Study Session Agenda
City of Council Bluffs, Iowa
July 8, 2019, 3:45 PM
Council Chambers, 2nd Floor, City Hall
209 Pearl Street

STUDY SESSION AGENDA

A. Ben Lozano - City-owned property web app

B. Review Agenda

Council Agenda, City of Council Bluffs, Iowa
Regular Meeting July 8, 2019, 7:00 PM
Council Chambers, 2nd Floor, City Hall
209 Pearl Street

AGENDA

1. **PLEDGE OF ALLEGIANCE**

2. **CALL TO ORDER**

3. **CONSENT AGENDA**

   A. Approval of Agenda & tape recordings of these proceedings to be incorporated into the official minutes.

   B. Reading, correction and approval of the June 24, 2019 City Council Meeting Minutes.

   C. Resolution 19-163

      Resolution accepting the work of Compass Utility LLC as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the East Manawa Sewer Rehab, Phase VII. Project # PW19-09

   D. Resolution 19-164

      Resolution accepting the work of Dostals Construction Company Inc. in connection with Kimball Park, as complete and authorizing release of final payment and retainage. (Project Number R1705)

   E. Resolution 19-165

      Resolution accepting the work of Eriksen Construction Company, Inc. as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the I-80 Pump Station Trash Rack Rehab. Project #PW18-14

   F. Resolution 19-166

      Resolution accepting the work of ScoreVision, LLC as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the Mid-America Center Score Board Replacement Project.

   G. Resolution 19-167

      Resolution setting a public hearing for July 22, 2019 at 7:00 p.m. for right-of-way authorization in connection with the West Broadway Reconstruction, Segment 4. Project # PW20-20

H. Receive & File Council Bluffs Water Works Annual Report

I. Mayor's Appointments

Council Bluffs Arena & Convention Center Commission

J. Claims

4. PUBLIC HEARINGS

A. Ordinance 6392

Ordinance to amend Section 15.33.160 (04), Residential District Signs, Administrative-Professional District, by adding Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

B. Resolutions 19-139 through 19-144 (Continued from 6-24-19)

Resolutions of intent to dispose of City properties formerly addressed as 401, 409, 431, 435, 437, and 441 Park Avenue. Location: South of Pomona Avenue on the East side of Park Avenue. OTB-19-005 through OTB-19-010

C. Resolution 19-168

Resolution approving the plans and specifications for the East Manawa Sewer Rehab, Phase VIII. Project # PW20-09

5. ORDINANCES ON 2ND READING

A. Ordinance 6390

Ordinance to amend chapter 1.32 - "Purchasing" of the municipal code.

6. RESOLUTIONS

A. Resolution 19-147 (Continued on 6-24-19)

Resolution to amend the City's purchasing policy.

B. Resolution 19-148 (Continued from 6-24-19)

Resolution to amend the City's purchasing card policy.

C. Resolution 19-169

Resolution temporarily vacating portions of West Broadway in connection with two special event applications.

7. APPLICATIONS FOR PERMITS AND CANCELLATIONS

A. Liquor Licenses

1. Big B's (new application), 28 S 29th Street
2. Caddy's Kitchen and Cocktails, 103 Broadway
3. The Dock Bar & Grill (special event), 401 Veterans Memorial Hwy
4. Hy-Vee Drugstore, 757 W Broadway
5. The Olive Garden Italian Restaurant #1856, 3707 Denmark Drive
6. Pilot Travel Center #329, 2647 S 24th Street

B. Cigarette Permits

C. Ragbrai Doll Distributing Fireworks

D. Noise Variance Request - Railway Inn

8. OTHER BUSINESS

9. CITIZENS REQUEST TO BE HEARD

10. ADJOURNMENT

DISCLAIMER:

If you plan on attending this meeting and require assistance please notify the City Clerk's office at (712) 890-5261, by 5:00 p.m., three days prior to the meeting.

City Council Meeting Minutes
June 24, 2019

CALL TO ORDER

Mayor Matthew Walsh called the meeting to order on Monday June 24, 2019 at 7:00 p.m.
Council Members present: Melissa Head, Roger Sandau, Nate Watson, Sharon White and Mike Wolf.
Staff Present: Richard Wade and Jodi Quakenbush

CONSENT AGENDA

Approval of Agenda & tape recordings of these proceedings to be incorporated into the official minutes.
Reading, correction and approval of the June 10, 2019 and June 14, 2019 City Council Meeting Minutes.
Resolution 19-152

Resolution setting a public hearing for July 8, 2019 at 7:00 p.m. for the East Manawa Sewer Rehab, Phase VIII. Project # PW20-09.

Ordinance 6392

Ordinance to amend Section 15.33.160 (04), Residential District Signs, Administrative-Professional District, and setting a Public Hearing for July 8, 2019 at 7:00 p.m., by adding Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

Mayor's Appointments: Civil Rights Commission, Municipal Housing Agency & Storm Water Advisory Committee
Right of Redemption & Claims

Nate Watson and Melissa Head moved and seconded approval of Consent Agenda as amended to correct the meeting minutes from June 14, 2019 meeting. Unanimous, 5-0 vote.

PUBLIC HEARINGS

Ordinance 6387

Ordinance to amend the zoning map as adopted by reference in section 15.02.070 by rezoning parts of properties described as Lots 1 through 3, Original Plat Lot 83, Lots 5 through 8, Casady's Subdivision of Original Plat Lot 82, and Lot 223, Original Plat of Council Bluffs, more specifically described in the Council packet, from C-4/Commercial District to R-3/Low Density Multifamily Residential District. Location: 102, 104, 110, 116, 118, 126, 128, 130, 134, 140, 142, 146, 148, 150, 152 and 154 Vine Street. ZC-19-002

Heard from Susan Parker, 110 Vine Street
Sharon White and Nate Watson moved and seconded approval of Motion to Deny Ordinance 6387. Unanimous, 5-0 vote.

Resolutions 19-139 through 19-144 (Continued from 6-10-19)

Resolutions of intent to dispose of City properties formerly addressed as 401, 409, 431, 435, 437, and 441 Park Avenue. Location: South of Pomona Avenue on the East side of Park Avenue. OTB-19-005 through OTB-19-010

Motion by Watson, seconded by White to Receive and File letter received by the neighborhood. 5-0 Vote. Unanimous.
Melissa Head and Nate Watson moved and seconded approval of Motion to Continue Resolutions 19-39 through 19-144 to July 8, 2019 at 7:00 p.m.. Unanimous, 5-0 vote.

Resolution 19-153

Resolution approving the plans and specifications for the Levee Certification Project, Geotechnical MR_5. Project #FY15-06C

Sharon White and Mike Wolf moved and seconded approval of Resolution 19-153. Unanimous, 5-0 vote.

Resolution 19-154

Resolution approving the plans, specifications, form of contract, and cost estimate for the Community Development Renovation Project.

Melissa Head and Roger Sandau moved and seconded approval of Resolution 19-154. Unanimous, 5-0 vote.

Resolution 19-155

Resolution to vacate and dispose of the section of Lindberg Drive located east of the right-of-way line of Madison Avenue, and abutting the west 40 feet of Lot 9, and all of Lot 10, Block 1, Oak Grove Addition; Lot 10, Block 2, Oak Grove Addition; and Lots 3-6 and Lot 8, Block 3, Oak Grove Addition. SAV-19-005

Nate Watson and Mike Wolf moved and seconded approval of Resolution 19-155. Unanimous, 5-0 vote.

Resolution 19-156 - Resolution 19-158

Resolutions to dispose of City properties legally described as Lots 8-10, Block 2, Oak Grove Addition, Lots 3-5, Block 3, Oak Grove Addition, and Lots 6-8, Block 3, Oak Grove Addition. Location: properties formerly addressed as 1123 Madison Avenue. OTB-19-011 through OTB-19-013

Nate Watson and Sharon White moved and seconded approval of Resolution 19-156, Resolution 19-157 & Resolution 19-158. Unanimous, 5-0 vote.

ORDINANCES ON 1ST READING

Ordinance 6390 (Continued from 6-10-19)

Ordinance to amend chapter 1.32 - "Purchasing" of the municipal code.

Roger Sandau and Melissa Head moved and seconded approval of First Consideration of Ordinance 6389, Second Consideration to be held July 8, 2019 at 7:00 p.m.. Unanimous, 5-0 vote.

ORDINANCES ON 2ND READING

Ordinance 6388

Ordinance to amend Title 9 "Traffic" of the 2015 Municipal Code of Council Bluffs, Iowa, by amending "Chapter 9.04.010 - Definitions".

Melissa Head and Nate Watson moved and seconded approval of Second Consideration of Ordinance 6388. Unanimous, 5-0 vote.

Nate Watson and Roger Sandau moved and seconded approval of Motion to Waive Third Consideration. Ordinance passes to law. Unanimous, 5-0 vote.

Ordinance 6389

Ordinance to amend Title 9 "Traffic" of the 2015 Municipal Code of Council Bluffs, Iowa, by amending "Chapter 9.90.010 Use-unlawful acts designated".

Roger Sandau and Mike Wolf moved and seconded approval of Second Consideration of Ordinance 6389. Unanimous, 5-0 vote.

Nate Watson and Melissa Head moved and seconded approval of Motion to Waive Third Consideration. Ordinance passes to law. Unanimous, 5-0 vote.

Ordinance 6391

Ordinance to amend Title 8 "Public Safety and Morals" of the 2015 Municipal Code of Council Bluffs, Iowa, by amending Chapter 8.02.020 "Misdemeanor-Penalty."

Melissa Head and Nate Watson moved and seconded approval of Second Consideration of Ordinance 6391. Unanimous, 5-0 vote.

Nate Watson and Mike Wolf moved and seconded approval of Motion to Waive Third Consideration. Ordinance passes to law. Unanimous, 5-0 vote.

ORDINANCES ON 3RD READING

Ordinance 6385

Ordinance to amend Title 9 Traffic, Chapter 9.88 Speed Regulations, by amending Section 9.88.080 Schedule of posted streets, related to Lincoln Avenue from Gleason Avenue to East Pierce.

Melissa Head and Nate Watson moved and seconded approval of Third Consideration of Ordinance 6385. Ordinance pass to law. Unanimous, 5-0 vote.

RESOLUTIONS

Resolution 19-147 (Continued on 6-10-19)

Resolution to amend the City's purchasing policy.

Nate Watson and Melissa Head moved and seconded approval of Motion to Continue Resolutions 19-147 and 19-148 to July 8, 2019 at 7:00 p.m.. Unanimous, 5-0 vote.

Resolution 19-148 (Continued from 6-10-19)

Resolution to amend the City's purchasing card policy.

Resolution 19-159

Resolution authorizing the Mayor and City Clerk to execute an agreement with HGM Associates Inc. for engineering services in connection with the Mid-America Center Parking Lots Rehab, Phase 2. Project # BM20-01

Sharon White and Mike Wolf moved and seconded approval of Resolution 19-159. Unanimous, 5-0 vote.

Resolution 19-160 & 19-161

Resolutions granting Preliminary Plan Approval and adopting a Planned Residential Development Plan for a 19-lot residential subdivision to be known as Greenview Estates Subdivision legally described as being a part of the SW ¼ NE ¼ of Section 4-74-43. Location: Northwest corner of the intersection of Greenview Road and State Orchard Road (Eastern Hills Drive.)

