 277 INCREMENT | 250211 | 250212 | 0 |
| DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/09 TIF ORD 397 INCREMENT | 250367 | 250368 | 1,622,173 |
| DALLAS CENTER CITY/DCG SCH/DALLAS CENTER URA 25012/20 TIF ORD 548 INCREMENT | 250631 | 250632 | 7,464 |
| DALLAS CENTER CITY AG/DCG SCH/DALLAS CENTER URA 25012/20 TIF ORD 548 INCREMENT | 250633 | 250634 | 0 |

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|------------|----------------------|------------|
| Assessed | 447,130 | 49,598,170 | 12,263,173 | 1,759,780 | 0 | -59,264 | 64,434,436 | 0 | 64,434,436 |
| Taxable | 398,129 | 26,847,571 | 11,036,859 | 1,583,802 | 0 | -59,264 | 40,078,321 | 0 | 40,078,321 |
| Homestead Credits | | | | | | | | | 195 |

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022:

16,507

0

Amount of 07-01-2022 Cash Balance Restricted for LMI

TIF Revenue: 192,861
 TIF Sp. Revenue Fund Interest: 756
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 193,617

Rebate Expenditures: 0
 Non-Rebate Expenditures: 203,501
 Returned to County Treasurer: 0
Total Expenditures: 203,501

TIF Sp. Rev. Fund Cash Balance as of 06-30-2023:

6,623

0

Amount of 06-30-2023 Cash Balance Restricted for LMI

Projects For DALLAS CENTER URBAN RENEWAL AREA

Street Asphalt Overlay Project

Description: Street Improvement with Asphalt Overlay
Classification: Roads, Bridges & Utilities
Physically Complete: Yes
Payments Complete: No

Urban Renewal Plan Update

Description: Urban Renewal Plan Update
Classification: Administrative expenses
Physically Complete: Yes
Payments Complete: Yes

Dallas County Alliance Dues

Description: Dallas County Alliance Dues
Classification: Administrative expenses
Physically Complete: Yes
Payments Complete: No

Wastewater Treatment Upgrade

Description: Wastewater Treatment Plant Upgrade
Classification: Water treatment plants, waste treatment plants & lagoons
Physically Complete: Yes
Payments Complete: No

Walnut Streetscape Phase 1

Description: Walnut Streetscape plantings/furnishings
Classification: Administrative expenses
Physically Complete: Yes
Payments Complete: No

Cap Improve-Swimming Pool

Description: Swimming Pool Construction
Classification: Recreational facilities (lake development, parks, ball fields, trails)
Physically Complete: No
Payments Complete: No

Debts/Obligations For DALLAS CENTER URBAN RENEWAL AREA

Street Asphalt Overlay Project

| | |
|------------------------|-----------------------------|
| Debt/Obligation Type: | Gen. Obligation Bonds/Notes |
| Principal: | 67,882 |
| Interest: | 22,627 |
| Total: | 90,509 |
| Annual Appropriation?: | Yes |
| Date Incurred: | 03/04/2011 |
| FY of Last Payment: | 2031 |

Dallas County Alliance Dues

| | |
|------------------------|----------------|
| Debt/Obligation Type: | Internal Loans |
| Principal: | 4,753 |
| Interest: | 0 |
| Total: | 4,753 |
| Annual Appropriation?: | Yes |
| Date Incurred: | 11/10/2016 |
| FY of Last Payment: | 2023 |

Wastewater Treatment Plant

| | |
|------------------------|-----------------------------|
| Debt/Obligation Type: | Gen. Obligation Bonds/Notes |
| Principal: | 938,000 |
| Interest: | 165,433 |
| Total: | 1,103,433 |
| Annual Appropriation?: | Yes |
| Date Incurred: | 11/05/2020 |
| FY of Last Payment: | 2040 |

Walnut Streetscape Phase 1

| | |
|------------------------|----------------|
| Debt/Obligation Type: | Internal Loans |
| Principal: | 100,000 |
| Interest: | 0 |
| Total: | 100,000 |
| Annual Appropriation?: | Yes |
| Date Incurred: | 11/16/2021 |
| FY of Last Payment: | 2025 |

Urban Renewal Plan Update

| | |
|------------------------|----------------|
| Debt/Obligation Type: | Internal Loans |
| Principal: | 0 |
| Interest: | 0 |
| Total: | 0 |
| Annual Appropriation?: | No |
| Date Incurred: | 11/16/2021 |
| FY of Last Payment: | 2022 |

Swimming Pool Project

| | |
|-----------------------|------------|
| Debt/Obligation Type: | Other Debt |
| Principal: | 0 |
| Interest: | 0 |

| | |
|------------------------|------------|
| Total: | 0 |
| Annual Appropriation?: | Yes |
| Date Incurred: | 05/25/2023 |
| FY of Last Payment: | 2025 |

Non-Rebates For DALLAS CENTER URBAN RENEWAL AREA

| | |
|-------------------------|--------------------------------|
| TIF Expenditure Amount: | 9,301 |
| Tied To Debt: | Street Asphalt Overlay Project |
| Tied To Project: | Street Asphalt Overlay Project |
| TIF Expenditure Amount: | 0 |
| Tied To Debt: | Dallas County Alliance Dues |
| Tied To Project: | Dallas County Alliance Dues |
| TIF Expenditure Amount: | 63,760 |
| Tied To Debt: | Wastewater Treatment Plant |
| Tied To Project: | Wastewater Treatment Upgrade |
| TIF Expenditure Amount: | 55,440 |
| Tied To Debt: | Walnut Streetscape Phase 1 |
| Tied To Project: | Walnut Streetscape Phase 1 |
| TIF Expenditure Amount: | 0 |
| Tied To Debt: | Urban Renewal Plan Update |
| Tied To Project: | Urban Renewal Plan Update |
| TIF Expenditure Amount: | 75,000 |
| Tied To Debt: | Swimming Pool Project |
| Tied To Project: | Cap Improve-Swimming Pool |

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA
 25012/92 & 14 TIF ORD 222A & 489 INCREMENT
 TIF Taxing District Inc. Number: 250126
 TIF Taxing District Base Year: 1991
 FY TIF Revenue First Received: 1994
 Subject to a Statutory end date? No

| | | |
|--|----------------------|----------------|
| | Slum | UR Designation |
| | Blighted | No |
| | Economic Development | No |
| | | 01/1993 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|------------|----------------------|------------|
| Assessed | 0 | 18,395,930 | 4,236,070 | 1,759,780 | 0 | -29,632 | 24,362,148 | 0 | 24,362,148 |
| Taxable | 0 | 9,957,757 | 3,812,463 | 1,583,802 | 0 | -29,632 | 15,324,390 | 0 | 15,324,390 |
| Homestead Credits | | | | | | | | | 75 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 6,243,152 | 15,324,390 | 3,587,439 | 11,736,951 | 310,703 |

FY 2023 TIF Revenue Received: 92,335

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY AG/DALLAS CENTER-GRIMES SCH/DALLAS CENTER
 URA 25012/92 & 14 TIF ORD 222A & 489 INCREMENT
 TIF Taxing District Inc. Number: 250128
 TIF Taxing District Base Year: 1991
 FY TIF Revenue First Received: 1994
 Subject to a Statutory end date? No

| | | |
|--|----------------------|----------------|
| | Slum | UR Designation |
| | Blighted | No |
| | Economic Development | No |
| | | 01/1993 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|---------|----------------------|---------|
| Assessed | 107,930 | 0 | 0 | 0 | 0 | 0 | 107,930 | 0 | 107,930 |
| Taxable | 96,102 | 0 | 0 | 0 | 0 | 0 | 96,102 | 0 | 96,102 |
| Homestead Credits | | | | | | | | | 0 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 107,930 | 0 | 0 | 0 | 0 |

FY 2023 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA
 25012/93 TIF ORD 226 INCREMENT
 TIF Taxing District Inc. Number: 250132

| | | | |
|----------------------------------|------|----------------------|-----------------------|
| TIF Taxing District Base Year: | 1992 | | UR Designation |
| FY TIF Revenue First Received: | 1995 | Slum | No |
| Subject to a Statutory end date? | No | Blighted | No |
| | | Economic Development | 01/1994 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|-----------|----------------------|-----------|
| Assessed | 0 | 9,781,970 | 91,200 | 0 | 0 | -12,964 | 9,860,206 | 0 | 9,860,206 |
| Taxable | 0 | 5,294,998 | 82,080 | 0 | 0 | -12,964 | 5,364,114 | 0 | 5,364,114 |
| Homestead Credits | | | | | | | | | 37 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 2,980,308 | 5,364,114 | 1,255,755 | 4,108,359 | 108,757 |

FY 2023 TIF Revenue Received: 33,242

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA
 25012/00 TIF ORD 277 INCREMENT
 TIF Taxing District Inc. Number: 250210

| | | | |
|---|------|----------------------|-----------------------|
| TIF Taxing District Base Year: | 1999 | | UR Designation |
| FY TIF Revenue First Received: | 2002 | Slum | No |
| Subject to a Statutory end date? | Yes | Blighted | No |
| Fiscal year this TIF Taxing District statutorily ends: | 2022 | Economic Development | 01/2001 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|-----------|----------------------|-----------|
| Assessed | 0 | 6,988,060 | 0 | 0 | 0 | -7,408 | 7,176,652 | 0 | 7,176,652 |
| Taxable | 0 | 3,782,643 | 0 | 0 | 0 | -7,408 | 3,900,185 | 0 | 3,900,185 |
| Homestead Credits | | | | | | | | | 26 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 3,233,310 | 3,900,185 | 913,050 | 2,987,135 | 79,076 |

FY 2023 TIF Revenue Received: 24,171

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY AG/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/00 TIF ORD 277 INCREMENT
 TIF Taxing District Inc. Number: 250212
 TIF Taxing District Base Year: 1999
 FY TIF Revenue First Received: 2002
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2022

| | |
|----------------------|----------------|
| Slum | UR Designation |
| Blighted | No |
| Economic Development | No |
| | 01/2001 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|---------|----------------------|---------|
| Assessed | 227,530 | 0 | 0 | 0 | 0 | 0 | 227,530 | 0 | 227,530 |
| Taxable | 202,595 | 0 | 0 | 0 | 0 | 0 | 202,595 | 0 | 202,595 |
| Homestead Credits | | | | | | | | | 0 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 227,530 | 0 | 0 | 0 | 0 |

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY/DALLAS CENTER-GRIMES SCH/DALLAS CENTER URA 25012/09 TIF ORD 397 INCREMENT
 TIF Taxing District Inc. Number: 250368
 TIF Taxing District Base Year: 2008
 FY TIF Revenue First Received: 2011
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2031

| | |
|----------------------|----------------|
| Slum | UR Designation |
| Blighted | No |
| Economic Development | No |
| | 01/2010 |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|------------|----------------------|------------|
| Assessed | 0 | 13,879,930 | 7,935,903 | 0 | 0 | -9,260 | 22,036,020 | 0 | 22,036,020 |
| Taxable | 0 | 7,513,223 | 7,142,316 | 0 | 0 | -9,260 | 14,792,553 | 0 | 14,792,553 |
| Homestead Credits | | | | | | | | | 55 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 15,115,980 | 6,929,300 | 1,622,173 | 5,307,127 | 140,491 |