Roger Sandau and Sharon White moved and seconded approval of Resolution 19-160 & Resolution 19-161. Unanimous, 5-0 vote.

Resolution 19-162

Resolution adding a Division Secretary to the authorized strength of the City.

Mike Wolf and Sharon White moved and seconded approval of Resolution 19-162. Unanimous, 5-0 vote.

APPLICATIONS FOR PERMITS AND CANCELLATIONS

Liquor Licenses: 1) Ameristar Casino, 2200 River Road, 2) Fox Run Golf Course, 3001 Mac Ineery Drive, 3) Hooters, 2910 23rd Avenue, 4) Quaker Steak and Lube, 3320 Mid America Drive, 5) Super Convenience Store, 2547 2nd Avenue.
Cigarette Permits & Friends of Lake Manawa Fireworks

Sharon White and Mike Wolf moved and seconded approval of Applications for Permits and Cancellations, Items 9A-C. Unanimous, 5-0 vote.

CITIZENS REQUEST TO BE HEARD

Heard from David Bailey, 235 Lincoln Avenue, regarding Lincoln Avenue.
Bruce Kelly, 864 McKenzie Avenue, Bike Trail & Extra Lane.
Mayor Walsh reminded everyone that fireworks are only legal on the dates of July 4th, 5th & 6th, from 12:00 pm to 11:00 pm

ADJOURNMENT

Mayor Walsh adjourned the meeting at 7:40 p.m.

The tape recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Council. The tape recording of this proceeding is incorporated into these official minutes of this Council meeting as if they were transcribed herein.

_____

Matthew J. Walsh, Mayor

_____

Attest: Jodi Quakenbush, City Clerk

Council Communication

Department: Public Works Admin
Case/Project No.: PW19-09
Submitted by: Matthew Cox, Public Works Director

Resolution 19-163
ITEM 3.C.

Council Action: 7/8/2019

Description

Resolution accepting the work of Compass Utility LLC as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the East Manawa Sewer Rehab, Phase VII. Project # PW19-09

Background/Discussion

The area of East Manawa is very flat with open ditches. There are no storm sewers in this area and the streets are thin asphalt or seal-coated rock roads. During rainfall events, considerable surface ponding occurs due to the poor drainage.

Due to the narrow right-of-way (30 ft.) and the high water table in the area, conventional storm sewer construction is not practical. The use of porous pavement in conjunction with a drainable granular base and shallow subdrain/conveyance system was determined to be the most cost effective means available to improve the area drainage.

The rehab program also includes installation of new sanitary sewers utilizing a vacuum system.

Phase I and II of the program have been completed and included Huron Circle from Navajo to north of Osage Street. Phase III of the program was construction of the sanitary sewer vacuum pump station. Phase IV included the first phase of vacuum sewer installation with the porous pavement and subdrain system on Huron Circle from Navajo to just west of Blackhawk Street. Phase V is complete and continued the rehab along Huron Circle from just west of Blackhawk Street to 585 feet east and Osage Street from Huron Circle to Victor Street. Phase VI is complete and included Blackhawk Street from Huron Circle to Victor Street and Victor Street from Osage to Blackhawk Street.

Phase VII was located on Blackhawk Street from Victor to Huron Circle and Aztec Street from Huron Circle to Victor.

This project was included in the FY19 CIP with a budget of $1,000,000 in Sales Tax Funds. The Division V costs were paid by Council Bluffs Water Works.

	Division I General	Division II Pavement	Division III Storm Sewer	Division IV San. Sewer	Division V Water	Total
Original Contract Amount	$264,093.90	$370,712.97	$63,270.10	$273,789.86	$120,732.68	$1,092,599.51
Change Orders (+0.38%)	$4,434.78	$3,768.50	$0.00	$418.20	($4,458.94)	$4,162.54
Final Contract Amount	$268,528.68	$374,481.47	$63,270.10	$274,208.06	$116,273.74	$1,096,762.05
Less Previous Payments	$255,102.25	$355,757.40	$60,106.59	$260,497.66	$110,460.05	$1,041,923.95
Retainage Due Contractor	$13,426.43	$18,724.07	$3,163.51	$13,710.40	$5,813.69	$54,838.10

The Contractor completed the project on time and did not receive any non-compliance notices.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Resolution 19-163	Resolution	7/2/2019

R E S O L U T I O N
NO 19-163

RESOLUTION ACCEPTING THE WORK OF COMPASS UTILITY LLC IN CONNECTION WITH THE EAST MANAWA SEWER REHAB, PHASE VII AND AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A CITY CHECK IN THE AMOUNT OF $54,838.10 PROJECT #PW19-09

WHEREAS, the City of Council Bluffs, Iowa, entered into an agreement with Compass Utility LLC, Council Bluffs, IA for the East Manawa Sewer Rehab, Phase VII; and

WHEREAS, said contractor has fully completed the construction of said improvements in accordance with the terms and conditions of said contract and plans and specifications filed with the city clerk; and

WHEREAS, a request for final payment in the amount of $54,838.10 to Compass Utility LLC has been submitted to the city council for approval and payment; and

WHEREAS, final payment is due 30 days after acceptance of the work; and

WHEREAS, the city council of the City of Council Bluffs has been advised and does believe that said $54,838.10 constitutes a valid obligation of the City and should in its best interest be paid.

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

Said improvements are hereby accepted as having been fully completed in accordance with plans and specifications.

AND BE IT FURTHER RESOLVED

That the finance director is hereby authorized and directed to issue a city check in the amount of $54,838.10 payable to Compass Utility LLC from budget codes Division I, S36000-676000; Division II, S36000-676200; Division III, S36000-676500; Division IV, S36000-676700; Project #1909X.

AND BE IT FURTHER RESOLVED

That the aforementioned project is encompassed by the language of the 1989 Local Option Sales Tax Ballot and as such this is an appropriate expenditure of the Local Option Sales Tax Revenues

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: Parks and Recreation
Case/Project No.: Kimball Park - acceptance of work
Submitted by: Vincent M Martorello

Resolution 19-164
ITEM 3.D.

Council Action: 7/8/2019

Description

Resolution accepting the work of Dostals Construction Company Inc. in connection with Kimball Park, as complete and authorizing release of final payment and retainage. (Project Number R1705)

Background/Discussion

The City of Council Bluffs entered into a contract with Dostals Construction Company Inc. for a public improvement project known as Kimball Park. The project was accepted as substantially complete on April 26, 2019. The project included the removal of existing tennis court and the construction of a new pickle ball court, half-court basketball court, play equipment apparatus, new interior sidewalks, and landscaping, shelter and landscaping.

The contractor has completed the work and has submitted the required Pay Application as required for release of funds.

Recommendation

The finance director is hereby authorized and directed to issue a city check in the amount of $31,725.00 payable to Dostals Construction Company, Inc. from budget code S3700 – 676000; Project #R1705 within thirty (30) days of the date of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Resolution 19-164	Resolution	7/2/2019

RESOLUTION 19-164

RESOLUTION ACCEPTING THE WORK OF DOSTALS CONSTRUCTION COMPANY INC. IN CONNECTION WITH KIMBALL PARK, AND AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A CITY CHECK IN THE AMOUNT OF $31, 725.00 PROJECT #R1705

WHEREAS, the City of Council Bluffs, Iowa, entered into an agreement with Dostals Construction Company Inc, for the renovation of Kimball Park; and

WHEREAS, a request for final payment in the amount of $31,725.00 to Dostals Construction Company Inc., has been submitted to the city council for approval and payment; and

WHEREAS, substantial completion of the project was accepted on April 26, 2019 and final payment is due 30 days after acceptance of the work; and

WHEREAS, the thirty (30) day period to release funds pursuant to Chapter 573 of the Iowa State Code has expired and the contractor has submitted conditional and lien waivers from the known subcontractors, and

WHEREAS, the city council of the City of Council Bluffs has been advised and does believe that said $31,725.00 constitutes a valid obligation of the City and should in its best interest be paid.

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

Said improvements are hereby accepted as having been fully completed in accordance with plans and specifications.

AND BE IT FURTHER RESOLVED

That the finance director is hereby authorized and directed to issue a city check in the amount of $31,725.00 payable to Dostals Construction Company, Inc. from budget code S3700 – 676000; Project #R1705 within thirty (30) days of the date of this resolution.

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: Public Works Admin
Case/Project No.: PW18-14
Submitted by: Matthew Cox, Public Works Director

Resolution 19-165
ITEM 3.E.

Council Action: 7/8/2019

Description

Resolution accepting the work of Eriksen Construction Company, Inc. as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the I-80 Pump Station Trash Rack Rehab. Project #PW18-14

Background/Discussion

The I-80 sanitary sewer pump station is the largest station in the sanitary collection system with nearly 75% of the City's sewage passing through this station. Wastewater is conveyed through a force main from the pump station directly to the Water Pollution Control Plant.

The wastewater entering the pump station is screened for solids and debris. This removal process protects the pumps from clogging and limits the potential for damage. Larger stations, like I-80, utilize a mechanically operated trash rack to clean the screens.

This project replaced the trash rack system which had reached its service life limit. The newer technology of a modern trash rack will provide reliable removal, handling, storage, and disposal of the screenings.

The project included the necessary modifications to the screenings room and electrical controls to accommodate the new system.

This project was included in the FY18 CIP with a budget of $250,000 in sales tax funds and $250,000 in sewer funds.

	Division VI Sanitary Sewer	Total
Original Contract Amount	$390,700.00	$390,700.00
Change Orders (+0.36%)	$1,397.13	$1,397.13
Final Contract Amount	$392,097.13	$392,097.13
Less Previous Payments	$372,492.27	$372,492.27
Retainage Due Contractor	$19,604.86	$19,604.86

The Contractor completed the project on time and did not receive any non-compliance notices.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Resolution 19-165	Resolution	7/2/2019

R E S O L U T I O N
NO 19-165

RESOLUTION ACCEPTING THE WORK OF ERIKSEN CONSTRUCTION COMPANY, INC. IN CONNECTION WITH THE I-80 PUMP STATION TRASH RACK REHAB AND AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A CITY CHECK IN THE AMOUNT OF $19,604.86 PROJECT #PW18-14

WHEREAS, the City of Council Bluffs, Iowa, entered into an agreement with Eriksen Construction Company, Inc., Blair, NE for the I-80 Pump Station Trash Rack Rehab; and

WHEREAS, said contractor has fully completed the construction of said improvements in accordance with the terms and conditions of said contract and plans and specifications filed with the city clerk; and

WHEREAS, a request for final payment in the amount of $19,604.86 to Eriksen Construction Company, Inc. has been submitted to the city council for approval and payment; and

WHEREAS, final payment is due 30 days after acceptance of the work; and

WHEREAS, the city council of the City of Council Bluffs has been advised and does believe that said $19,604.86 constitutes a valid obligation of the City and should in its best interest be paid.

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

Said improvements are hereby accepted as having been fully completed in accordance with plans and specifications.

AND BE IT FURTHER RESOLVED

That the finance director is hereby authorized and directed to issue a city check in the amount of $19,604.86 payable to Eriksen Construction Company, Inc. from budget code Division IV S36000-676700; Project #1814X.

AND BE IT FURTHER RESOLVED

That the aforementioned project is encompassed by the language of the 1989 Local Option Sales Tax Ballot and as such this is an appropriate expenditure of the Local Option Sales Tax Revenues

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: Public Works Admin
Case/Project No.: BM19-03
Submitted by: Pat Miller, Public Works Operations Director

Resolution 19-166
ITEM 3.F.

Council Action: 7/8/2019

Description

Resolution accepting the work of ScoreVision, LLC as complete and authorizing release of the retainage after 30 days if no claims are filed in connection with the Mid-America Center Score Board Replacement Project.

Background/Discussion

The original scoreboards in the arena were installed when the Mid-America Center was built in 2002. The failure rate and reliability of the scoreboard during events had escalated over the last few years. Replacement parts were becoming more expensive and difficult to obtain. Reliability had become a concern.

The new high resolution LED display board will captivate audiences. It will provide the guests with some of today's most advanced video technology enhancing their overall experience. Advertising upcoming events will aid in marketing this venue.

The budget for this project was $625,000 funded with General Funds.

	Total
Original Contract Amount	$582,345.00
Change Orders (0%)	$0.00
Final Contract Amount	$582,345.00
Less Previous Payments	$553,227.75
Retainage Due Contractor	$29,117.25

The Contractor completed the project on time and did not receive any non-compliance notices.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Resolution 19-166	Resolution	7/2/2019

RESOLUTION NO. 19-166

RESOLUTION ACCEPTING THE WORK OF SCOREVISION, LLC IN CONNECTION WITH THE MID-AMERICA CENTER SCOREBOARD REPLACEMENT PROJECT AND AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A CITY CHECK IN THE AMOUNT OF $29,117.25 PROJECT #BM19-03

WHEREAS, the City of Council Bluffs, Iowa, entered into an agreement with ScoreVision, LLC, Omaha, NE, for the Mid-America Center Scoreboard Replacement Project; and

WHEREAS, said contractor has fully completed the installation of said improvements in accordance with the terms and conditions of said contract and plans and specifications filed with the city clerk; and

WHEREAS, a request for final payment in the amount of $29,117.25 to ScoreVision, LLC has been submitted to the city council for approval and payment; and

WHEREAS, final payment is due 30 days after acceptance of the work; and

WHEREAS, the city council of the City of Council Bluffs has been advised and does believe that said $29,117.25 constitutes a valid obligation of the City and should in its best interest be paid.

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

Said improvements are hereby accepted as having been fully completed in accordance with plans and specifications.

AND BE IT FURTHER RESOLVED

That the finance director is hereby authorized and directed to issue a city check in the amount of $29,117.25 payable to ScoreVision, LLC from budget code S36600-676000-M1903, Project #BM19-03.

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: Public Works Admin
Case/Project No.: PW20-20
Submitted by: Matthew Cox, Public Works Director

Resolution 19-167
ITEM 3.G.

Council Action: 7/8/2019

Description

Resolution setting a public hearing for July 22, 2019 at 7:00 p.m. for right-of-way authorization in connection with the West Broadway Reconstruction, Segment 4. Project # PW20-20

Background/Discussion

West Broadway is a major arterial street and critical to the City's roadway network. It serves as a significant commercial corridor and commuter route and its reconstruction is an essential part of the economic redevelopment plan for the west end of Council Bluffs. There is also a strong community desire to enhance the aesthetics of the corridor and to create a connection between the River's Edge development and downtown Council Bluffs.

The City has assumed responsibility of West Broadway from the Iowa DOT. The transfer of jurisdiction of the roadway formerly designated as US 6, included payments totaling $20 million from Iowa DOT.

Segment 1 of the reconstruction project from 36th Street to 33rd Street is complete.

Segment 2 of the reconstruction from 33rd Street to 28th Street is now substantially complete and Segment 3 from 28th Street to 25th Street is now underway.

The Segment 4 project will reconstruct West Broadway from approximately 150 feet west of 24th Street to just west of 19th Street. It will include the replacement of pavement, traffic signals, street lights, sidewalks, and storm sewer. Streetscape features consistent with the Corridor Master Plan will also be incorporated. Construction is planned for 2020.

New right-of-way will be required at intersection locations to accommodate new sidewalks, ADA compliant curb ramps, traffic signal poles and streetscape elements. Permanent easements will be required for two bus shelter locations near the 21st Street intersection. A total of 21 properties will be impacted.

This project was included in the FY20 CIP with a budget of $7,815,000 funding from IDOT, Sales Tax funds, and GO Bonds. The Iowa West Foundation has agreed to reimburse the City for costs associated with the streetscape amenities. Conceptual estimates based on the unit prices from Segment 3 indicate that additional project funding may be necessary.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Notice of Public Hearing	Other	6/27/2019
Resolution 19-167	Resolution	7/2/2019

Notice of Public Hearing

for

Right-of-way Authorization

for the

West Broadway Reconstruction, Segment 4

PW20-20

A public hearing will be held on July 22, 2019 at 7:00 p.m. in the council chambers of City Hall, 209 Pearl Street, Council Bluffs, Iowa, for right-of-way authorization between 24th Street and 19th Street, for the West Broadway Reconstruction, Segment 4 project. At said hearing, any interested person may appear and file objections to such plans and specifications.

By Order of the City Council

of the

City of Council Bluffs, Iowa

Jodi Quakenbush, City Clerk

R E S O L U T I O N
NO 19-167

RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE AND SETTING A PUBLIC HEARING FOR AUTHORIZING THE RIGHT-OF-WAY PROCESS IN CONNECTION WITH THE WEST BROADWAY RECONSTRUCTION, SEGMENT 4 PROJECT #PW20-20

WHEREAS, the city wishes to make improvements known as the West Broadway Reconstruction, Segment 4 within the city, as therein described; and

WHEREAS, right-of-way acquisition is required for the construction and maintenance of said improvements; and

WHEREAS, the city council deems approval of said improvements to be in the best interest of the City of Council Bluffs.

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

That the City Clerk is hereby ordered to set a public hearing authorizing the right-of-way process to commence for the West Broadway Reconstruction, Segment 4 project setting July 22, 2019 at 7:00 p.m. as the date and time of said hearing.

AND BE IT FURTHER RESOLVED

That the aforementioned project is encompassed by the language of the 1989 Local Option Sales Tax Ballot and as such this is an appropriate expenditure of the Local Option Sales Tax Revenues.

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk	Receive & File Council Bluffs	
Case/Project No.:	Water Works Annual Report	Council Action: 7/8/2019
Submitted by:	ITEM 3.H.	

Description

Background/Discussion

The Board of Water Works Trustees of the Council Bluffs City Water Works approved the 2018 Annual Report at their June meeting. Section 388.4, Code of Iowa requires the Board to submit to the Council a Detailed Annual Report. The financial states is included in the Annual Report.

Recommendation

Respectfully request that the Council receive and file the 2018 Council Bluffs water Works Annual Report.

ATTACHMENTS:

Description	Type	Upload Date
Annual Report	Other	6/28/2019

2018

ANNUAL REPORT

COUNCIL BLUFFS WATER WORKS

Safe Drinking Water Is Our Business

MISSION STATEMENT:

THE COUNCIL BLUFFS WATER WORKS IS COMMITTED TO PROVIDING THE BEST POSSIBLE SERVICE WHILE SUPPLYING ADEQUATE QUANTITIES OF HIGH QUALITY TAP WATER TO MEET ALL THE DOMESTIC, INDUSTRIAL AND FIRE PROTECTION NEEDS OF OUR CUSTOMERS AND OUR COMMUNITY.

Front Cover Photo:

Top: Narrows Water Purification Plant and Bottom: Council Point Water Purification Plant

CHAIRMAN'S REPORT

In 2018, nearly eighty percent or $2,200,000 of our capital improvement dollars were directed towards water distribution system improvements, most of which was for water main replacement efforts. The Council Bluffs Water Works continues to coordinate with the IDOT for on-going Interstate improvements requiring relocations of water mains. We also continued our coordination of projects with the City including joint projects in the 1st Street Neighborhood area and East Manawa. The joint project formula has resulted in value added benefits for our customers and community. As the City continues the major reconstruction of West Broadway the Board found it necessary to fast track projects to meet the City's schedule. Following additional analysis, the Water Works determined that an alternate route for a new transmission main on Avenue A from 25th Street to 16th Street would result in efficiency of construction and lower overall costs to complete the project. Moving the transmission main from Broadway to Avenue A will result in less disruption in the Broadway corridor in the future. While West Broadway Segment 1 & Segment 2 projects were funded solely through water revenues, in order to accomplish the much larger project scope, the Board issued $5,000,000 in State Revolving Loan Funds at an interest rate of 1.75%.

Maintaining our facilities and equipment is the Board's foremost priority. In 2018, the Board approved additional expenditures for new equipment including a dump truck and vacuum excavator to ensure our distribution staff and employees have the equipment necessary to make water main repairs as timely as possible to limit water service disruptions to our customers. The Administration Building HVAC System was replaced with a high efficiency system. Roofs were replaced on the Intake Structure and Narrows Plant. New energy efficient doors and windows were installed at the Oak Street Pumping Station. We continued our lighting improvement program by upgrading the Distribution/Warehouse Building with energy efficient LED lights. We continue to upgrade our water meters with Automatic Meter Reading technology. These are examples of the continuous process of investment and reinvestment to ensure the reliability of our water system.

Even with all the demands for resources required to maintain our water system the Board is committed to maintaining stable water rates. A well maintained public water system is essential to a community's public health, public safety, economic development and quality of life. The Board of Water Works Trustees and Water Works employees will meet any challenge to fulfill its obligation and mission to our customers to provide a safe, dependable and affordable supply of high quality drinking water from the tap. Please read this report that details the accomplishments and challenges of the dedicated employees of the Council Bluffs Water Works.