FY 2023 TIF Revenue Received: 42,915

Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY/DCG SCH/DALLAS CENTER URA 25012/20 TIF ORD 548 INCREMENT
 TIF Taxing District Inc. Number: 250632
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received: 0
 Subject to a Statutory end date? No

| | | |
|--|----------------------|----------------|
| | Slum | UR Designation |
| | Blighted | No |
| | Economic Development | No |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|---------|----------------------|---------|
| Assessed | 0 | 552,280 | 0 | 0 | 0 | 0 | 552,280 | 0 | 552,280 |
| Taxable | 0 | 298,950 | 0 | 0 | 0 | 0 | 298,950 | 0 | 298,950 |
| Homestead Credits | | | | | | | | | 2 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 520,310 | 31,970 | 7,464 | 24,506 | 649 |

FY 2023 TIF Revenue Received: 198

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER URBAN RENEWAL AREA (25012)
 TIF Taxing District Name: DALLAS CENTER CITY AG/DCG SCH/DALLAS CENTER URA 25012/20 TIF ORD 548 INCREMENT
 TIF Taxing District Inc. Number: 250634
 TIF Taxing District Base Year: 2019
 FY TIF Revenue First Received: 0
 Subject to a Statutory end date? No

| | | |
|--|----------------------|----------------|
| | Slum | UR Designation |
| | Blighted | No |
| | Economic Development | No |

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|---------|----------------------|---------|
| Assessed | 111,670 | 0 | 0 | 0 | 0 | 0 | 111,670 | 0 | 111,670 |
| Taxable | 99,432 | 0 | 0 | 0 | 0 | 0 | 99,432 | 0 | 99,432 |
| Homestead Credits | | | | | | | | | 0 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 111,670 | 0 | 0 | 0 | 0 |

FY 2023 TIF Revenue Received: 0

◆ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

Urban Renewal Area Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER WEST URBAN RENEWAL AREA
 UR Area Number: 25048

UR Area Creation Date:

UR Area Purpose:

| Tax Districts within this Urban Renewal Area | Base No. | Increment No. | Increment Value Used |
|---|-----------------|----------------------|-----------------------------|
| DALLAS CENTER CITY/DCG SCH/DALLAS CENTER WEST URA 25048/21 TIF ORD 557 INCREMENT | 250653 | 250654 | 0 |
| DALLAS CENTER CITY AG/DCG SCH/DALLAS CENTER WEST URA 25048/21 TIF ORD 557 INCREMENT | 250655 | 250656 | 0 |

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|---------------------|--------------------|-------------------|-------------------|--------------|-----------------|--------------|-----------------------------|--------------|
| Assessed | 8,970 | 24,206,760 | 0 | 0 | 0 | -7,408 | 24,208,322 | 0 | 24,208,322 |
| Taxable | 7,987 | 13,103,164 | 0 | 0 | 0 | -7,408 | 13,103,743 | 0 | 13,103,743 |
| Homestead Credits | | | | | | | | | 45 |

TIF Sp. Rev. Fund Cash Balance as of 07-01-2022: 0 0 **Amount of 07-01-2022 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 06-30-2023: 0 0 **Amount of 06-30-2023 Cash Balance Restricted for LMI**

◆ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER WEST URBAN RENEWAL AREA (25048)
 TIF Taxing District Name: DALLAS CENTER CITY/DCG SCH/DALLAS CENTER WEST URA 25048/21 TIF
 ORD 557 INCREMENT
 TIF Taxing District Inc. Number: 250654
 TIF Taxing District Base Year: 0
 FY TIF Revenue First Received: 0
 Subject to a Statutory end date? No

UR Designation
 Slum No
 Blighted No
 Economic Development No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|------------|----------------------|------------|
| Assessed | 0 | 24,206,760 | 0 | 0 | 0 | -7,408 | 24,199,352 | 0 | 24,199,352 |
| Taxable | 0 | 13,103,164 | 0 | 0 | 0 | -7,408 | 13,095,756 | 0 | 13,095,756 |
| Homestead Credits | | | | | | | | | 45 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 0 | 13,095,756 | 0 | 13,095,756 | 346,673 |

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: DALLAS CENTER (25G230)
 Urban Renewal Area: DALLAS CENTER WEST URBAN RENEWAL AREA (25048)
 TIF Taxing District Name: DALLAS CENTER CITY AG/DCG SCH/DALLAS CENTER WEST URA 25048/21
 TIF ORD 557 INCREMENT
 TIF Taxing District Inc. Number: 250656
 TIF Taxing District Base Year: 0
 FY TIF Revenue First Received: 0
 Subject to a Statutory end date? No

UR Designation
 Slum No
 Blighted No
 Economic Development No

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

| | Agricultural | Residential | Commercial | Industrial | Other | Military | Total | Gas/Electric Utility | Total |
|-------------------|--------------|-------------|------------|------------|-------|----------|-------|----------------------|-------|
| Assessed | 8,970 | 0 | 0 | 0 | 0 | 0 | 8,970 | 0 | 8,970 |
| Taxable | 7,987 | 0 | 0 | 0 | 0 | 0 | 7,987 | 0 | 7,987 |
| Homestead Credits | | | | | | | | | 0 |

| | Frozen Base Value | Max Increment Value | Increment Used | Increment Not Used | Increment Revenue Not Used |
|------------------|-------------------|---------------------|----------------|--------------------|----------------------------|
| Fiscal Year 2023 | 0 | 7,987 | 0 | 7,987 | 153 |

FY 2023 TIF Revenue Received: 0

Certificate of Resolution (2024)

2023-82

For City of Dallas Center

Section 125 Premium Only Plan

Plan Year Ending January 24, 2025

The undersigned Secretary or Principal of City of Dallas Center (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on January 25, 2024, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective January 25, 2024, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By _____
Secretary/Principal

RESOLUTION NO. 2023-83

A RESOLUTION AUTHORIZING THE CLERK TO ISSUE CHECKS FOR IMMEDIATE PAYMENT OF CERTAIN AMOUNTS DUE.

WHEREAS, Section 7.07(5) of the Code of Ordinances of the City of Dallas Center, Iowa, as amended, provides that by Resolution the Council may authorize the Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late payment, or additional interest costs; and

WHEREAS, the Code of Ordinances provides that such immediate payments may include, but are not limited to, payment of utility bills, contractual obligations, payroll, and bond principal and interest; and

WHEREAS, the Council previously approved Resolution No. 2006-72 on November 14, 2006, Resolution No. 2007-60 on October 9, 2007, Resolution No. 2012-29 on July 10, 2012, Resolution No. 2015-36 on November 10, 2015, Resolution No. 2017-33 on August 8, 2017, Resolution No. 2018-6 on February 13, 2018, Resolution No. 2018-33 on August 14, 2018, and Resolution No. 2019-75 on December 10, 2019, authorizing certain immediate payments, and

WHEREAS, the Council wishes to amend Resolution No. 2019-75 to include State of Iowa filing and permit fees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dallas Center, Iowa, pursuant to Section 7.08(5) that the Clerk is authorized to issue checks for immediate payment of the following obligations:

1. Payroll checks.
2. Payroll taxes, including federal and state income tax, FICA, Medicare, IPERS, and unemployment tax.
3. Sales tax.
4. Rent.
5. Utilities, including electricity, gas, water, telephone, and internet.
6. Postage.
7. Bond principal and interest, and bond fees.
8. Loan payments.
9. Meter deposit refunds.
10. Legal publications.
11. Garbage fees.

12. Insurance premiums on employees.
13. Library invoices approved by the Library Board.
14. Transfers between funds.
15. Clerk of Court filing fees for municipal infractions.
16. Office equipment lease payments.
17. Street cut deposit refunds approved by the Director of Public Works.
18. Dallas County law enforcement payments.
19. Monthly City Attorney retainer.
20. State of Iowa filing and permit fees.

IT IS FURTHER RESOLVED that any such payments made by the Clerk shall be reported to the Council for review and approval with and in the same manner as other claims at the next Council meeting following such payment.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

RESOLUTION NO. 2023-84

A RESOLUTION ADOPTING AN UPDATED RECORD RETENTION MANUAL FOR IOWA CITIES AS THE RECORD RETENTION POLICY FOR THE CITY OF DALLAS CENTER, IOWA

WHEREAS, Section 372.13(5) of the Code of Iowa provides that City records and documents, or accurate reproductions, shall be kept for at least five years, except that:

- (a) Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to the issuance of public bonds or obligations shall be kept for at least eleven years following the final maturity of the bonds or obligations. Thereafter, such records, documents and reproductions may be destroyed, preserving confidentiality if necessary. Records and documents pertaining to the transfer of ownership of bonds shall be kept as provided in Section 76.10 of the Code of Iowa.
- (b) Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

; and

WHEREAS, by the adoption of Resolution No. 2008-25 on May 13, 2008, this Council adopted the Record Retention Manual for Iowa Cities as the City's Record Retention Policy; and

WHEREAS, the Iowa League of Cities, State Historical Society of Iowa's State Archives and Records Bureau, and Iowa Municipal Finance Officers Association have prepared a revised and updated Record Retention Manual for Iowa Cities, a copy of which is attached hereto as Exhibit "A", and by this reference made a part hereof; and

WHEREAS, said revised and updated Record Retention Manual provides for the preservation, management, and disposition of City records, and establishes a records management program that will create a more orderly approach to the management of the

volume of municipal records from creation to ultimate disposition.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dallas Center, Iowa, that the revised and updated Record Retention Manual for Iowa Cities, attached hereto as Exhibit "A" and by this reference made a part hereof, is hereby adopted as the City's Record Retention Policy.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Daniel Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk

Record Retention Manual for Iowa Cities

Produced by the Iowa
League of Cities, State
Historical Society of
Iowa's State Archives
and Records Bureau and
Iowa Municipal Finance
Officers Association.

This records manual is intended to assist officials in the management of records created and received in the conduct of city business. Ideally, records should facilitate the efficient, economical operation of municipal government, not impede it. This manual suggests methods of controlling records that can help convert a potential liability into an asset.

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in cities in Iowa. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city or to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with records were consulted.

Record series retention and disposition schedules are only one component of an effective records management program. Inactive storage, historical appraisal, municipal records management ordinances, filing systems, electronic methods of recording and retrieving data, and disaster planning are some other components of record management of importance for municipalities. While these topics are important, they have not been included. This manual is meant to be a beginning from which a complete records program can develop.

Table of Contents

| | |
|--|----|
| Records Management | 2 |
| The Five Steps of Records Management..... | 5 |
| Managing Electronic Records..... | 9 |
| Contact Information..... | 11 |
| Schedule 1: Administrative and Legal Records | 12 |
| Schedule 2: Financial Records..... | 18 |
| Schedule 3: Payroll and Personnel Records | 22 |
| Schedule 4: Public Works Records | 25 |
| Schedule 5: Fire Department Records | 30 |
| Schedule 6: Parks and Recreation Records | 31 |
| Schedule 7: Airport Records | 32 |
| Schedule 8: Library Records..... | 33 |
| Schedule 9: Housing Records..... | 34 |
| Schedule 10: Police Records | 35 |
| Schedule 11: Engineering Records | 37 |
| Schedule 12: Transit Records..... | 38 |
| Schedule 13: Electric Utility Records | 39 |
| Schedule 14: Water Utility Records..... | 43 |
| Schedule 15: Gas Utility Records..... | 47 |



Records Management

Public Records Defined

Code of Iowa Section 22.1(3) defines the term “public records” relative to examination of government records:

“As used in this chapter, “public records” includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

“Public records” also includes all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.”

Common to both definitions is that:

- Records are information documented in performance of the official business of an organization.
- Record content, not record form, determines whether or not information constitutes a record.

Any information documenting official business, whether recorded on paper or electronically, documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

Record Creation and Maintenance

Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government’s business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

Managing Records

Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly.

Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Records that are managed routinely and consistently

from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

Record series retention and disposition schedules are developed by governmental organizations to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

The lengths of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

Record Series

A record series is a body of records maintained in performance of an official function and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., files, electronic records, databases, etc.) are filed together and separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together in the city council minutes file. Claims and city council minutes would constitute two distinct record series.

Retention and Disposition Schedules

A record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records. Retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention. Records are then scheduled for appropriate retention and final disposition.

The record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner. The retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition.

Retention and disposition schedules govern routine records disposition. Where a non-routine need for an extended retention of a specific record series is determined prior to the scheduled destruction (for example, when outstanding or anticipated litigation may require use of the records in question), the records must, of course, be held past the scheduled destruction time. But once the non-routine need is past, the scheduled records can be legally destroyed.

Adherence to the record series retention and disposition schedule allows records to be destroyed routinely, freeing valuable storage space. Additionally, the smaller quantity of records that are scheduled for permanent retention are preserved, and the resources available for permanent preservation of records are applied only to those records series determined to have permanent value to the government.

Using Record Retention and Disposition Schedules

Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are ones typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series labels. Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city.

Record series generally accrue continuously with new records being added to the file as new business is transacted. The retention period must be applied to manageable file increments since it would be unwieldy to individually apply the schedule to each record item (i.e., case file, claim, database record entry, etc.) at the time each record becomes inactive.

The retention schedule for a record series should correspond to the time frame in which that record series actually accrues, whether that be fiscal year or calendar year. Financial information, such as a file of claims, could be cut off at the end of the fiscal year and the retention and disposition schedule applied to that fiscal year's accrual of records. Claims for that entire fiscal year would be retained for five years after the fiscal year, then destroyed, and claims for succeeding fiscal years would be retained for five years after the close of each of those respective fiscal years. In this way, the physical process of destroying records is simplified. The records to be destroyed together are kept together until the scheduled destruction date, and the entire destruction can be documented as having been performed at the appropriate time.

Record Disposition

Disposition is the final outcome of records retention, whether for destruction or permanent retention. Most records are scheduled to be destroyed after all normal legal, administrative and fiscal needs for the record have expired. Those needs expire in very short time for many record series, and for certain other records series those needs continue for much longer periods of time. In either case, the records are to be destroyed once the needs for retaining the records have been met.

For a few records series, however, permanent retention is the scheduled final disposition. Some record series might have long-term legal, administrative or fiscal value, but where a record series also documents the development of policy of the city government or the history of the city itself, the record series may be scheduled for permanent retention. Permanent retention is a commitment to preserve the record series without end. Only a portion of all record series have such historical value.

A record series allowed to accrue for years wastes storage space, is difficult to use and can become a legal liability. Only records scheduled for permanent retention can be allowed to accrue without routine destruction.

Destroying Records

The record series retention and disposition schedule, duly adopted by the city government, formally governs retention and final disposition of records. Adherence to scheduled periods of retention results in consistent, routine disposition of records. Only in instances where exceptional needs can be clearly identified and specified, such as for outstanding or pending litigation for which specific records series are needed, should records be retained beyond the scheduled period of retention.

Permanent Retention

The record series retention and disposition schedule indicates which records series are to be retained permanently as archives of the city government. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of the geographic area encompassed by the city. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and other conditions that may accelerate their deterioration.

Retaining Electronic and Non-Paper Records

The record series retention and disposition schedules apply to all forms of the record. Whether paper or electronic, all records are destroyed or preserved in accordance to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

Modifying a Record Retention Plan

The retention periods indicated in the manual are based on reasons city officials in Iowa have found useful for scheduling the indicated record series. If the city's needs are different, it can make specific changes to their schedule to accommodate those needs. Changes should be adopted under the legal mechanism the city has established for modifying municipal ordinances or rules. Once legally adopted, the modified record series retention and disposition schedule governs disposition of the record series, and adherence to the schedule is necessary for legal accountability.

Other records may be used in some cities for which no example in the existing manual provides comparison. In such case, the period of time the record is required to satisfy routine administrative, legal and fiscal needs must be determined, as well as an appraisal of the historical value of the record series, in order to appropriately schedule the series. The State Historical Society of Iowa, State Archives and Records Bureau may be called upon for information concerning the appraisal of a record's historical value. Any resulting schedules should be submitted to the Iowa League of Cities for possible inclusion in updates to the manual.

The Five Steps of Records Management

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Managing records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. As cities continue to see increased documentation and reporting, managing records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

Major purposes of an efficient records management program are reducing the bulk of records stored by disposing of records that are no longer valuable, preserving the valuable records and making records readily accessible to those who need them. The rewards of such a program are reduced costs for space, equipment, and personnel and an orderly flow of information.

Public records found in city governments require special consideration. First, public records are public property, owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special

care. Third, public records often have historical value, because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

How to Begin

The first task in establishing a records management program is the creation of record series retention and disposition schedules that identify records found in the city and indicate how long to keep them. The creation of these schedules requires three steps: inventory, appraisal and scheduling. Making the schedules part of an ongoing program requires two more steps: organization and implementation.

In the preparation of the record series retention and disposition schedules in this manual, the first three steps were followed. Through the combined efforts of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society, recommended record series retention and disposition schedules have been developed for many of the records found in many cities in Iowa. Officials in individual cities may wish to review and repeat the first three steps when setting up a specific program in their own city hall.

The last two steps, organization and implementation, follow the decision-making and planning of the first three steps and constitute the action part of the program. Throughout all five steps, the process requires cooperation and participation from all city officials.

Step 1: Conduct an Inventory

To begin, a city must find out what records it has stored, not only in active office space, but also in the basements, vaults, computers, mobile devices, servers or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of the record (letters and legal papers, databases, GIS systems, maps, electronic documents, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these items are simply factual descriptions. It is usually most effective to categorize records according to function, subjects or activity into what is called a "record series." For example:

- "Correspondence" is too general a term to be helpful.
- "John Smith's letter to the mayor regarding the bond issue to finance Main Street storm sewers" is too specific.
- "Bond issue correspondence" successfully labels a type of records for most inventory purposes.

If more than one person is conducting the inventory, it is wise to meet often so the record titles are standardized.

Step 2: Appraise the Records

After the inventory is complete, the inventory sheets should be sorted so the information gathered can be classified and appraised. The purpose of this appraisal process is to establish the value of a record series in preparation for the next step, deciding how long to keep it. This step may involve research into statutory and audit requirements as well as interviews with city officials in all departments about the current and future values of records in their areas. In order to appraise records in an orderly manner, the following criteria are used:

Administrative Value

These records establish policy or document operations. Those that document policy (minutes or resolutions for example) usually have a long-term value. Those that document operations (personnel time sheets or monthly reports) usually have value for a relatively short length of time.

Legal Value

These records document the rights and obligations of the city and its citizens. Examples are records showing the basis for an action (legal decisions and opinions), documents representing legal agreements (leases, titles, contracts), and records of action in particular cases (claims, dockets). Retention periods can be dictated by the legal statute of limitations or the term of the agreement, in which case the retention period would be relatively short. If the record documents long-term legal rights and obligations, however, retention is usually permanent.

Fiscal Value

These records document the day-to-day financial transactions of a city, as well as long-term financial planning and policy. Records that show financial transactions generally have a relatively short-term value determined by the audit period or specific law. Records that document financial policy usually have a longer-lasting value.

Historical Value

Records with historical value may have a future research use, despite the fact that the original administrative, legal or fiscal value no longer exists. They are permanently valuable to a city because they document development of policy and/or the growth of the community. The historical value of a record is often the most difficult quality to determine.

Each of these values should be considered when deciding on how long to keep a record. A specific record can have value in more than one category, and, if one does, the retention period must satisfy the longest need.

Step 3: Schedule the Records

After the classification and evaluation of records in the appraisal process, a decision is made on how long to keep each record series. This information is compiled into a record series retention and disposition schedule that names a record series and states its retention period, usually in columns. The following example shows a simple format:

Table 1

| Record Title | Retention Period | Reason |
|-------------------------|------------------|-------------------------------------|
| Minutes of City Council | Permanent | Code of Iowa, 372.13(5) |
| Building Permits | Permanent | Community administrative value |
| Purchase Orders | 5 years | Fiscal value ends |
| Applications | 5 years | Administrative and legal value ends |

More complex formats can be used if directions are to be given about location and form of retention at various stages in the record’s lifespan. A more complex format can also address the problem of duplicate copies of the same record. An example of a more complex format follows:

Table 2

| Record Title | Active Use | Inactive Storage | Final Disposition |
|------------------------------------|------------------------------------|------------------|-------------------|
| 1. Minutes | | | |
| a. Official copy in city files | 10 years | 10 years | 10 years |
| b. Working copies in other offices | As long as administratively useful | None | Destroy |
| 2. Building Permits | 3 years | 10 years | Destroy originals |
| 3. Purchase Orders | | | |
| a. Official copy in city files | 2 years | 2 years | Destroy |
| b. Office of origin | 2 years | 2 years | Destroy |
| 4. Digital Records | 10 years | 2 years | Destroy |

The schedules in this manual are in the simpler format. As the second example demonstrates, however, schedules tailored for your city can be more detailed, reflecting your city’s needs and resources.

Once created, these schedules should be made available to all departments in the city so all offices can use them. Although the record series retention and disposition schedules may be revised in the future, they form the basis of the records management program.

Step 4: Organize the Records

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records. In the active office area, the filing system used for current records may be adequate, but if changes are needed they should be made during the organization of records. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

The following suggestions can help organize records in this area:

1. Store records of the same record series together.
 - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
 - Before moving correspondence files to inactive storage, separate routine, less-valuable letters from those containing information with long-term value.
 - Consolidate information from different departments, and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together.
3. Destroy valueless records based on the retention and disposition schedules.
4. Label the remaining records in a clear, consistent manner.

- Do not use a term such as “Financial Records” as it is too general. A specific term such as “invoices” or “daily cash receipts” is more helpful.
 - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” or “vouchers,” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what and where records are stored and make this information available to all departments.
 6. Clean the storage area, and make the records easily accessible.

Step 5: Implement the Program

Once the organizational phase of the program is completed, city officials might consider the job done. Certain steps in the process, however, need to be repeated regularly in the future to qualify these records management efforts as a “program” rather than a mere house cleaning.

The inventory process will not have to be repeated if systematic labeling and indexing take place. The appraisal process might only have to be done again on a limited basis, as new records series are created or reassessment of an old series becomes necessary. Schedules form a basis for the program and do not need to be changed often, but they can be amended as needed.

Implementation of the program means repeating the organizational step often. On almost a daily basis, new records will enter the system. They should be adequately labeled and logically filed at that time. On an annual basis, the record series retention and disposition schedules should be checked. Non-current records should be removed from active files, reviewed, consolidated, labeled and indexed before storing them in inactive areas. Records scheduled for destruction should be removed and destroyed. If they are allowed to accumulate, storage areas will become as overcrowded as they were before the program began.

Implementing the steps of the organizational phase on a regular basis will ensure that the considerable amount of time and effort spent in initiating the program will not go to waste. With some effort, city officials can enjoy the benefits that an ongoing records management program can provide.

Managing Electronic Records

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. As with all records, cities must ensure that they are retaining, managing and destroying their electronic records in a proper fashion. This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.

Electronic Records Defined

An electronic record is information recorded by a computer or other electronic device that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email and text messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

Electronic Records as Public Records

Electronic records are public records if they are created or received as part of performing official duties and fall under *Code of Iowa* Chapter 22.

All electronic records that are created, received or stored by a city are the property of the city; they are not the property of its employees, vendors or customers. Employees should have no expectation of privacy when using the city's computers and electronic devices.

Use of Home Computer or Personal Device

Records created in the performance of an official function must be managed the same way as those created and received using government computer resources. This holds true when a home computer or personal device is used to create or receive city records.

Electronic Records Under *Code of Iowa Chapter 22* and During Litigation

Electronic records might be released in accordance with *Code of Iowa Chapter 22* or during the discovery process. Computers and electronic devices are provided to employees for conducting public business. Employees should be prepared to provide access to their electronic records to their supervisor or their city's attorney under these circumstances. Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa Chapter 22*.

Employee Responsibilities with Electronic Records

Government employees are responsible for organizing their electronic records so they can be located and used. They are also responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept and when or if they can be deleted.

Record Retention and Disposition Schedules

The State Historical Society and the Iowa Municipal Finance Officers Association has worked with the Iowa League of Cities to create general record series retention and disposition schedules that can be used by city governments. If the records in an office are not inventoried on a general schedule, a special or specific schedule must be created to cover the records in that office. The Iowa League of Cities is available to advise cities about the process for creating special record series retention and disposition schedules.

Application of Retention and Disposition to Electronic Records

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

Storing Electronic Records

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

Deleting Electronic Records

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Contact Information

For more information contact:

Iowa League of Cities

500 SW 7th Street, Suite 101

Des Moines, IA 50309

(515) 244-7282

www.iowaleague.org

Iowa Department of Cultural Affairs

State Historical Society of Iowa

State Archives and Records Bureau

600 East Locust

Des Moines, IA 50319

(515) 281-7801

Schedule 1: Administrative and Legal Records

| Record Title | Retention Period | Reason |
|---|---|--|
| II. Council Proceedings | | |
| A. Minutes | | |
| 1. Official Copy | Permanent | <i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value. |
| 2. Working Copies | As long as administratively useful; then destroy | Administrative value ends |
| 3. Index | Permanent | Continuing administrative and historical value |
| 4. Audio Recordings of Closed Sessions | 1 year from date of meeting; unless required to retain due to pending legislation | <i>Code of Iowa, 21.5(4)</i> . Administrative and legal value ends. |
| 5. Agendas | 5 years | Administrative value ends |
| B. Ordinances | | |
| 1. Current code | Permanent | <i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value. |
| 2. Superseded Code | Two copies permanent | Continuing historical value |
| 3. Index | Permanent | Continuing administrative and historical value |
| 4. Individual Copies of Ordinances for Disbursement | Until superseded; then destroy | Administrative and legal value ends |
| C. Resolutions | | |
| 1. Official Copy | Permanent | <i>Code of Iowa, 372.13(5)</i> . Also continuing legal, administrative and historical value. |
| 2. Working Copies | As long as administratively useful; then destroy | Administrative value ends |
| 3. Index | Permanent | Continuing administrative and historical value |
| D. Affidavits of Publication | | |
| 1. Re: Budget | Until audited or 5 years | Fiscal and legal value ends |
| 2. Re: Ordinances | Until recodification | Fiscal and legal value ends |
| 3. Re: Bond Issues | Permanent | Continuing legal and historical value |
| 4. Others | 5 years | Fiscal and legal value ends |
| E. Oaths of Office | | |
| | Upon mailing, add to official copy of council minutes for permanent retention | Continuing legal and historical value |
| F. City Official Bonds | | |
| | 5 years after expiration | Legal value ends |

Schedule 1: Administrative and Legal Records, Continued

| Record Title | Retention Period | Reason |
|---|-------------------------------|--|
| III Real Property | | |
| A. Title Documents | | |
| 1. Deeds | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| 2. Title Opinions | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| 3. Abstracts and Certificates of Title | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| 4. Title Insurance | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| 5. Condemnation Proceedings | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| B. Easements and/or Rights in Way Agreements | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| C. Easements, Eminent Domain, Birth and Control Agreements | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| D. Easements/Agreements in Place | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| E. Airties Agreements | Permanent | Code of Iowa, 372.13(5). Also continuing legal, administrative and historical value. |
| III C. Rights and Interests | | |
| A. Charters | 1 year | Administrative and legal value ends |
| B. Bylaws | 1 year | Administrative and legal value ends |
| C. Licenses and Fees | 5 years | Administrative and legal value ends |
| D. Resolutions | 5 years | Administrative and legal value ends |
| E. Miscellaneous Business (petitions, contracts) | 5 years | Administrative and legal value ends |
| F. Special Events (Parades, Festivals, etc.) | 5 years | Administrative and legal value ends |
| IV General | | |
| A. Accidents on City Property Involving City | | |
| 1. Claims Settled out of Court | 10 years after settlement | Legal value ends |
| 2. Court Decisions | Permanent | Continuing legal value |
| B. Bids | | |
| 1. Accepted | 5 years | Legal and fiscal value ends |
| 2. Rejected | 5 years or 1 year after audit | Legal and fiscal value ends |

Schedule 1: Administrative and Legal Records, Continued

| Record Title | Retention Period | Reason |
|---|---|--|
| C.3) Minutes of Plans for City Council Meetings | Perpetual | Constitutional, historical, legal, and historical value |
| D. Claims and Related Benefits Records | Perpetual | Constitutional, historical, legal |
| E. Contracts or Agreements to Purchase or Sell Property of Public Utilities | 10 years after expiration | Legal value ends |
| F. Contracts | As long as administrative benefit and applicable program exist, retention | Possible long-term administrative and historical value |
| G. Daily, Weekly, or Log (including minutes, notices, telephone records, agendas, etc.) | 5 years | Administrative value ends |
| H. Diplomas/Records | | |
| 1. Inventories | While current | Administrative value ends |
| 2. Maintenance History | Life of equipment | Administrative value ends |
| 3. Cost of operation summaries | 5 years | Administrative value ends |
| 4. Information Service Records | | |
| a. Computer equipment inventory | While current | Administrative value ends |
| b. Telephone | 5 years | Administrative value ends |
| c. Depreciation reports and records | 5 years | Administrative value ends |
| d. Vendor information | 5 years | Administrative value ends |
| I. Franchise Agreements | 5 years after expiration, or more for program retention | Legal value ends, possible continuing historical and legal value |
| J. Insurance Policies | 5 years after expiration | Legal value ends |
| K. Leases | 5 years after expiration, or more for program retention | Legal value ends, possible continuing historical and legal value |
| L. Legal Action | | |
| 1. Civil Lawsuits and Administrative Law Proceedings | 5 years after closure | Administrative and legal value ends |
| 2. Criminal and Municipal Infraction Cases – Closed | 5 years | Administrative value ends |

Schedule 1: Administrative and Legal Records, Continued

| Record Title | Retention Period | Reason |
|--|--|--|
| 3. Civil Case – Closed | 5 years | Administrative value ends |
| 4. Citations | 5 years | Administrative value ends |
| M. Legal Opinions | | |
| 1. Informal Opinions | 5 years | Administrative and legal value ends |
| 2. Formal Opinions | Permanent | Continuing legal value |
| N. Maps, Ordinances and Ordinances (Ordinances, Zoning, Public Health, Police, Utility, etc.) | Permanent | Continuing administrative and historical value |
| O. Minutes of Boards and Commissions | Permanent | Continuing administrative and historical value |
| P. Notices, Orders, Citations, Penalties, Compliance, etc. (including utility and enforcement orders) | Appraise for permanent retention | Administrative and legal value ends |
| Q. Petitions from Citizens | As long as administratively useful, appraise for permanent retention | Administrative and legal value ends, possible historical value |
| R. Promotional Materials | | |
| 1. City Newsletters | Permanent | Continuing historical value |
| 2. Advertising Contracts | 5 years | Administrative and legal value ends |
| 3. Press Releases | 5 years | Administrative value ends |
| 4. Pamphlets, Brochures | Appraise for permanent retention | Possible historical value |
| 5. Newspaper Clippings | Permanent | Continuing historical value |
| S. Photos, Scrapbooks | Appraise for permanent retention | Possible historical value |
| T. Reports from Departments | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| U. Studies/Surveys | | |
| 1. From an Outside Source | As long as administratively useful | Administrative value ends |
| 2. Pertaining Directly to City | Appraise for permanent retention | Possible historical value |
| V. Election Records | | |
| 1. Precinct Maps, Current and Outdated | Permanent | Continuing historical value |
| 2. City Elections | | |

Schedule 1: Administrative and Legal Records, Continued

| Record Title | Retention Period | Reason |
|--|--|--|
| <i>a. Election Petitions</i> | Permanent | Continuing historical value |
| <i>b. Abstracts</i> | Permanent | Continuing historical value |
| V. Police and Fire Retirement Records | | |
| A. Minutes of the Board | Permanent | Continuing administrative, legal and historical value |
| B. Reports | | |
| 1. Actuary | 5 years | Fiscal value ends |
| 2. Investment | 5 years | Fiscal value ends |
| 3. Fund | 5 years | Fiscal value ends |
| VI. Council (City or County) Annals (Yearbook) | Permanent | Continuing administrative, legal and historical value |
| VII. Bids and Proposals | | |
| A. Bids | | |
| 1. Agreements and Related Documents Acted on by Council | Upon expiration, 5-year minimum | Administrative value ends |
| 2. Agreements not Requiring Council Action | 5 years after expiration, 5-year minimum | Administrative value ends |
| B. Purchase Orders | | |
| 1. Purchase Orders | 10 years after order date or life of purchase | Administrative value ends |
| 2. Change Orders | 10 years after order date | Administrative value ends |
| C. Bids, Offers and Proposals | | |
| 1. Official Copy, Bid/ Proposal RFP | 10 years after completion of contract | Administrative value ends |
| 2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council | 10 years after completion of contract; accepted bids retained permanently | Administrative value ends; continuing administrative value |
| 3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council | Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid | Administrative value ends |

Schedule 1: Administrative and Legal Records, Continued

| Record Title | Retention Period | Reason |
|---|---|---|
| 4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council | 10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid | Administrative value ends |
| 5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council | 10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment; 10 years after completion of contract or upon expiration of warranty, whichever is more | Administrative, grant and warranty issues are active until equipment is taken out of service. |
| D. Printing Charges | 5 years | Administrative value ends |
| E. Control Stores | | |
| 1. Stocks of Material Safety Data Sheets for Distribution | 30 years after last use | Administrative value ends |
| 2. Issue Slips | After audit completion or at least 5 years | Administrative value ends |
| F. Material Inventory Records | | |
| 1. Issue Records | 5 years | Administrative value ends |
| 2. Receipt Records | 5 years | Administrative value ends |
| 3. Catalogued Inventory Physical Count Records | After audit completion or at least 5 years | Administrative value ends |
| 4. Catalogued Inventory Year-End Exception/ Adjustment Record | After audit completion or at least 5 years | Administrative value ends |
| 5. Catalogued Inventory Adjustment Record | After audit completion or at least 5 years | Administrative value ends |
| 6. Non-catalogued Inventory Physical Count Record | After audit completion or at least 5 years | Administrative value ends |
| 7. Year-end Materials Inventory Summary | After audit completion or at least 5 years | Administrative value ends |
| G. Inter-Department Charges | | |
| 1. Fax Charges | After audit completion | Administrative value ends |
| 2. City Hall Copier Readings | After audit completion | Administrative value ends |