Caitlin A. Beresford
Chairperson

Trustees:
Carl L. Heinrich
Martin L. Brooks
Maureen R. Kruse
Michael J. Wallner

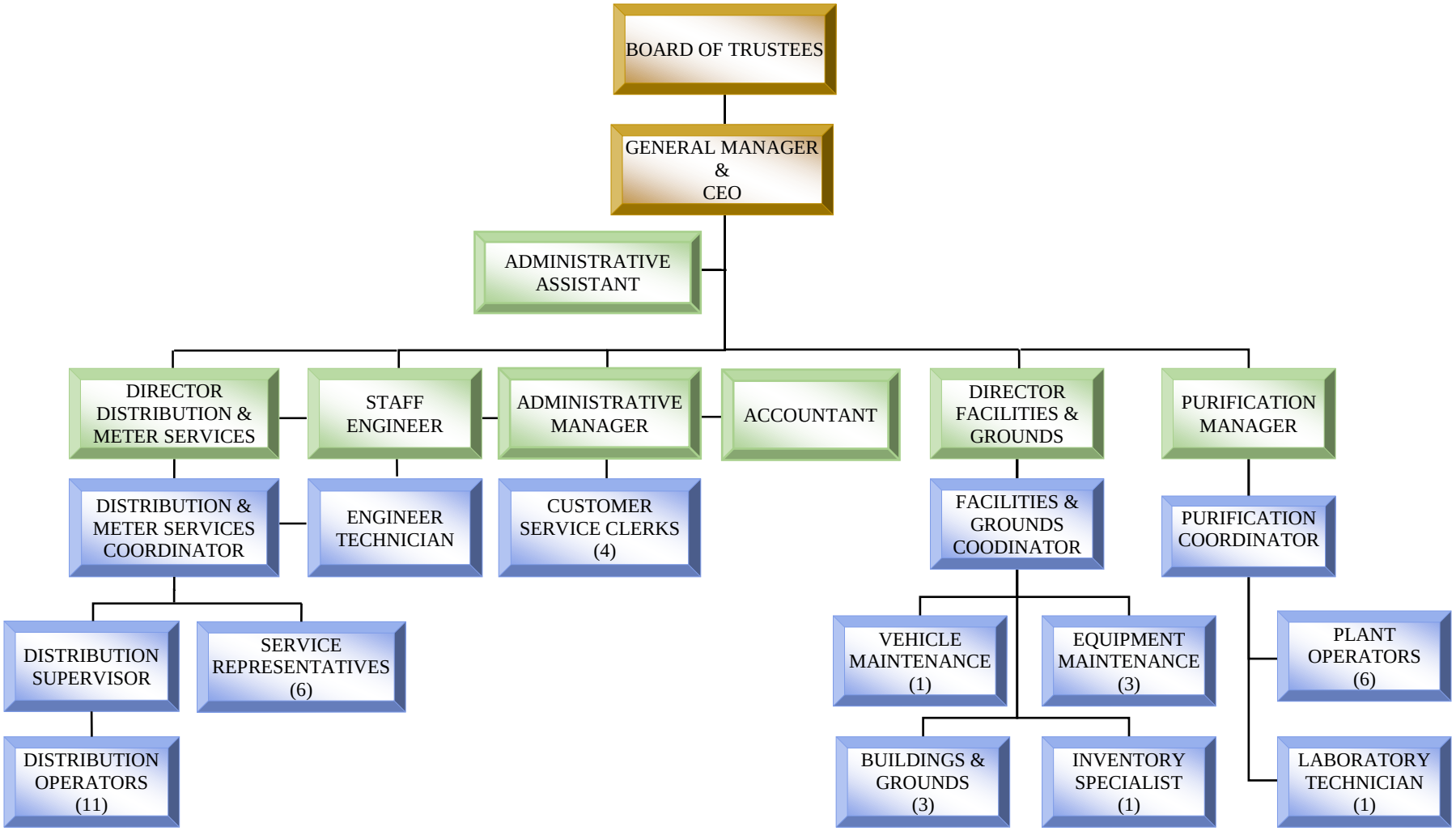
2018
RATE SCHEDULE

Monthly Retail Volume Charges		
	Monthly Billing	
	Inside City ($/CCF)	Outside City ($/CCF)
First 1,500 Cubic Feet	$3.52	$5.28
Next 28,500 Cubic Feet	$2.56	$3.84
Over 30,000 Cubic Feet	$1.62	$2.43

Bi-Monthly Retail Volume Charges		
	Bi-Monthly Billing	
	Inside City ($/CCF)	Outside City ($/CCF)
First 3,000 Cubic Feet	$3.52	$5.28
Next 57,000 Cubic Feet	$2.56	$3.84
Over 60,000 Cubic Feet	$1.62	$2.43

Cubic foot = 7.48 gallons
100 cubic feet (CCF) = 748 gallons

COUNCIL BLUFFS WATER WORKS ORGANIZATIONAL CHART



ORGANIZATION

AND

PERSONNEL

BOARD OF WATER WORKS TRUSTEES

Chairperson	Caitlin A. Beresford	term expires June 30, 2024
Trustee	Carl L. Heinrich	term expires June 30, 2021
Trustee	Martin L. Brooks	term expires June 30, 2019
Trustee	Maureen R. Kruse	term expires June 30, 2022
Trustee	Michael J. Wallner	term expires June 30, 2022

STAFF

CEO and General Manager:	Douglas P. Drummey	Iowa Grade IV Operator
Administrative Assistant:	Celestine Powell	---
Staff Engineer:	Brian T. Cady	Iowa Grade IV Operator

PURIFICATION DEPARTMENT

Purification Manager:	John M. Meads	Iowa Grade IV Operator
Coordinator:	---	---
Personnel:	Rodney A. Scott	Iowa Grade IV Operator
	Timothy C. Parker	Iowa Grade IV Operator
	Joseph S. Rhoades	Iowa Grade IV Operator
	Brandon L. Wear	Iowa Grade III Operator
	Ian J. Cassidy	Iowa Grade III Operator
	Ketrick E. Dilworth	Iowa Grade II Operator
	Cody R. Weddon	Iowa Grade II Operator

DISTRIBUTION & METER SERVICES DEPARTMENT

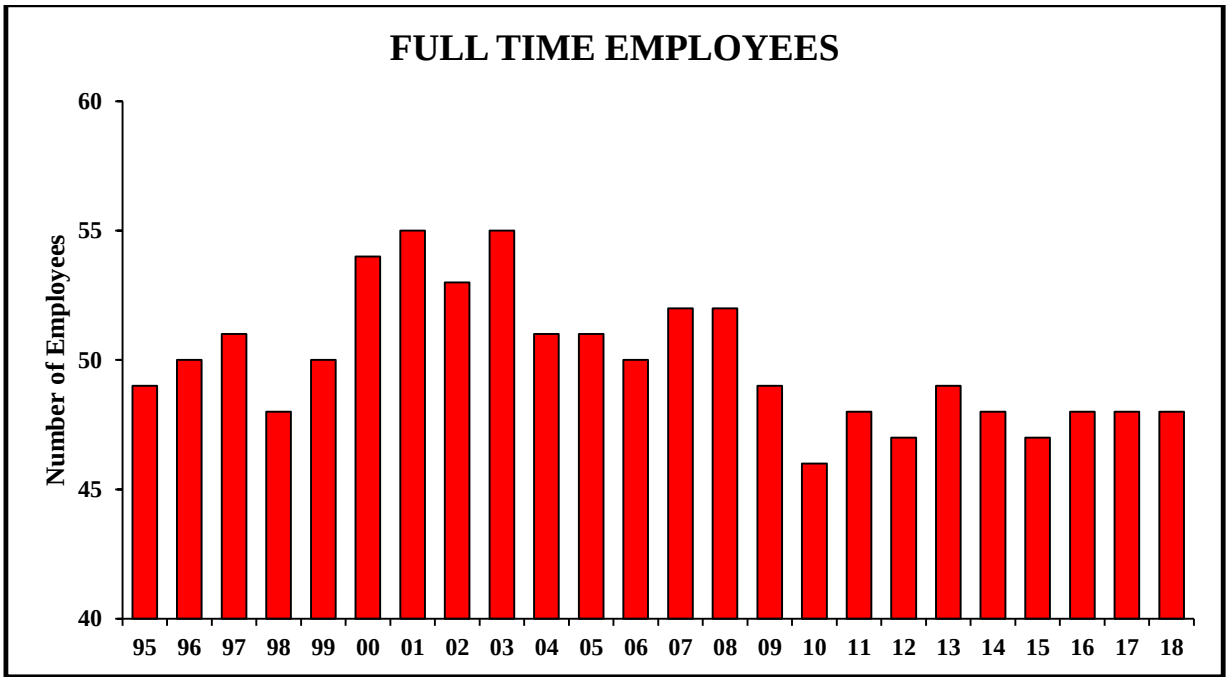
Director:	William E. Wiggins Jr.	Iowa Grade IV Operator
Coordinator:	Douglas P. Adkins	Iowa Grade II Operator
Supervisor:	Josh W. Ryan	Iowa Grade II Operator
Engineering Technician:	Karen R. Cedeno-Perdue	
Distribution Personnel:	Matthew L. Farrell	Iowa Grade II Operator
	Jeffry A. Schuster	Iowa Grade II Operator
	Robert D. Hildreth	Iowa Grade II Operator
	Sammy J. McNeal	Iowa Grade I Operator
	Dustin L. Christensen	Iowa Grade I Operator
	Jacob J. Slobodnik	Iowa Grade I Operator
	Kyle W. Newsom	Iowa Grade I Operator
	Michael J. Tornblom	
	Jeffrey S. Chanley	
	Chad D. Underwood	
	Timothy R. Rhoades	
Meter Personnel:	Stephen J. Ronk	
	Russell D. Osbahr	
	Kenny C. McKeighan	
	Chad M. Springer	
	Brian O. Guthrie	
	Travis M. Black	

FACILITIES & GROUNDS DEPARTMENT

Director:	Raymond P. Stevens	Iowa Grade IV Operator
Coordinator:	Phil V. Kinart	Iowa Grade III Operator
Personnel:	Elden D. Tackett Mark P. Applegate James L. Smith Jr. Joseph A. Masker Shane E. Ruckman Frank J. Bouska Jr. Andrew D. Diller Matthew B. Truax	Iowa Grade I Operator

CUSTOMER SERVICE & ACCOUNTING DEPARTMENT

Administrative Manager:	Karen A. Wisniski
Personnel:	Travis P. Anderson Lisa A. Hammer Loni N. Neve Amy M. Driver Alyssia J. Wiebold



HIGHLIGHTS

AND

STATISTICS

PURIFICATION DEPARTMENT

The Purification Department's primary responsibility is to produce safe drinking water in compliance with all Federal and State Drinking Water Standards. The Council Bluffs Water Works delivered 3,779,251,000 gallons of potable water to our customers in 2018. The Narrows Water Purification Plant produced 2,817,311,000 gallons for an average of 7.719 million gallons per day. The Council Point Water Purification Plant produced 961,940,000 gallons for an average of 2.635 million gallons per day. In typical fashion, our peak month occurred during the summer in July, when more than 393,000,000 gallons of water was pumped to the system at an average daily flow of 12.677 million gallons of water per day. The peak day occurred on May 27th when 13,923,000 gallons was pumped to the system.

The Council Bluffs Water Works Certified Bacteriological Laboratory processed a total of 2,601 bacteriological samples in 2018. Of the samples processed, 1,640 were for the Council Bluffs Water Works, 435 for other public water supplies, 111 pool samples, and 415 "Special Purpose" samples which consist of samples taken after water main breaks. The Laboratory Technician also collected 192 samples for disinfection by-product analysis and 221 Total Suspended Solid (TSS) samples for NPDES /Sanitary Discharge Compliance. The laboratory received a new laboratory grade refrigerator/freezer in 2018. The Thermo Scientific GP Series Combination Laboratory Refrigerator/Freezer Combination Unit is an essential piece of laboratory equipment in keeping the Council Bluffs Water Works Laboratory certified by the State of Iowa to perform bacteriological analysis. The GP Series lab refrigerator and freezer delivers the performance, security, and quality needed in a laboratory. The Council Bluffs Water Works Laboratory utilizes the combination unit to preserve and maintain microbiological cultures, media, and samples. It's also utilized to keep freezer packs froze for preservation of samples through shipping.

The department prepared a sampling plan for Unregulated Contaminant Monitoring Rule round 4 (UCMR 4) in 2018. The EPA made amendments to the Safe Drinking Water Act in 1996. The amendments to the Safe Drinking Water Act (SDWA) require that once every five years, the U.S. Environmental Protection Agency (EPA) issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems (PWSs). The Unregulated Contaminant Monitoring Rule (UCMR) provides EPA and other interested parties with scientifically valid data on the occurrence of contaminants in drinking water. This national survey is one of the primary sources of information on occurrence and levels of exposure that the agency uses to develop regulatory decisions for contaminants in the public drinking water supply. The revisions to the Unregulated Contaminant Monitoring Rule (UCMR 4) for Public Water Systems and announcement of public meeting was published in the Federal Register on December 20, 2016. UCMR 4 monitoring will occur from 2018-2020 and includes monitoring for a total of 30 chemical contaminants: 10 cyanotoxins (nine cyanotoxins and one cyanotoxin group) and 20 additional contaminants (two metals, eight pesticides plus one pesticide manufacturing byproduct, three brominated haloacetic acid (HAA) disinfection byproducts groups, three alcohols, and three semi-volatile organic chemicals (SVOCs). UCMR 4 samples will be collected at entry points to the distribution system for all contaminant groups except for the HAAs, which will be taken in the distribution system. Sampling for the HAA indicators (TOC and bromide) will take place at a single source water influent for each treatment plant. The Council Bluffs Water Works sampling started in January 2019.

Throughout the year the department ran thousands of tests on water quality parameters to maintain the optimal performance of both the Narrows and Council Point Water Purification Plants. To do so plant operators carefully adjusted the application of numerous water treatment chemicals, including lime, ferric sulfate, liquid chlorine, soda ash, polymer, powder activated carbon, sodium hydroxide, sodium permanganate, hydrochloric acid, anhydrous ammonia, aqua ammonia, phosphate and fluoride in order to provide our customers the highest quality drinking water.

2018 Water Quality Facts and Figures

Narrows Purification Plant

Total Gallons Pumped to System	2,817,311,000
Average Gallons Pumped to System (daily)	7,719,000
Maximum Gallons Pumped to System (single day)	11,520,000
Average Gallons Used Per Person Per Day	165

Source of Water	Missouri River & Missouri River Alluvium	
Finished Water Chemical Analysis		
pH	9.2	Standard Units
Alkalinity	60	mg/L as $CaCO_3$
Hardness	162	mg/L as $CaCO_3$
Calcium	100	mg/L as $CaCO_3$
Magnesium	62	mg/L as $CaCO_3$
Non-Carbonate Hardness	102	mg/L as $CaCO_3$
Total Chlorine	2.18	mg/L as Cl_2
Fluoride	0.69	mg/L as F^-
Turbidity	0.11	Nephelometric Turbidity Units
Annual Average Temperature (Fahrenheit)	56	degrees

Council Point Purification Plant

Total Gallons Pumped to System	961,940,000	
Average Gallons Pumped to System (daily)	2,635,000	
Maximum Gallons Pumped to System (single day)	4,110,000	
Average Gallons Used Per Person Per Day	165	
Source of Water	Missouri River Alluvium	
Finished Water Chemical Analysis		
pH	7.9	Standard Units
Alkalinity	189	mg/L as $CaCO_3$
Hardness	156	mg/L as $CaCO_3$
Calcium	110	mg/L as $CaCO_3$
Magnesium	46	mg/L as $CaCO_3$
Total Chlorine	2.20	mg/L as Cl_2
Fluoride	0.64	mg/L as F^-
Turbidity	0.13	Nephelometric Turbidity Units
Annual Average Temperature (Fahrenheit)	58	Degrees

The following chemicals and quantities were used to treat our water:

Narrow Water Purification Plant

Water Treatment Chemical	Tons Used	$ Cost
Lime	1,916.7	$391,601
Ferric Sulfate	206.3	132,665
Soda Ash	257.8	71,900

Liquid Chlorine	78.3	52,853
Sodium Hexametaphosphate	4.5	8,100
Sodium Silicofluoride	6.7	6,819
Polymer	24.9	22,410
Potassium Permanganate	9.4	33,633
Powder Activated Carbon	13.3	16,226
Anhydrous Ammonia	8.4	14,280
Total Water Treatment Chemical Cost		$750,487

Council Point Water Purification Plant

Water Treatment Chemical	Tons Used	$ Cost
MCI310 Antiscalant	16.3	$ 32,600
Aqueous Ammonia	12.6	3,704
Citric Acid	18.9	16,216
Hydrofluosilicic Acid	9.7	5,219
Hydrochloric Acid	231.5	74,543
Ortho-polyphosphate	7.7	6,591
Anionic Polymer	7.1	23,701
Kleen MCT – 105, Low pH	6.2	29,239
Kleen MCT – 405, High pH	6.1	27,725
Sodium Bisulfite	18.5	9,720
Sodium Hydroxide	226.3	80,269
Sodium Permanganate	48.8	73,883
Sodium Chloride	89.0	15,103
Total Water Treatment Chemical Cost		$398,513

DISTRIBUTION DEPARTMENT

The Distribution Department is responsible for the maintenance and operation of all underground facilities in the water distribution system and fire hydrants, including 302 miles of water main, 8,041 valves and 2,974 fire hydrants. The department responds to emergency call-outs 24/7 under all weather conditions to repair water main breaks and restore water service to Water Works' customers in a timely manner.

In 2018, the Distribution Department continued with the leak survey of our entire system, and maintained all fire hydrants as a part of our annual hydrant maintenance program. Additionally, our personnel responded to 152 emergency call-outs throughout the year during all hours and weather conditions to ensure continued water service to our customers.

The Distribution Department's water main replacement efforts this year continued in support of city street and sewer replacement projects. Water mains were also added in new developments. Department personnel repaired approximately 2,374 square yards of Portland Cement Concrete (PCC) paving, and 365 square yards of asphalt overlay was installed by various contractors.

This year the department:

Made 111 small taps, and 17 purification taps
Replaced/Killed 32 lead services
Checked 353 service leaks
Turned on/off 124 services
Repaired 35 service lines and 152 curb boxes
Replaced 18 services from the main to stop box
2 services were moved for construction by Water Works personnel
87 services were connected by contractors
Killed 38 services at the main and 10 at the curb stop
Answered 10,092 requests for service line or main location
Turned 480 large valves, rebuilt 6, replaced 3 and added 2 new valves
Installed 32 additional valves with Water Works mains
Repaired 60 main breaks, moved 4 water mains
Repaired 22 valve boxes
Made 8 large taps (4 inches and above)
Removed 16 fire hydrants from service which were obsolete, damaged or for main replacement
9 hydrants were replaced by Water Works personnel
3,801 hydrants were listened to while performing leak survey
Checked 3,189 hydrants
Repaired 42 hydrants
Relocated 2 hydrants
Flushed 530 hydrants
Thawed out 34 fire hydrants

Observed installation of 7,662 feet of new mains installed by contractors.

Mains installed by the Distribution Department were:

53	feet of 6	– inch main
1,506	feet of 8	– inch main
32	feet of 12	– inch main

Mains installed by contractors were:

10	feet of 4	– inch main
40	feet of 6	– inch main
1,995	feet of 8	– inch main
5,617	feet of 12	– inch main

METER SERVICES DEPARTMENT

The Meter Department's primary function is to read over 22,000 water meters on a monthly and bi-monthly basis, repair and replace meters as needed, complete disconnect and reconnect orders, collect delinquent accounts and respond to service call requests as needed.

In 2018, the Meter Department continued to upgrade and exchanged 1,015 water meters as part of our meter replacement program. While continuing to maintain and upgrade the Water Works' 22,000 plus water meters, we installed an additional 220 radio read meters to improve meter reading efficiency.

In addition to the meter exchanges this year the department:

Replaced 123 dead meters
Removed 12 meters for demolition
Repaired 37 leaking meters
Replaced 96 frozen meters
Installed 121 touch pads

Installed 220 radio reading devices
Exchanged 87 radio reading devices
Exchanged 167 radio reading batteries
Set 93 new addresses with meters
Set 33 new addresses with large meters
Exchanged 184 small meters
Exchanged 26 large meters
1,015 meters were exchanged for the Meter Exchange Program
There were a variety of 1,029 non-scheduled orders
42 meters were tested for accuracy or malfunction
Wired 119 new construction homes
Rewired 76 existing customer homes
Monitored 403 new construction homes
Checked 53 homes for low water pressure
Surveyed 81 accounts for leaks
Set and Removed 112 Hydrant Meters
Performed 3,083 final readings
Read 2,956 RMMS (Reading Meter Management System)
Researched 284 high bill orders
Verified 207 meter readings
2,020 notes were left to read the meter
Turned on 543 delinquent accounts for Customer Service
5,863 cards were left for delinquent accounts
Turned on 944 water services
Turned off 869 water services
Inspected Pump Stations 1,123
Investigated 4 water main leaks
Investigated 13 service leaks
Investigated 1 fire hydrant
There were 145,150 meter readings

FACILITIES & GROUNDS DEPARTMENT

The Facilities and Grounds Department is responsible for the maintenance of all facilities, equipment, buildings and grounds, including the Narrows and Council Point Water Purification Plants, Administration Building, five (5) Booster Pump Stations, four (4) Ground Storage Reservoirs, and five (5) Elevated Storage Tanks. The eleven (11) locations account for approximately 217 acres of land spread throughout the city, along with the equipment at and within those facilities, including but not limited to HVAC systems, pumps and their control systems, telemetry and process monitoring equipment. The Facilities and Grounds crew takes pride in maintaining the appearance of all Water Work's properties and facilities.

Department personnel oversee the daily operations of the store room and warehouse. The Inventory Specialist is responsible for the purchase, storage and allocation of material and resources needed for all departments with an inventory value at $968,664.88.

The department maintains the organization vehicle and equipment fleet with over forty (40) pieces of equipment including automobiles, service trucks, dump trucks, backhoes, tractors, mowers, compressors, welders, trailers and specialty equipment used for concrete and water main repair.

Power and fuel are essential to our operations. It took 9,118,608 kWh of electricity at a cost of $575,298.43 to process and distribute nearly four billion gallons of water. We also used 18,008 gallons of lead free gasoline at a cost of $41,789.19 and 10,782 gallons of red diesel fuel at a cost of $27,013.65 to fuel the Water Works fleet. We used 55,655 thousand cubic feet (MCF) of natural gas at a cost of $34,995.58 to heat our buildings and structures.