Schedule 2: Financial Records

| Record Title | Retention Period | Reason |
|--|------------------|-----------------------------|
| E Revenue | | |
| A. Notices of Property Tax Allocation from County | 5 years | Fiscal value ends |
| B. Notices of Property Tax Allocation from State | 5 years | Fiscal value ends |
| C. Property Tax Assessment Appeals | Permanent | Continuing historical value |
| D. Political Revenue Relationship Report | 5 years | Fiscal value ends |
| E. Investment (Summaries of interest earned or reported on 990s, 990-Bs, purchase/sale, etc.) | 5 years | Fiscal value ends |
| F. Parking Revenue | | |
| 1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips) | 5 years | Fiscal value ends |
| 2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips) | 5 years | Fiscal value ends |
| G. Road Use Tax Fund | | |
| 1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit) | 5 years | Fiscal value ends |
| 2. Annual Street Finance Report | 5 years | Fiscal value ends |
| 3. Street Construction Program (Form RUT 1-A, 220001, 220002) | 5 years | Fiscal value ends |
| 4. Aerial Street Maps | Permanent | Continuing historical value |
| H. Claims for Refunds of State Sales Tax | | |
| | 5 years | Fiscal value ends |

Schedule 2: Financial Records, Continued

| Record Title | Retention Period | Reason |
|---|---|--|
| I. Claims for Refund of State Property | 5 years | Fiscal value ends |
| J. Special Assessments | | |
| 1. Certified Mail Stubs from Notice to Property Owners | 5 years after final payment | Fiscal and legal value ends |
| 2. Assessment Title Searches | 5 years | Fiscal and legal value ends |
| 3. Preliminary and Fiscal Assessment Schedules | 5 years after final payment | Fiscal and legal value ends |
| 4. Petition and Waiver (agreements to special assessments) | 5 years after final payment | Fiscal and legal value ends |
| 5. Assessment Plats | 5 years after final payment | Fiscal and legal value ends |
| 6. Certificate of Levy and Final Assessment | 5 years after final payment | Fiscal and legal value ends |
| K. Bond Issues and Recallings | | |
| 1. Bond Certificates | 5 years after final recall | Fiscal value ends |
| 2. Redeemed Coupons | 5 years after final recall | Fiscal value ends |
| 3. Bond Register | Permanent | <i>Code of Iowa, 372.13(5)</i> . Also continuing administrative, legal and historical value. |
| 4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions) | Permanent | <i>Code of Iowa, 372.13(5)</i> . Also continuing administrative, legal and historical value |
| 5. Remittance Advice Received with Payments | 5 years | Fiscal value ends |
| L. Records of Public Utility Bonds and Public Improvement Projects (applications, contracts, accounting and financial records, payroll, HCO compliance records) Also see Schedule 4, Public Works Record | 5 years after final payment, if audited | Fiscal value ends |
| M. Accounting | | |

Schedule 2: Financial Records, Continued

| Record Title | Retention Period | Reason |
|--|------------------|-------------------------|
| A. Source Documents | | |
| 1. Accounts Payable | | |
| <i>a. Requisitions</i> | 5 years | Fiscal value ends |
| <i>b. Purchase orders</i> | 5 years | Fiscal value ends |
| <i>c. Invoices, statements, bills</i> | 5 years | Fiscal value ends |
| <i>d. Claims presented to council</i> | 5 years | Fiscal value ends |
| <i>e. Check/warrant copies or stubs</i> | 5 years | Fiscal value ends |
| <i>f. Vendor ledger cards</i> | 5 years | Fiscal value ends |
| 2. Accounts Receivable | | |
| <i>a. Receipt copies or books</i> | 5 years | Fiscal value ends |
| <i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i> | 5 years | Fiscal value ends |
| <i>c. Invoices, statements, bills</i> | 5 years | Fiscal value ends |
| B. Books of Original Entry | | |
| 1. Receipt Journal | 10 years | Fiscal value ends |
| 2. Disbursement Journal | 10 years | Fiscal value ends |
| 3. General Journal | 10 years | Fiscal value ends |
| 4. Appropriations Journal | 10 years | Fiscal value ends |
| C. Ledgers | | |
| 1. General Ledger | Permanent | Continuing fiscal value |
| 2. Subsidiary Revenue Ledger Cards | 10 years | Fiscal value ends |
| 3. Subsidiary Appropriation/Expenditure Cards | 10 years | Fiscal value ends |
| III. Banking | | |
| A. Checking Account Statements | 5 years | Fiscal value ends |
| B. Check/Warrant Registers (same as Disbursement Journal above) | 10 years | Fiscal value ends |
| C. Cancelled Checks/Warrants | 5 years | Fiscal value ends |
| D. Savings Account Statements | 5 years | Fiscal value ends |
| E. Reconciliation Worksheets | 5 years | Fiscal value ends |

Schedule 2: Financial Records, Continued

| Record Title | Retention Period | Reason |
|---|--|--|
| IV. Financial Reports | | |
| A. Annual Financial Report | Permanently | Non-recurring fiscal value |
| B. Financial 2011-2013 Report | 3 years | Not all value ends |
| C. Financial 2014-2015 Report | 3 years | Not all value ends |
| D. Grant Report | 10 years, then 7 years if not analyzed, then 3 years if not analyzed | Not all value ends |
| V. Audit | Permanently | Continuing fiscal value |
| VI. Budget | | |
| A. Annual Budget Request/Recommendation | 3 years | Not all value ends |
| B. Annual Budget Items | 3 years | Not all value ends |
| C. Annual Budget and Capital Item Summary | 2 copies per session | Continuing fiscal and historical value |
| D. Budget Amendment | 2 copies per session | Continuing fiscal and historical value |

Schedule 3: Payroll and Personnel Records

| Record Title | Retention Period | Reason |
|---|-----------------------------|---|
| II. Payroll | | |
| A. Payroll Journal (checks, memos, SSN, earnings, deductions, salary/meritor and grade, etc.) | 60 years | Fiscal value ends (meritor/allowance cancelled for future salary and deduction inquiries) |
| B. Payroll Support Documents | 5 years | Fiscal value ends |
| C. Federal Reporting Forms | | |
| 1. W-2, W-3, W-4 | 5 years | Fiscal value ends |
| 2. 941E Quarterly Report | 5 years | Fiscal value ends |
| 3. Copy of Deposit Card | 5 years | Fiscal value ends |
| 4. 1099, 1096 | 5 years | Fiscal value ends |
| D. State Reporting Forms | | |
| 1. Withholding Agents Reports | 5 years | Fiscal value ends |
| 2. Job Service Report | 5 years | Fiscal value ends |
| 3. Copy of Deposit Card | 5 years | Fiscal value ends |
| 4. IPERS | 5 years | Fiscal value ends |
| 5. MFPRSI | 5 years | Fiscal value ends |
| III. Personnel | | |
| A. Individual Employee File | | |
| 1. Job Description and History | Permanent | Continuing historical value |
| 2. Application and Resume | 60 years | Administrative value ends (satisfies long-term need for future inquiries) |
| 3. Civil Service Test, Scores, Placement | 60 years | Administrative value ends |
| 4. Evaluations, Discipline, Demotion, Promotion, Awards | 60 years | Administrative value ends |
| 5. Continuing Education | 60 years | Administrative value ends |
| 6. Medical Information (separate file) | 60 years | Administrative value ends |
| 7. Resignations, Reasons for Leaving | 60 years | Administrative value ends |
| 8. Claim for IPERS | 60 years | Administrative value ends |
| 9. Unemployment Insurance Claims | 5 years | Fiscal value ends |
| 10. Garnishments | Through closure plus 1 year | Fiscal value ends |

Schedule 3: Payroll and Personnel Records, Continued

| Record Title | Retention Period | Reason |
|---|---|---|
| 11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc. | While current | Administrative value ends |
| B. Applications of Those Notified | 5 years | Administrative value ends |
| C. Civil Service Records | | |
| 1. Minutes of the Board or Commission | Permanent | Continuing administrative and historical value |
| 2. Roster of Eligible Applicants | 5 years | Administrative value ends |
| 3. Case Files (actions, appeals, decisions) | 10 years | Legal value ends |
| D. Equal Employment Opportunity | | |
| 1. EEO-4 Report | 5 years | Administrative value ends |
| 2. Plans | | |
| <i>a. City's</i> | 5 years | Administrative value ends |
| <i>b. Potential contractors'</i> | 5 years | Administrative value ends |
| E. Health Insurance Payments, Claims | 5 years | Administrative and fiscal value ends |
| 1. Employer's Report | 5 years | Administrative and fiscal value ends |
| 2. OSHA Report | 5 years | Administrative and fiscal value ends |
| 3. Workers' Compensation Reports | 2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits | <i>Code of Iowa, 85.26.</i> Legal value ends. |
| F. Union Records | | |
| 1. Negotiations | As long as administratively useful; then appraise for permanent retention | Administrative value ends. Possible historical value. |
| 2. Contracts | Permanent | Continuing administrative and historical value |
| 3. Fact Finding and Arbitration Cases | 5 years minimum then appraise for permanent retention | Administrative value ends. Possible historical value. |
| 4. Case Files (actions, appeals, decisions) | 10 years then appraise for permanent retention | Legal value ends. Possible historical value. |
| G. Public Service (PSE) Contracts, Claims, Etc. | 5 years | Administrative and fiscal value ends |

Schedule 3: Payroll and Personnel Records, Continued

| Record Title | Retention Period | Reason |
|--|------------------|--|
| 1. Classification Studies | 5 years | Administrative value ends. Appraise for possible historical value. |
| 2. Compensation Surveys | 5 years | Administrative value ends. Appraise for possible historical value. |
| 3. Administrative Studies | 5 years | Administrative value ends. Appraise for possible historical value. |
| 4. Job Specifications | Permanent | Continuing historical value |
| 5. Personnel Policies, Pay Plans, Etc. | Permanent | Continuing historical value |
| 6. Internal Investigations | 10 years | Administrative and legal value ends. Appraise for possible historical value. |

Schedule 4: Public Works Records

| Record Title | Retention Period | Reason |
|---|---|---|
| D. General Records: Committee on Engineering and Planning, Sealing Department | | |
| A. Annotation files | Permanent | Continuing administrative and historical value |
| B. Zoning, Covenants and Easements (related to all areas), zoning or flood plain, zoning, utility, utility, etc.) | Permanent | Continuing administrative and historical value |
| C. Plans (subdivision, utility, etc. as to all legal descriptions in books) | Permanent | Continuing administrative and historical value |
| D. Studies or Surveys | | |
| 1. From Outside Source | As long as administratively useful | Administrative value ends |
| 2. Pertaining to City | Appraise for permanent retention | Possible historical value |
| E. Subdivision Files | Permanent | Continuing administrative and historical value |
| U. Engineering Records | | |
| A. Blueprint for Plans of City, Original Structures | Permanent | Continuing administrative and historical value |
| B. Budget Records (in position and maintenance) | Life of structure | Administrative value ends |
| C. Capital Improvement Projects | | |
| 1. Authorization Phase | 5 years | Administrative value ends |
| a. Minutes of Hearing, Clerk's Certificate, Resolutions | Permanent (part of minute and resolution books) | Continuing legal and historical value |
| b. Specifications | Permanent | Continuing administrative and historical value |
| c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance) | 5 years after project completed, if audited | Fiscal and legal value ends |
| d. Contract | Life of structure | Administrative and legal value ends |