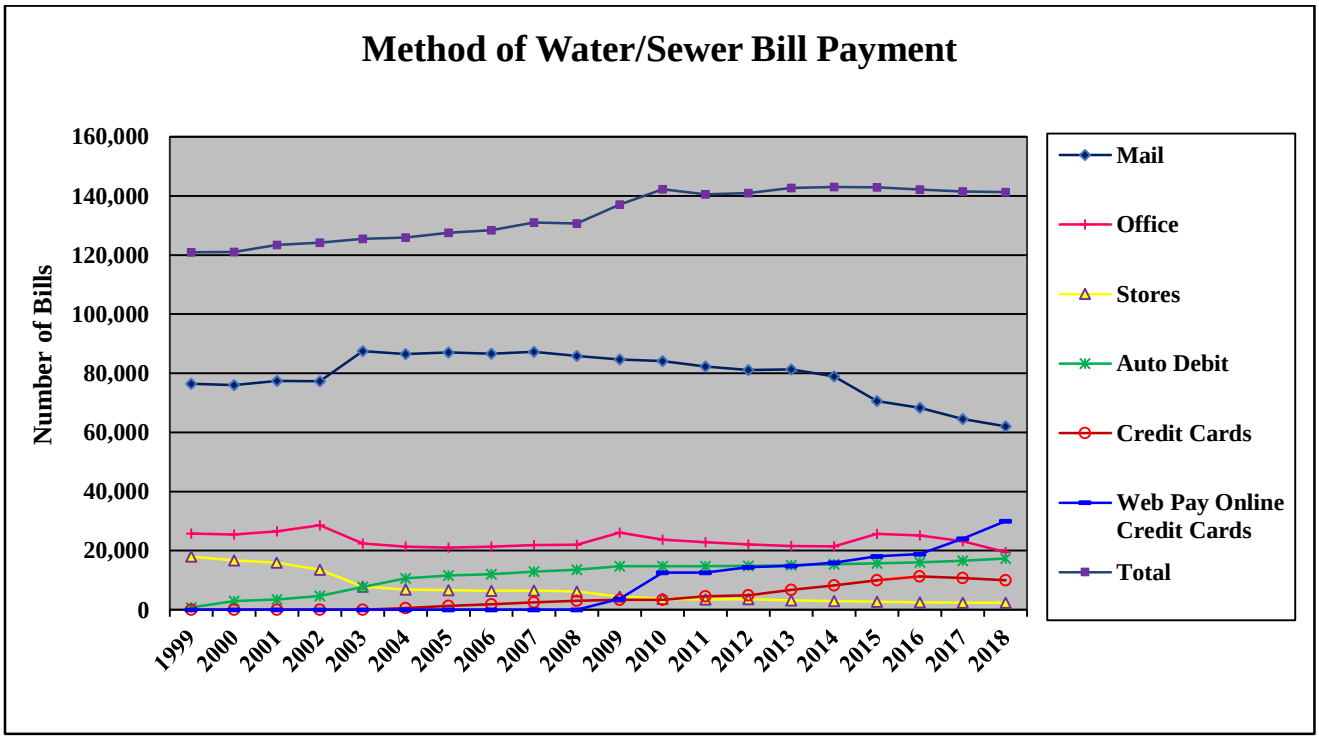
CUSTOMER SERVICE & ACCOUNTING DEPARTMENT

Our Customer Service Representatives do an excellent job assisting Water Works customers with their questions concerning their bills, turning on/off services, signing up for service and paying bills, whether it is by telephone or in person. If Customer Service need to send a Service Representative to the customer's location, a service order is prepared for the Meter Department and then processed when the order is completed.

In 2018, the department mailed out 138,958 water bills, and sent 36,875 reminder notices and 20,094 shut-off notices to customers. There were 141,299 payments processed. There were 17,294 automatic bank payments. There were 6,572 service orders processed for final readings, high bills, dead meters, or to install new meters. There were 1,544 meters installed or replaced. Customer Service Representative made 1,365 payment arrangements with customers. 672 water bills were paid on the day of shut-off and 859 services were discontinued for non-payment. There were 181 returned checks that had to be collected from customers. 4,065 service contracts were processed to transfer, reinstate or add new customers to the system.

The Council Bluffs Water Works continues to see an increase in the number of customers paying their bills on our website. There were 9,981 credit card payments and 30,038 online web credit card payments.

The Accounting Department processed $19,347,209.11 in receipts and payments in 2018, including processing water and sewer bill payments and making the daily bank deposits. The department is responsible for processing accounts payable invoices, checks, payroll, the budget, fixed assets and other information for the general ledger. The department prepares monthly reports for the Board and other departments. The most recent audit found no irregularities or deficiencies in accounting practices and procedures.



GENERAL INFORMATION

The Council Bluffs Water Works has 22,090 active service accounts: 20,247 residential; 1,843 are commercial or industrial.

Last year, total production was 3,779,251,000 gallons.

Residential customers consumed 1,022,323,764 gallons in 2018. The average residential customer used 50,492 gallons

at a cost of $258.69 per year or $21.56 per month.

Our top ten customers consumed 1,324,320,536 gallons, 32% total production.

SERVICES PROVIDED OUTSIDE THE CITY OF COUNCIL BLUFFS, IOWA

647 outside-City customers paid $413,383.58 for 75,020,660 gallons of water.

The City of Crescent paid $59,931.16 for 19,544,492 gallons of water.

Regional Water paid $161,047.17 for 47,931,092 gallons of water.

In total, outside City Customers paid $634,361.91 for 142,496,244 gallons of water. This represents 5.55% of metered water sales and 3.8% of total water production.

SERVICES PROVIDED TO THE CITY OF COUNCIL BLUFFS, IOWA

The Council Bluffs Water Works provided 43,919,568 gallons of water to the City free of charge, having a value of $171,204.38. Also, on behalf of the City, the Council Bluffs Water Works collected $6,763,836.30 in sewer use fees.

TOP TEN CUSTOMERS

2018 Rank	2017 Rank
1. Google, Inc. (Council Bluffs)	1
2. ConAgra Frozen Foods	2
3. Tyson Foods, Inc.	5
4. Plumrose USA, Inc.	4
5. MidAmerican Energy	6
6. City of Council Bluffs	7
7. Tetra, LLC	8
8. Iowa Western Community College	10
9. Regional Water	9
10. Ameristar Casino	unranked

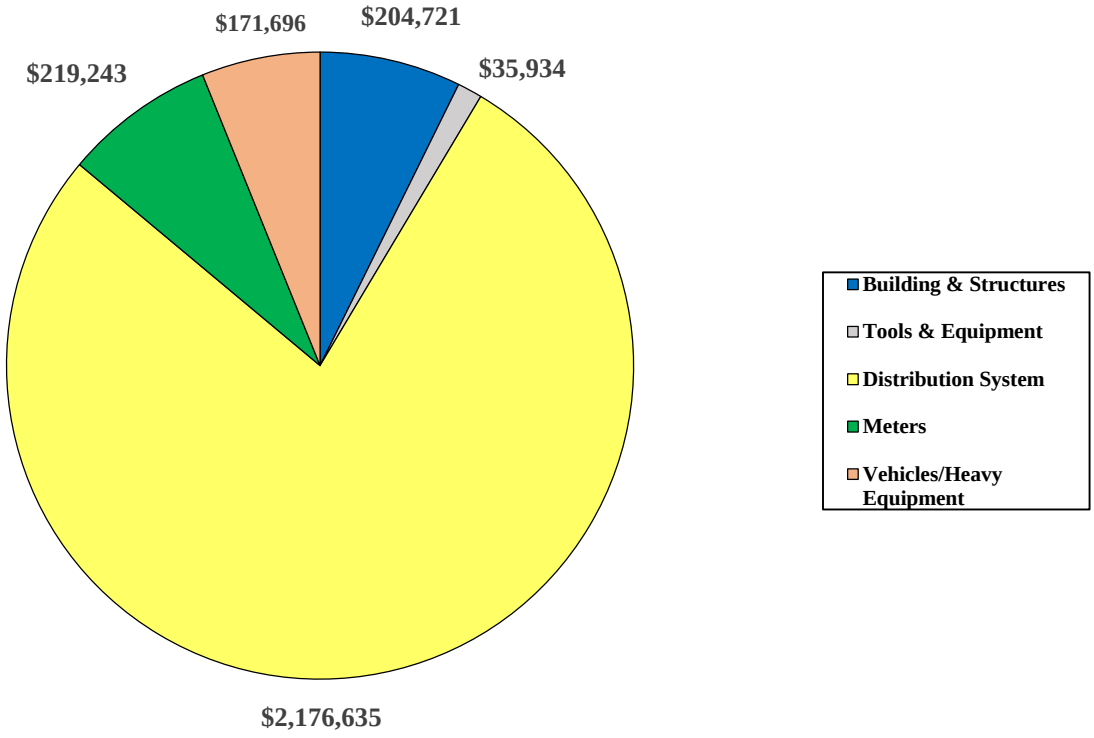
The Council Bluffs Water Works has 302.25 miles of water mains consisting of:

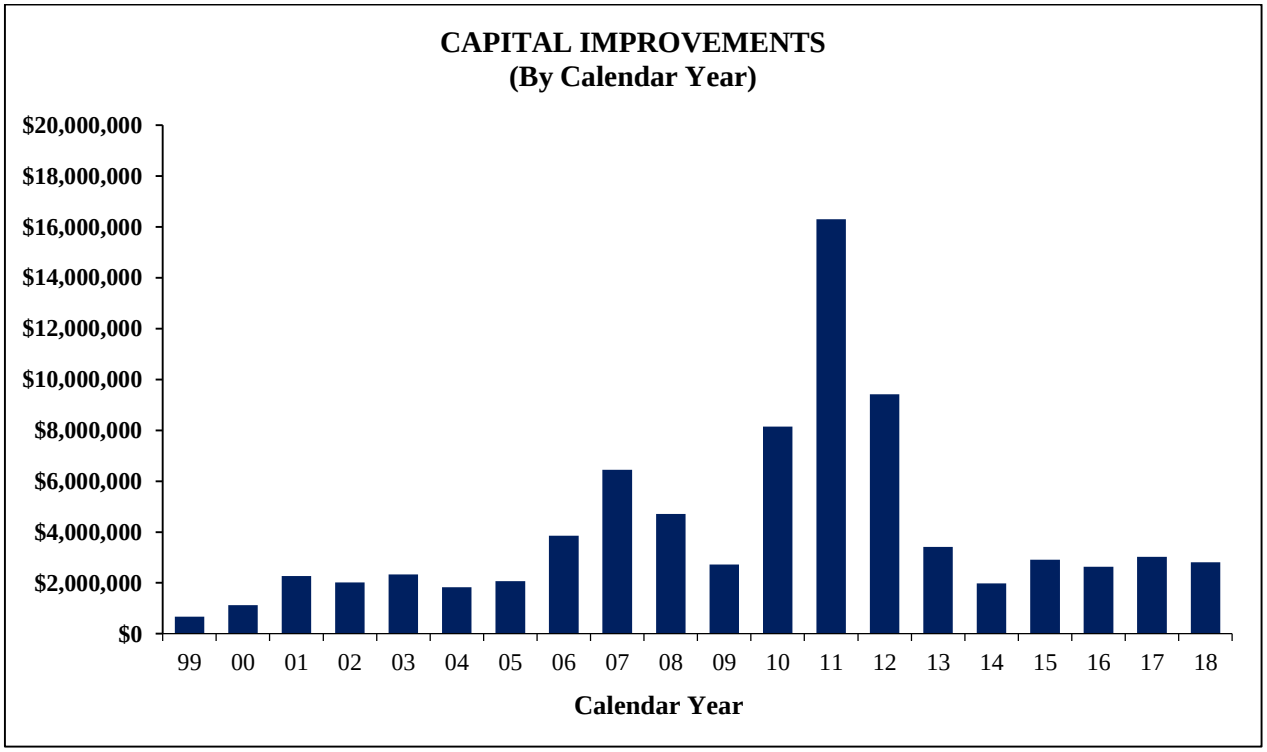
1-inch main	3,192	feet
1 ¼ -inch main	310	feet
1 ½ -inch main	138	feet
2-inch main	1,054	feet
4-inch main	42,336	feet
6-inch main	591,461	feet
8-inch main	344,863	feet
10-inch main	156,512	feet
12-inch main	236,951	feet
16-inch main	167,840	feet
20-inch main	7,723	feet
24-inch main	20,910	feet
30-inch main	13,638	feet
36-inch main	8,995	feet