Schedule 4: Public Works Records, Continued

| Record Title | Retention Period | Reason |
|---|--|---------------------------------------|
| 2. Financing Phase | See Schedule 2, Financing Records | |
| <i>a. Special Assessments, Bond Issues, State or Federal Grants</i> | | |
| 3. Pre-Construction Phase | | |
| <i>a. Appraisals</i> | 5 years after project completed; if project not initiated, retain as administratively useful | Administrative and fiscal value ends |
| <i>b. Environmental Impact Surveys</i> | 5 years | Administrative value ends |
| <i>c. Historical Surveys of Buildings</i> | Appraise for permanent retention | Possible historical value |
| <i>d. Relocation Files</i> | 5 years after final payment | Administrative and fiscal value ends |
| <i>e. Condemnation Files</i> | Permanent | Continuing legal and historical value |
| <i>f. Demolition Files</i> | Permanent | Continuing legal and historical value |
| 4. Construction Phase | | |
| <i>a. Work Orders</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>b. Daily Diaries</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>c. Payroll Records</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>d. Change Orders</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>e. Cement or Other Purchases</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>f. Inspections, Testing</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>g. Progress Reports</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>h. Pay Requests</i> | 5 years after project completed, if audited | Administrative and fiscal value ends |
| <i>i. Blueprints, Tracings</i> | Permanent | Administrative and fiscal value ends |
| <i>j. Certificate of Completion and Acceptance</i> | Permanent | Administrative and fiscal value ends |
| <i>k. Deeds, Easements or Right of Way Agreements</i> | Permanent | Continuing legal and historical value |

Schedule 4: Public Works Records, Continued

| Record Title | Retention Period | Reason |
|--|--|--|
| 9. Land Survey Results | | |
| 1. Field Notes | Permanent | Continuing administrative and historical value |
| 2. Benchmark Books | Permanent | Continuing administrative and historical value |
| 10. Photo Aerials | As long as administrative and legal appeals for preservation are pending | Administrative value ends; historical value continues |
| 11. Profile and Grade Books | Permanent | Continuing administrative and historical value |
| 12. Reports of City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| 13. Planning & Zoning Records | | |
| A. Case Files | | |
| 1. Zoning Variance Requests and Decisions | 10 years after settlement | Administrative and legal value ends |
| 2. Non-compliance Violations | 10 years after settlement | Administrative and legal value ends |
| 3. Decisions and Orders | Permanent | Continuing administrative, historical and legal value |
| B. Community Development | | |
| 1. Urban Renewal, HUD Block Grant | See Capital Improvement Projects in this schedule | |
| 2. Public Housing | | |
| <i>a. Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i> | 5 years after case closed | Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3 year retention.) |
| C. General Planning (Comprehensive plans, land use, open space, recreation, capital improvement, regional transportation, etc.) | As long as administrative and legal appeals for preservation are pending | Administrative value ends; historical value continues |
| D. Minutes of the Board of Commission | Permanent | Continuing administrative and historical value |
| E. Rosters of Previous Board or Commission Members | Permanent | Continuing historical value |

Schedule 4: Public Works Records, Continued

| Record Title | Retention Period | Reason |
|--|----------------------------|--|
| IV. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| V. Building Inspection Records | | |
| A. Building/Site Plan | | |
| 1. Residential | 5 years | Administrative value ends |
| 2. Commercial | Life of structure | Long-term administrative value |
| 3. Rental | 5 years | Administrative value ends |
| B. Case Files, Board of Adjustment | 10 years after disposition | Administrative and legal value ends |
| C. Inspection Records | | |
| 1. Card or Address File | 5 years | Administrative value ends |
| 2. Reports | 5 years | Administrative value ends |
| 3. Log Books | Permanent | Continuing administrative and legal value |
| D. Permit Records (also includes plumbing, mechanical) | 60 years | Long-term administrative and legal value |
| E. Minutes of the Board of Adjustment | Permanent | Continuing administrative and historical value |
| F. Permits (or applications with permits) with various notes (includes building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, etc.) (see also subpart 9) | Permanent | Continuing administrative value |
| G. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| VII. Maintenance of Streets and Grounds | | |
| A. Complaints | 5 years after disposition | Administrative value ends |
| B. Daily Diaries or Logs (e.g. comment cards, complaints or notices, work orders, etc.) | 5 years | Administrative value ends |

Schedule 4: Public Works Records, Continued

| Record Title | Retention Period | Reason |
|--------------------------------------|--|--------------------------------------|
| C. Equipment | | |
| 1. Inventories | While current | Administrative value ends |
| 2. Maintenance | Life of equipment | Administrative value ends |
| 3. Cost of Operation Summaries | 5 years | Administrative and fiscal value ends |
| D. Fuel/Consumption | See Schedule 2: Financial Records (Accounts Payable) | |
| 1. Fuel Consumption Records | 5 years | Fiscal value ends |
| 2. Fuel, Gravel, Sand, Hauling, etc. | 5 years | Fiscal value ends |
| E. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| F. Work Orders | 5 years | Administrative value ends |

Schedule 5: Fire Department Records

| Record Title | Retention Period | Reason |
|--|------------------------------------|--|
| A. Blueprints of Commercial Buildings | As long as administratively useful | Administrative value ends |
| B. Daily Dispatch Logs (applicants for dispatch, radio, phone) | 5 years | Administrative value ends |
| C. Equipment Records | | |
| 1. Inventories | 5 years | Administrative value ends |
| 2. Maintenance and Testing | 5 years | Administrative value ends |
| D. Inspection Records | | |
| 1. Card File or Log Book with Results, Violations, Corrections | Life of structure | Administrative and legal value ends |
| 2. Inspector Books, Copies of Inspection Certificates | 5 years | Administrative value ends |
| E. Town Meeting Reports | Permanent | Continuing administrative and historical value |
| F. Investigation Files | | |
| 1. Arson | Permanent | Continuing administrative and legal value |
| 2. Fire Deaths | Permanent | Continuing administrative and legal value |
| G. Log Book of Fire | Permanent | Continuing administrative and historical value |
| H. Maps of Area Served | As long as administratively useful | Administrative value ends |
| I. Miscellaneous Vehicle and Reports | 5 years | Administrative value ends |
| J. Railroads and Finance Books | Permanent | Continuing historical value |
| K. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| L. Rural Township Comptrols | 5 years after expiration | Administrative and legal value ends |
| M. Photos Department History | Permanent | Continuing historical value |
| N. State Fire Marshal's Statutes | As long as administratively useful | Administrative value ends |

Schedule 6: Parks and Recreation Records

| Record Title | Retention Period | Reason |
|--|---|--|
| A. General | | |
| 1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects) | 10 years after expiration | Administrative and legal value ends |
| 2. Minutes of the Board or Commission | Permanent | Continuing administrative and historical value |
| 3. Facilities, Buildings, Other Structures | Life of building or until sold | Administrative value ends |
| 4. Equipment (inventories, maintenance) | Until equipment retired | Administrative value ends |
| 5. Facilities, Park Maintenance, Pesticide Applicator Licenses | 5 years minimum | Administrative value ends |
| B. Miscellaneous Records | | |
| 1. Program Files (class lists, rosters, score books, permission slips) | 5 years | Administrative value ends |
| 2. Reservation Records (shelter houses, facilities, building spaces, etc.) | 5 years | Administrative value ends |
| 3. State Sales Tax Return | 5 years | Fiscal value ends |
| 4. Promotional Materials | 5 years; appraise for permanent retention | Possible historical value |
| 5. Photos, Park History | Permanent | Continuing historical value |
| C. Swimming Pools, Golf Courses, and Other Amusement Charge Admission | | |
| 1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips | 5 years | Fiscal value ends |
| 2. Record of Season Ticket Sales | 5 years | Fiscal value ends |
| 3. User Statistics | 5 years | Administrative value ends |
| 4. Department of Public Health Water Quality Tests | 5 years | Administrative value ends |
| 5. Material Safety Data Sheets | 30 years after last use | OSHA requirement; administrative value ends |
| D. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |

Schedule 7: Airport Records

| Record Title | Retention Period | Reason |
|---|--|--|
| A. Correspondence, etc. | 10 years after expiration | Administrative value ends |
| B. Correspondence with Regulatory Agencies, FAA, etc. (DOJ, DHS, etc.) (inspections, certification, etc.) | As long as administratively or legally required, but not less than 10 years after expiration | Administrative value ends, possible historical value |
| C. Real Estate | | |
| 1. Land | See Schedule 1, Administrative and Legal Records, Title Documents | |
| 2. Buildings, Runways, Other Structures | See Schedule 1, Administrative and Legal Records, Title Documents | |
| 3. Equipment (inventories, maintenance) | See Schedule 1, Administrative and Legal Records, Title Documents | |
| D. Master Plans (5-10 year period) | Until superseded, but not less than 10 years after expiration | Administrative value ends, possible historical value |
| E. Minutes of the Board of Commissioners | Permanent | Continuing historical value |
| F. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |

Schedule 8: Library Records

| Record Title | Retention Period | Reason |
|--|---|-----------------------------|
| A. Charter Records | 5 years | Administrative value ends |
| B. City Executive Director with City Title | 10 years after expiration | Administrative value ends |
| C. Finance Office Budget Commission | Permanent | Continuing historical value |
| D. Finance Office | See Subtitle 2, Financial Records, Accounts Payable | |
| E. Reports to City Council | | |
| 1. Monthly | 5 years | Administrative value ends |
| 2. Annual | Permanent | Continuing historical value |
| F. Reports State Library Commission | Permanent | Continuing historical value |

Schedule 9: Housing Records

| Record Title | Retention Period | Reason |
|---|---|--|
| A. Planning | | |
| 1. Commercial Site Plans | 180 days after completion of permitted work | International Building Code |
| 2. Subdivision Plans | 5 years after last final plat approval | Administrative value ends |
| 3. PUD, P-C, P-1 Plans | Permanent | Continuing administrative and historical value |
| 4. LUPP Requests | 5 years | Administrative value ends; possible historical value |
| 5. Neighborhood Planning (sub-area plans, neighborhood liaison activities) | 5 years minimum | Administrative value ends; possible historical value |
| 6. Historic Preservation Files | Permanent | Continuing administrative and historical value |
| 7. Permitted Home Occupation Files | Permanent | Continuing administrative and historical value |
| B. Affordable Housing | | |
| 1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation) | 7-30 years or until property is sold | Administrative value ends |
| 2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits) | 5-year minimum after program completion and audit | Administrative value ends |
| 3. Annual | Permanent | Continuing historical value |

Schedule 10: Police Records

| Record Title | Retention Period | Reason |
|--|--|---------------------------------------|
| A. Permits | | |
| 1. Noise Permits | 5 years | Administrative value ends |
| 2. Keg Permits | 5 years | Administrative value ends |
| B. Personnel | | |
| 1. Staff Meeting Minutes and Index | Permanent | Continuing administrative value |
| 2. Personnel Records (discipline, demotion, promotion, awards) | 5 years after termination of employment | Administrative value ends |
| 3. Personnel Training Records | 5 years after termination of employment | Administrative value ends |
| 4. Significant Exposure and Insignificant Exposure Reports | Permanent | Continuing administrative value |
| 5. Internal Affairs Investigations | Permanent | Continuing administrative value |
| 6. Grievances/Responses | Permanent | Continuing administrative value |
| 7. Outside-event Overtime Requests, Assignments, Billings | 5 years | Administrative value ends |
| 8. Policies and Procedures Manuals and Updates | Permanent | Continuing historical value |
| 9. Detective Division Policies and Procedures Manual and Updates | Permanent | Continuing historical value |
| 10. Field Training Officers Manual and Updates | Permanent | Continuing historical value |
| 11. Dispatchers Policies and Procedures Manual and Updates | Permanent | Continuing historical value |
| 12. Liability Release Forms | Permanent | Continuing historical and legal value |
| C. Records and Reports | | |
| 1. Studies/Surveys | 5-year minimum, as long as administratively useful | Administrative value ends |
| 2. Arrest Book | Permanent | Continuing administrative value |
| 3. Trip Cards | 7 years | Administrative value ends |
| 4. State of Iowa Grant Reports | 5-year minimum, depending on grant requirements | Administrative value ends |

Schedule 10: Police Records, Continued

| Record Title | Retention Period | Reason |
|--|---|-----------------------------|
| 5. Federal Government Grant Reports | 5-year minimum, depending on grant requirements | Administrative value ends |
| 6. Investigation Reports | Permanent | Continuing historical value |
| 7. Accident Reports | Permanent | Continuing historical value |
| 8. Pawn Records | 7 years | Administrative value ends |
| 9. Arrest Records | Permanent (hard copy) | Continuing historical value |
| D. Accounting and Payroll | | Administrative value ends |
| 1. Department Employee Time Records | 5 years | Administrative value ends |
| 2. Department Accounting and Payroll Records | 5 years | Administrative value ends |

Schedule 11: Engineering Records

| Record Title | Retention Period | Reason |
|--|---|---|
| 1. Annexation Maps | Permanent | Continuing administrative and historical value |
| 2. Plats of City-Owned Property and Easements Granted to City | Permanent | Continuing administrative and historical value |
| 3. Topography, Flood Plain Maps | Permanent | Continuing administrative and historical value |
| 4. Utility Location Maps and Plats | Permanent | Continuing administrative and historical value |
| 5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure | Permanent | Continuing administrative and historical value |
| 6. Capital Improvement Project Specifications | 5 years after project completed | Administrative and fiscal value ends |
| 7. Capital Improvement Project Files | 5 years after project completed | Administrative and fiscal value ends |
| 8. Survey Notes | Permanent | Continuing administrative and historical value |
| 9. Benchmark Books | Permanent | Continuing administrative and historical value |
| 10. Material Safety Data Sheets | 30 years after last usage | OSHA requirement; administrative value ends |
| 11. Nuclear Density Gauge Logs | Permanent | Permit requirement |
| 12. Studies/Surveys | 5 years | Possible historical value; appraise for permanent retention |
| 13. Complaints | 5 years after settlement | Administrative value ends |
| 14. Daily Diaries or Logs (appointment calendar, activity, radio, phone) | 5 years | Administrative value ends |
| 15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations) | 5 years/permanent if correspondence serves as certification or evidence of correction of violations | Administrative value ends; appraise for possible historical value |
| 16. Master Plans (5-10 year projections) | Permanent | Continuing historical value |

Schedule 12: Transit Records

| Record Title | Retention Period | Reason |
|--|--|--|
| A. Equipment and Maintenance | | |
| 1. Inventories | While current | Administrative value ends |
| 2. Leases | Life of equipment | Fiscal value ends |
| 3. Fuel Consumption | Permanent | Continuing fiscal value |
| 4. Cost of Operation | Permanent | Continuing administrative and historical value |
| 5. Underground Tanks, Registration and Insurance | Permanent | Continuing administrative and fiscal value |
| B. Maps | | |
| 1. Time Schedules and Route Maps | Permanent | Continuing administrative and historical value |
| C. Promotion Materials (mailing literature) | | |
| | Permanent | Continuing administrative and historical value |
| D. Financial Records and Reports | | |
| 1. Quarterly Reports | 5 year minimum | Administrative value ends |
| 2. Fuel Tax Reports | 5 year minimum | Fiscal value ends |
| 3. DBE/WBE Report | 5 year minimum | Administrative value ends |
| 4. Operating Grants | Life of structure, not less than 5 years | Fiscal value ends |
| 5. Odometer Readings | Life of equipment | Administrative value ends |
| 6. Time Sheets | 5 years | Fiscal value ends |
| 7. Material Safety Data Sheets | 30 years after last usage | OSHA requirement; administrative value ends |
| 8. Claims for Refunds of State Fuel Tax | 5 years | Fiscal value ends |

Schedule 13: Electric Utility Records

| Record Title | Retention Period | Reason |
|---|------------------|---|
| A. State and Federal Reports | | |
| 1. EIA 412 – Annual Report of Public Electric Utilities | 5 years | Administrative value ends; appraise for possible historical value |
| 2. EIA 767 – Steam-Electric Plant Operation and Design Report | 5 years | Administrative value ends; appraise for possible historical value |
| 3. EIA 860 – Annual Electric Generator Report | 5 years | Administrative value ends; appraise for possible historical value |
| 4. EIA 861 – Annual Electric Power Report | 5 years | Administrative value ends; appraise for possible historical value |
| 5. Iowa Department of Revenue Annual Report of Transmission Lines and Equipment | 5 years | Administrative value ends; appraise for possible historical value |
| 6. Form ME-1 – Iowa Utilities Board Annual Report | 5 years | Administrative value ends; appraise for possible historical value |
| B. Iowa Utilities Board | | |
| 1. Annual Inspection | 5 years | Administrative value ends; appraise for possible historical value |
| C. REC Radio License | | |
| | | |
| D. Licenses and Permits, State and Federal | | |
| 1. Iowa Dept of Public Health Materials License | 5 years | Administrative value ends; appraise for possible historical value |
| 2. Continuous Emission Monitoring | 5 years | Administrative value ends; appraise for possible historical value |
| 3. Iowa DNR Permits | 5 years | Administrative value ends; appraise for possible historical value |
| 4. US EPA Permits | 5 years | Administrative value ends; appraise for possible historical value |
| 5. Iowa Utility Board Permits | 5 years | Administrative value ends; appraise for possible historical value |

Schedule 13: Electric Utility Records, Continued

| Record Title | Retention Period | Reason |
|---|--|---|
| B. Distribution System | | |
| 1. Electric Distribution Maps | Permanent | Continuing administrative value |
| 2. Electric Switching Maps | Permanent | Continuing administrative value |
| B. Safety Lights, Rental Agreements | | |
| | Life of agreement, plus 30 days | Continuing administrative value |
| C. Miscellaneous | | |
| 1. Iowa One Call Locates | 7 years | Legal value ends |
| 2. Primary Switching Log and Tags | Permanent | Continuing legal and historical value |
| 3. Safety Glasses and Safety Footwear | 7 years | Administrative and fiscal value ends |
| 4. Siren Tests | 7 years | Administrative value ends |
| 5. Job Orders (active) | Until completed, not less than 5 years | Administrative and fiscal value ends |
| 6. Job Orders (completed) | Permanent | Continuing historical value |
| 7. Maps | Permanent | Continuing historical value |
| 8. Tree Trimming Maps/ Permit Cards | 7 years | Administrative, fiscal and historical value |
| 9. Material Safety Data Sheets | 30 years after last usage | OSHA requirement; administrative value ends |
| 10. Disposal Record of Material from Truck Bay Pits | Permanent | Continuing legal value |
| D. Inventory | | |
| 1. Poles | Permanent | Continuing fiscal and historical value |
| 2. Transformers | Permanent | Continuing fiscal and historical value |
| 3. Job Issues | Permanent | Continuing fiscal and historical value |
| 4. Material in Stock | While current | Administrative and fiscal value |
| 5. Inventory Records | 5 years | Fiscal, historical and legal value ends |
| E. Inspection/Maintenance Documents/Reports | | |
| 1. OH Switch Maintenance | 7 years | Administrative value ends |
| 2. PCB Test Reports | Permanent | Continuing historical and legal value |
| 3. Cap Bank Maintenance/Inspection | 5 years | Administrative value ends |

Schedule 13: Electric Utility Records, Continued

| Record Title | Retention Period | Reason |
|--|---|--|
| 4. Tools | As long as possessed, not less than 5 years | Administrative value ends |
| 5. OH Line Inspection | 5 years | Historical and legal value ends |
| 6. UG Line Inspection | 5 years | Historical and legal value ends |
| 7. Infrared Inspection | 5 years | Historical and legal value ends |
| 8. Equipment | As long as possessed, not less than 5 years | Administrative value ends |
| 9. Fire Extinguisher Inspection | Permanent | Continuing legal value |
| 10. Sling Inspections | Permanent | Continuing legal value |
| 11. High-Voltage Testing (hot sticks and cover-up) | Permanent | Continuing legal value |
| 12. Fork-Lift Inspection | As long as possessed, not less than 5 years | Historical and legal value ends |
| 13. High-Voltage Testing of Substation Hot Sticks | Permanent | Continuing legal value |
| 14. Miscellaneous Building Maintenance Records | Permanent | Continuing historical value |
| B. Electric Production Records | | |
| A. Operations and Maintenance | | |
| 1. Generation and Output Logs (monthly meter logs) | 6 years | Federal Energy Regulatory Commission (17,704, 125.3) |
| 2. Recording Charts | 5 years | Federal Energy Regulatory Commission Regulations |
| B. Payroll | | |
| 1. Semi-Monthly Pay Sheets | 5 calendar years | Administrative and legal value ends |
| C. Records | | |
| 1. Record of Unclaimed Deposits | 3 years | Iowa Administrative Code, 199-20.4(8) |
| 2. Customer Billing Records | 3 years | Iowa Administrative Code, 199-20.4(13) |
| 3. Meter Test Records | 3 years after retirement of meter | Iowa Administrative Code, 199-20.6 |
| 4. Volunteer Records | 2 years | Iowa Administrative Code, 199-20.7(7) |

Schedule 13: Electric Utility Records, Continued

| Record Title | Retention Period | Reason |
|---|---------------------------|---|
| 1. Written Programs | 5 years | Administrative and legal value ends |
| 2. Training Records | 5 years | Administrative and legal value ends |
| 3. Cancelled Confined Space Entry Permits | 5 years | Administrative and legal value ends |
| 4. Portable Fire Extinguisher Inspections | 5 years | Administrative and legal value ends |
| 5. Ladder Inspections | 5 years | Administrative and legal value ends |
| 6. Sling Inspections | 5 years | Administrative and legal value ends |
| 7. Monthly Respirator Inspection Forms | 5 years | Administrative and legal value ends |
| 8. Material Safety Data Sheets | 30 years after last usage | OSHA requirement; administrative value ends |

Schedule 14: Water Utility Records

| Record Title | Retention Period | Reason |
|--|--|--|
| A. Council | | |
| 1. Minutes of the Board or Commission | Permanent | Continuing administrative and historical value |
| 2. Capital Improvement Projects | See Schedule 4, Public Works Records, Capital Improvement Projects | |
| <i>a. Records relating to state and federal funding of planning and/or construction of water and wastewater facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i> | 5 years after completion | Administrative value ends |
| <i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i> | Permanent | Continuing administrative value |
| 3. Operator's Certification | Length of employment | Administrative and legal value end |
| 4. Valuations | Permanent | Continuing administrative, fiscal and historical value |
| 5. Rate Surveys | | |
| <i>a. Monthly</i> | 3 years | Administrative value ends |
| <i>b. Annual</i> | Permanent | Continuing historical value |
| 6. Report to Iowa Department of Revenue | 5 years | Administrative and fiscal value ends |
| B. Systems, Plant and Equipment | | |
| 1. Blueprints or Plans of Plant and System | Permanent | Continuing administrative and historical value |
| 2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.) | While current | Administrative value ends |
| 3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.) | | |