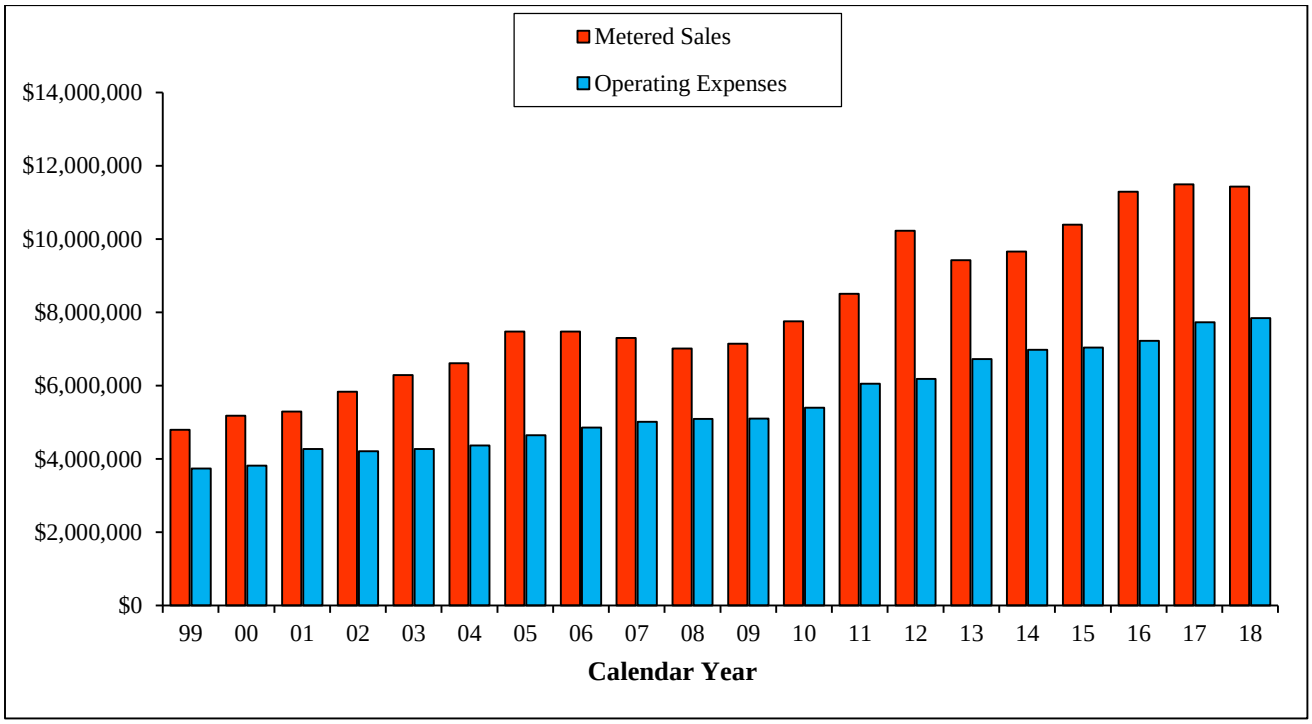
Number of Hydrants: 2,974

Number of Valves: 8,041

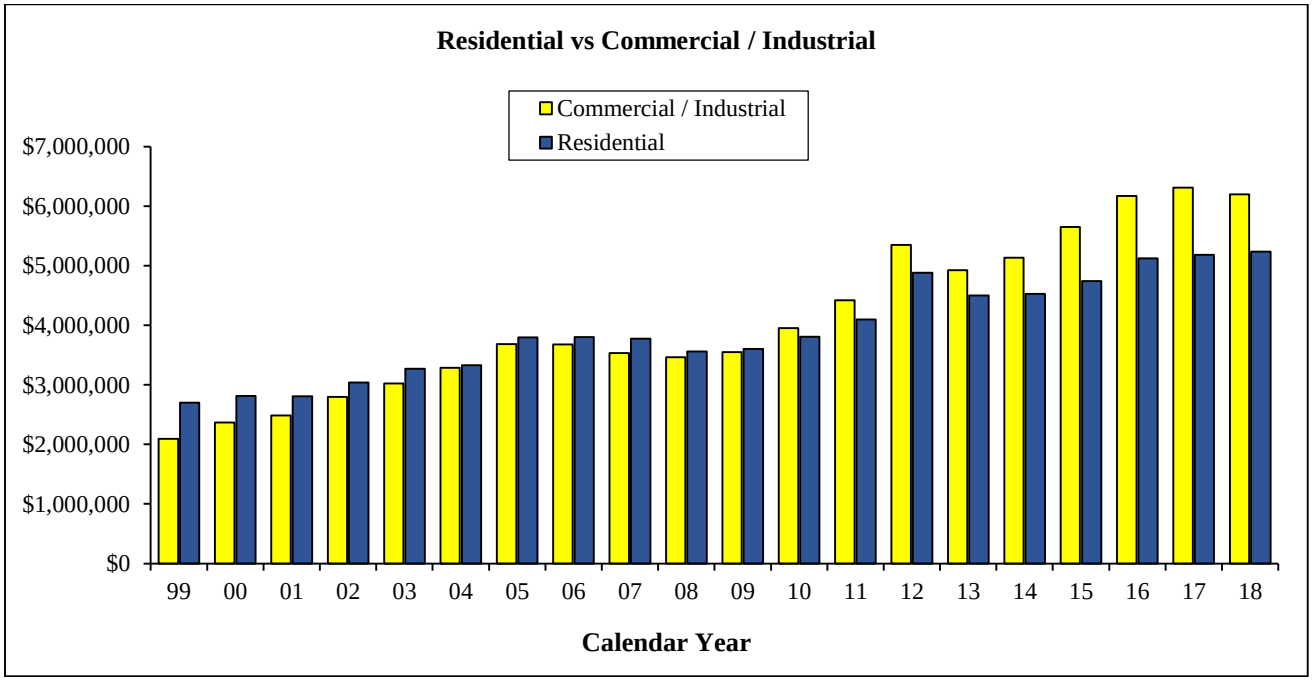
2018 CAPITAL IMPROVEMENTS
TOTAL $2,808,229







METERED SALES vs OPERATING EXPENSES



WATER REVENUE

COUNCIL BLUFFS WATER WORKS

PUMPAGE & METERED CONSUMPTION
(1,000's Gallons)
2018

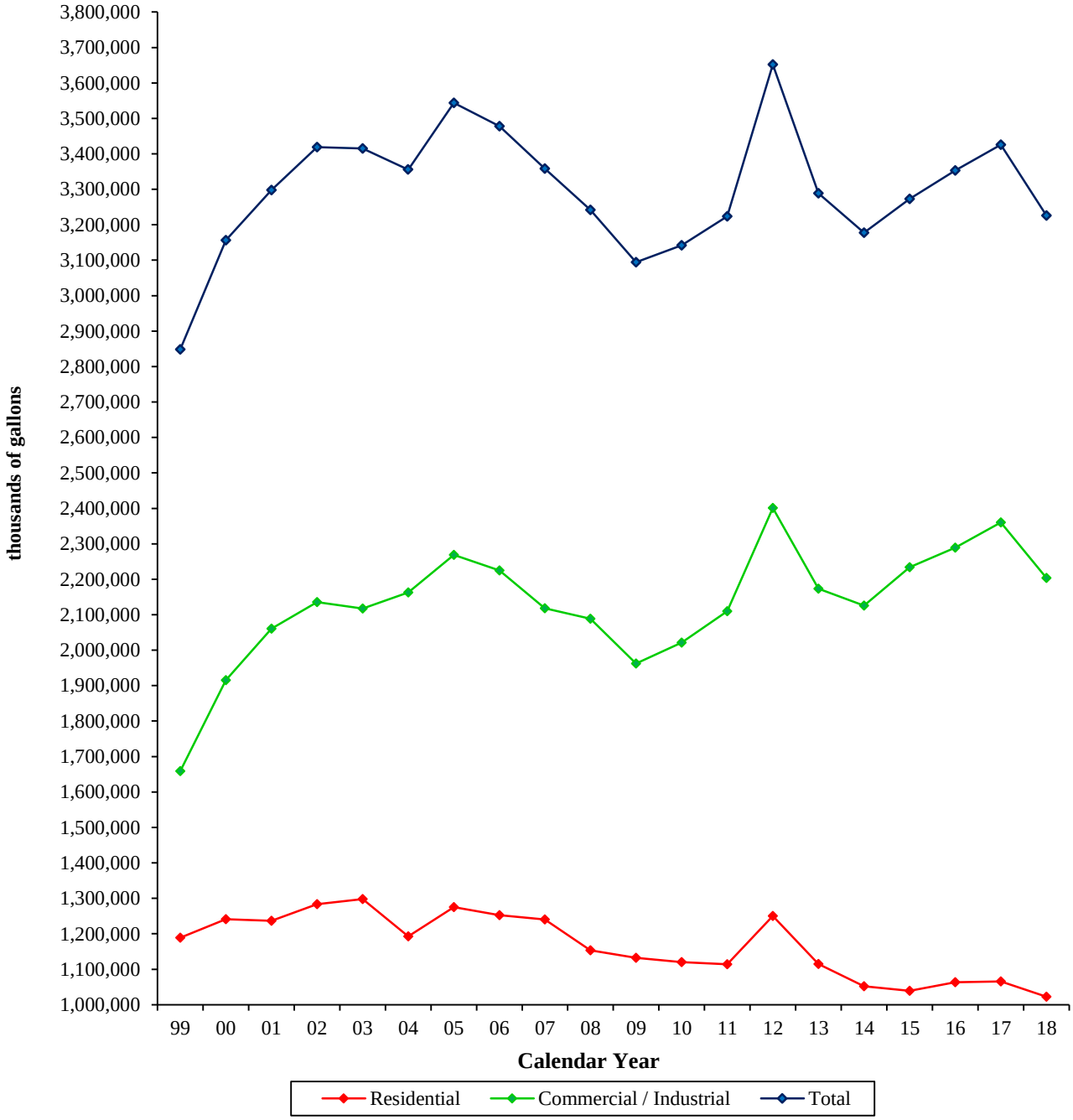
MONTH	PUMPAGE TOTAL	METERED CONSUMPTION TOTAL	CONSUMPTION COMMERCIAL & INDUSTRIAL	RESIDENTIAL
January	289,381	231,428	156,911	74,517
February	261,195	212,862	140,069	72,793
March	276,781	229,606	157,671	71,935
April	269,069	225,838	151,349	74,489
May	348,908	265,193	191,616	73,577
June	366,506	345,460	237,868	107,592
July	393,292	331,494	236,307	95,187
August	384,016	383,000	259,284	123,716
September	332,056	294,496	206,293	88,203
October	305,790	273,448	184,982	88,466
November	273,350	207,742	131,711	76,031
December	278,907	225,243	149,426	75,817
Totals 2018	3,779,251	3,225,810	2,203,487	1,022,323
Ratio		85.4%	58.3%	27.1%
Totals 2017	4,142,655	3,425,590	2,360,207	1,065,383
Ratio		82.7%	57.0%	25.7%
Totals 2008	3,785,876	3,241,529	2,088,394	1,153,135
Ratio		85.6%	55.2%	30.4%