Schedule 14: Water Utility Records, Continued

| Record Title | Retention Period | Reason |
|--|---|--|
| <i>a. Inventories</i> | While current | Administrative value ends |
| <i>b. Maintenance History</i> | Life of equipment | Administrative value ends |
| <i>c. Depreciation</i> | Life of equipment | Fiscal value ends |
| 4. Maps of System | Permanent | Continuing administrative and historical value |
| 5. Meter Records (location, testing, maintenance) | 2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years | Iowa Administrative Code, 199-21.6(9); administrative value ends |
| 6. Record of Ys | Permanent | Continuing administrative value |
| 7. Valve Records | Permanent | Continuing administrative value |
| 8. Water and Sewer Tap Records | Permanent | Continuing administrative value |
| C. Operations | | |
| 1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing | 6 years | Administrative value ends |
| 2. Recording Instrument Charts | 5 years | Administrative value ends |
| 3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/wastewater sludge, water supply, historical consumption, usage records, trouble calls) | Permanent | Continuing historical and future projection value |
| 4. Lab Records Supporting Lab Certification | 7 years | Administrative value ends |
| 5. IDNR Summary of Bacterial Analysis | 7 years | Administrative value ends |
| 6. Water Supply Monthly Operations Report | 7 years | Administrative value ends |
| 7. Operations Permits | Permanent | Continuing administrative value |
| D. Water Treatment | | |
| 1. Bacteriological Analysis | 5 years | US EPA, 40 CFR 141.33. Administrative value ends. |
| 2. Chemical Analysis | 10 years | US EPA, 40 CFR 141.33. Administrative value ends. |

Schedule 14: Water Utility Records, Continued

| Record Title | Retention Period | Reason |
|---|-----------------------------------|--|
| 3. Actions Taken to Correct Violations of Primary Drinking Water Regulations | 5 years | US EPA, 40 CFR 141.33. Administrative value ends. |
| 4. Copies of Reports Relating to Sanitary Surveys of System | 10 years | US EPA, 40 CFR 141.33. Administrative value ends. |
| 5. Records Relating to Variances or Exemptions | 5 years after expiration | US EPA, 40 CFR 141.33. Administrative value ends. |
| 6. Record of Residuals Analysis and Disposal | 5 years | US EPA, 40 CFR 141.33. Administrative value ends. |
| 7. Flood Prediction and Monitoring Data | Permanent | Continuing historical and future projection value |
| 8. Groundwater Level Monitoring Data | Permanent | Continuing historical and future projection value |
| E. Billing and Customer Service Records | | |
| 1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter) | 5 years | Administrative value ends |
| 2. Job Orders | 5 years | Administrative value ends |
| 3. Complaints | 5 years | Iowa Administrative Code, 199-21.4(10). Administrative value ends. |
| F. Meter Records | | |
| 1. Meter Testing and Maintenance Records (meter cards) | 5 years after retirement of meter | Administrative value ends |
| 2. Meter Location Records (address cards) | Permanent | Continuing historical value |
| G. Cross-Connection Control Records | | |
| 1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log) | Permanent | Continuing administrative and historical value |

Schedule 14: Water Utility Records, Continued

| Record Title | Retention Period | Reason |
|--|--|--|
| 2. Wastewater Treatment (record of monitoring activities and results) | 3 years | Iowa Administrative Code, 567-63.2(3). Administrative value ends. |
| 3. Billing and Customer Service Records | | |
| a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service | 3 years | Administrative value ends |
| b. Contracts for Service | 1 year after expiration | Administrative value ends |
| c. Rate Schedules and Descriptions of Rate Computations | 50 years | Administrative value ends |
| d. Job Orders | 3 years | Administrative value ends |
| e. Complaints | 3 years | Iowa Administrative Code, 199-21.4(10). Administrative value ends. |
| f. Meter Readings | 2 consecutive periodic tests or at least 2 years | Iowa Administrative Code, 199-21.6(9). Administrative value ends. |
| g. Billing Records | | |
| 1) Stubs | 5 years | Fiscal value ends |
| 2) Receipts | 5 years | Fiscal value ends |
| 3) Daily Receipt Tabulations | 5 years | Fiscal value ends |
| 4) Cash Books (journals) | 5 years | Fiscal value ends |
| 5) Ledgers | 5 years | Fiscal value ends |
| 6) Summaries of Usage and Billing | 5 years | Fiscal value ends |
| 7) Delinquent Account Lists | 5 years | Fiscal value ends |
| 8) Bad Debt Write-Offs | 5 years | Fiscal value ends |
| 9) Adjustment Postings or Books | 1 year | Fiscal value ends |
| 10) Records of Customer Deposits and Refunds | 7 years after abandonment of service | Fiscal value ends |
| 11) Record of Unclaimed Refunds | 1 year | Code of Iowa, 556.4. Legal and fiscal value ends. |

Schedule 15: Gas Utility Records

| Record Title | Retention Period | Reason |
|---|--|--|
| Gas Billing | Two years, gas utilities shall preserve records in accordance with the provisions of Part 230 of the Federal Power Commission Rules (18 CFR 235) | Iowa Administrative Code, 199-19.4(7) |
| 1. Record of Unclaimed Deposits | 2 years | Iowa Administrative Code, 199-19.4(7) |
| 2. Customer Billing Records | 3 years | Iowa Administrative Code, 199-19.4(12) |
| 3. Meter Records (name of manufacturer, number, type, capacity, multiplier, constants, pressure rating, dates of installation and removal, testing) | 3 years after retirement of meter; before meter's retirement, retain last 2 tests | Iowa Administrative Code, 199-19.6 |
| 4. Pressure Surveys and Records | 2 years | Iowa Administrative Code, 199-19.7(3) |

RESOLUTION NO. 2023-85

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS CENTER, IOWA, the following transfers are hereby authorized as the council has identified these necessary for the purpose of funding equipment purchases and per the budget:

| | | Debit | Credit |
|--------------------------|--------------|-------------|-------------|
| Transfer from | | | |
| Sewer transfer out | 610-910-6910 | \$ 7,000.00 | |
| Sewer savings | 610-000-1160 | | \$ 7,000.00 |
| Transfer to | | | |
| Depr Non Rut savings | 029-000-1161 | \$ 7,000.00 | |
| Depr Non Rut transfer in | 029-910-4830 | | \$ 7,000.00 |
| Savings for equipment | | | |
| | | | |
| Transfer from | | | |
| Water transfer out | 600-910-6910 | \$ 7,000.00 | |
| Water savings | 600-000-1160 | | \$ 7,000.00 |
| Transfer to | | | |
| Depr Non Rut savings | 029-000-1161 | \$ 7,000.00 | |
| Depr Non RUT transfer in | 029-910-4830 | | \$ 7,000.00 |
| Savings for equipment | | | |
| | | | |
| Transfer from | | | |
| General transfer out | 001-910-6910 | \$83,000.00 | |
| General savings | 001-000-1160 | | \$83,000.00 |
| Transfer to | | | |
| Depr FD savings | 029-000-1165 | \$ 5,000.00 | |
| Depr Non Rut savings | 029-000-1161 | \$35,000.00 | |
| Depr Park savings | 029-000-1162 | \$ 5,000.00 | |
| Depr PW bld savings | 029-000-1164 | \$35,000.00 | |
| Depr Memorial hall svgs | 029-000-1166 | \$ 3,000.00 | |
| Depr transfer in | 029-910-4830 | | \$83,000.00 |
| Savings for equipment | | | |
| | | | |
| Transfer from | | | |
| General transfer out | 001-910-6910 | \$34,305.00 | |
| General savings | 001-000-1160 | | \$34,305.00 |
| Transfer to | | | |
| T&A FT savings | 015-000-1160 | \$34,305.00 | |
| T&A FT transfer in | 015-910-4830 | | \$34,305.00 |
| Savings for equipment | | | |
| | | | |
| RUT transfer to | | | |
| Depr RUT savings | 110-000-1161 | \$25,000.00 | |
| Transfer from | | | |
| RUT savings | 110-000-1160 | | \$25,000.00 |

Savings for equipment

| | | | |
|----------------------|--------------|-------------|-------------|
| Transfer from | | | |
| General transfer out | 001-910-6910 | \$ 1,000.00 | |
| General savings | 001-000-1160 | | \$ 1,000.00 |
| Transfer to | | | |
| Water savings | 600-000-1160 | \$ 1,000.00 | |
| Water transfer in | 600-910-4830 | | \$ 1,000.00 |
| Hydrant rent | | | |

**all DS transfers in are done on a monthly basis per debt schedules

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Dallas Center, Iowa, on this 14th day of November, 2023.

Danny Beyer, Mayor

ATTEST:

Shellie Schaben, City Clerk



Andrew Albers
CDI
2000 O'Neil Rd., Suite 100
Hudson, WI 54016

Prepared for: City of Dallas Center
Quote #: 88754v.1
Quote Date: 10/27/2023

Annual Breakdown

| | Year 1 | Year 2 | Year 3 | Year 4 |
|-----------------------|------------|--------|--------|--------|
| Total Services | \$3,800.00 | \$.00 | \$.00 | \$.00 |
| *TOTAL | \$3,800.00 | \$.00 | \$.00 | \$.00 |

*Tax not included

Services

| Service | Service Quantity | Service Unit Cost | Total |
|--|------------------|-------------------|-------------------|
| Silver - Advanced Service Package (20 hours) - Prepaid Service Hours (CD5000) <i>Laserfiche consulting.</i> | 1.00 | \$3,800.00 | \$3,800.00 |
| | | Service: | \$3,800.00 |
| | | Tax: | \$.00 |
| | | Total: | \$3,800.00 |



Quote Designed For:
Effective Date:

City of Dallas Center
1/1/2024

| | Current | Renewal | PSF Option |
|---|---|---|---------------------|
| Carrier | UnitedHealthcare | UnitedHealthcare | Wellmark |
| Plan Name | CW-NJ | DISU | myBlue Bronze HDHP |
| Network | Choice Plus (PPO) | Choice Plus (PPO) | PPO |
| Deductible (Individual / Family) | \$3000 / \$6000 | \$3200 / \$6400 | \$3200 / \$6400 |
| Out of Pocket Max (Individual / Family) | \$4000 / \$8000 | \$4000 / \$8000 | \$3200 / \$6400 |
| In Network Co-Insurance | 5% | 5% | Ded Applies |
| Office Visit | Ded Applies | Ded Applies | Ded Applies |
| ER Copay | Ded Applies | Ded Applies | Ded Applies |
| Rx Benefit | Ded Applies, then \$10-\$40-\$125-\$300 | Ded Applies, then \$10-\$40-\$125-\$300 | Ded Applies |
| Total | \$12,231.25 | \$13,004.89 | \$8,936.85 |
| % vs, Current | | 6.33% | -26.93% |
| | | | Annual Premium Cost |
| | | | \$107,242.20 |

| | |
|-----------------------------|----------|
| Partial Self-Funding Risk | |
| Single | \$8,600 |
| Family | \$43,000 |
| Total | \$51,600 |
| Usage Estimate (50%) | \$25,800 |
| Admin Costs (PSF & EOB) | \$658 |
| Total Estimated Cost of PSF | \$26,458 |

50% Projected Usage

7 Total Members

| | | | | | |
|--------------------|--------------|--------------------|--------------|-------------------------|--------------|
| Annual Cost | \$146,775.00 | Annual Cost | \$133,700.20 | Annual Cost | \$156,058.68 |
| H.S.A Contribution | \$30,000.00 | H.S.A Contribution | \$30,000.00 | H.S.A Contribution | \$30,000.00 |
| | | Annual w/HSA | | Annual w/HSA & PSF @50% | |
| | | \$186,058.68 | \$163,700.20 | \$163,700.20 | |
| | | | | Savings vs Renewal | \$22,358.48 |
| | | | | Savings vs Renewal | \$22,358.48 |