COUNCIL BLUFFS WATER WORKS

METERED SALES ($)
2018

MONTH	TOTAL	COMMERCIAL & INDUSTRIAL	RESIDENTIAL
January	$ 784,611	$ 411,103	$ 373,508
February	763,196	395,366	367,830
March	824,717	441,917	382,800
April	817,505	417,044	400,461
May	911,736	523,623	388,113
June	1,186,415	650,118	536,297
July	1,123,346	646,105	477,241
August	1,296,449	697,042	599,407
September	1,019,626	571,851	447,775
October	969,009	511,559	457,450
November	914,652	515,260	399,392
December	824,192	416,788	407,404
Totals 2018	$ 11,435,454	$ 6,197,776	$ 5,237,678
Ratio		54.2%	45.8%
Totals 2017	$ 11,495,736	$ 6,312,082	$ 5,183,654
Ratio		54.9%	45.1%
Totals 2008	$ 7,020,627	$ 3,462,342	$ 3,558,285
Ratio		49.3%	50.7%

RESIDENTIAL VERSUS COMMERCIAL / INDUSTRIAL CONSUMPTION



HISTORY

Construction of the Council Bluffs Water System began in 1881 by the American Construction Company of New York City, which had been granted a 25-year franchise by the City of Council Bluffs. Under the franchise, the American Construction Company was to construct and operate a water system. The system constructed was very inferior, and during the life of the franchise, practically no improvements or extensions were made. As a result, along with the poor service rendered by the water company, the renewal of the franchise was rejected by the voters in 1906. In 1911, the City acquired the water system through condemnation proceedings at a cost of $510,000. On June 1, 1911, the control of the Council Bluffs Water Works came under the Board of Water Works Trustees, which had been appointed by the Mayor. Their first task was to reconstruct or replace practically the entire system. The utility remains under the control of a five-member Board of Trustees, appointed by the Mayor on alternate terms of six years each. Many physical changes have occurred within the water system itself. The system in 1911 consisted of obtaining water from the Missouri River near North 37th Street, settling in large reservoirs, disinfecting, and pumping. Disinfection was begun in 1910 which eliminated illness and deaths from typhoid. In 1952, a conventional lime softening water treatment plant, known as the Narrows was constructed at North 25th Street. The Administration Building was relocated to North 25th Street in 1974. In the ensuing thirty years many other improvements have been made including the construction of the 2,000,000 gallon Valley View Reservoir, a Distribution/Meter Department Office and Warehouse Complex, a 1,500,000 gallon Clearwell, a modern Chlorine Handling Facility, 3 Elevated Storage Tanks, two Pump Stations and one storage reservoir. In 2010 Board began construction of a new groundwater source of supply and integrated membrane water treatment plant known as Council Point, on the south side of the City. This new source of supply began serving the City in 2013.

GENERAL DESCRIPTION OF SYSTEM OPERATIONS

The Narrows Water Purification Plant's main source of water is the Missouri River. Four low service pumps are located at the intake pump station. #1 pump is rated at 12.5 million gallons per day (MGD) and is a dual drive pump (electric or gas engine). #2 pump is rated at 5.5 MGD. #3 pump is a variable speed with a maximum capacity of 9.0 MGD. #4 pump is also variable speed with a maximum capacity of 12.5 MGD. Any single pump can be run from a standby generator if commercial power fails.

The secondary source of water is the Missouri River Alluvium. Two wells at a depth of 150 feet have a capacity of 4.5 MGD each.

Traveling screens at the Intake Pump Station remove large debris before it is pumped to twin preliminary settling basins where the sand and heavy silt settle out. Polyelectrolytes are added when necessary to enhance the settling process. Well water is blended with the cold river water in the winter to minimize icing problems within the basins. Water then flows by gravity through the remaining treatment steps.

There are two independent treatment trains at the purification plant. Typically, the plant operates in a split treatment mode where lime is added to approximately 70% of the water to elevate the pH sufficiently to precipitate magnesium and calcium ions. This softened water is blended with un-softened water as needed to adjust the pH and hardness of the water. Soda Ash and Ferric Sulfate are added as required to complete the coagulation and softening process. A series of mixers and flocculators ensure a complete chemical reaction prior to the clarification basins. Solids are recycled to the mixers as a catalyst for the chemical reactions.

Water then flows to 8 gravity multi-media filters. Each filter has a rated capacity of 3.0 MGD. The filters remove any remaining particles. The filters have a granular activated carbon cap that remove dissolved organic compounds and taste and odor causing compounds by adsorption.

Chlorine is added as a disinfectant before and after the filters. Fluoride is added as a prophylaxis. The water then flows through two 1.5 million gallon baffled clearwells to ensure inactivation of microorganisms. Ammonia is then added to convert the chlorine to chloramines to stabilize the chlorine residual and control disinfection by-products.

There are four high service pumps that deliver water to the City. Two of the pumps have a capacity of 10 MGD, one is 7.5 MGD and the smallest is 6 MGD. Pumps can be run in any combination to meet demand. Typical plant discharge pressure is 90 – 100 pounds per square inch. A 500 kW and 100 kW generators provide emergency backup power to the plant in case of commercial power failure.

The Council Point Water Purification Plant's source of water is five wells in the Missouri River alluvium to a depth of 100 feet. The groundwater is pumped to the pretreatment building where it is first aerated to oxidize iron followed by chemical addition to oxidize manganese. Insoluble iron and manganese is removed by ultrafiltration. Dissolved minerals are removed by reverse osmosis. Chlorine is added as a disinfectant. Fluoride is added as a prophylaxis. Finished water is stored in a 3.0 million gallon clearwell. There are three high service pumps that deliver water to the City, each with variable frequency drives and capable of delivering 4.0 MGD. The plant is automated and controlled by the water plant operators from the Narrows Water Purification Plant.

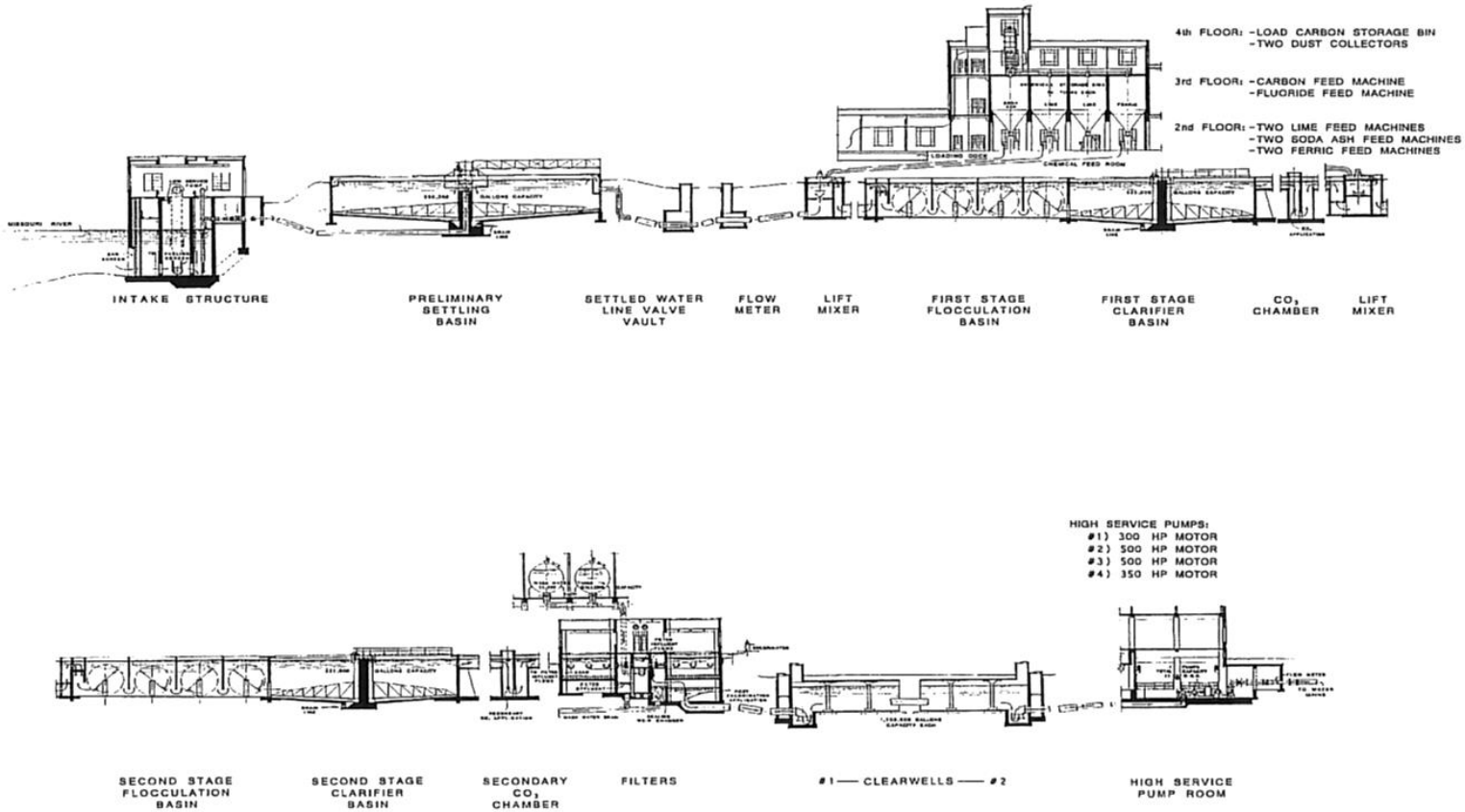
The distribution system has three pressure zones. The first zone is the flat (western and southern) sections of the city and is served by three 2 million gallon reservoirs and one 3-million gallon reservoir. Three of the reservoirs are located downtown and one is located in the southeastern part of the city.

Four booster pump stations and 4 elevated storage tanks with a combined capacity of 1.2 million gallons serve the second pressure zone (bluffs). Lincoln Pump Station has three pumps rated at 600, 750 and 750 gallons per minute (GPM), one is dual drive (electric or gas). Lincoln Pump Station delivers water to the northern section of the City and pumps to a 500,000 gallon elevated tank at Buena Vista Circle and a 200,000 gallon elevated tank at Simms Avenue. Glen Pump Station has three pumps rated at 1500, 800 and 2500 GPM, the largest being a dual drive. This booster pump station delivers to the eastern section of the city and pumps to a 200,000 gallon elevated tank at Memorial Park and a 300,000 gallon tank on Greenview Drive. The Valley View Pump Station has two pumps rated at 750 GPM and 1500 GPM. A gas fired generator provides emergency backup power. This new pump station supports the rapidly growing eastern sections of the city. Oak Street Pump Station has three pumps rated at 400, 700 and 700 GPM, one is a dual drive. This pump station supports both the northern and eastern sections of the bluffs.

A third pressure zone of the distribution system serves the eastern portions of the system. The Airport/Bent Tree pump station has three variable speed pumps each with a maximum capacity of 600 gallons per minute and pump to a 400,000 gallon elevated tank on Highway 6. A gas fired generator provides emergency backup power.

A Supervisory Control and Data Acquisition System monitors all pump station and tank operations from the Water Treatment Plant located on North 25th Street.

WATER TREATMENT PROCESS



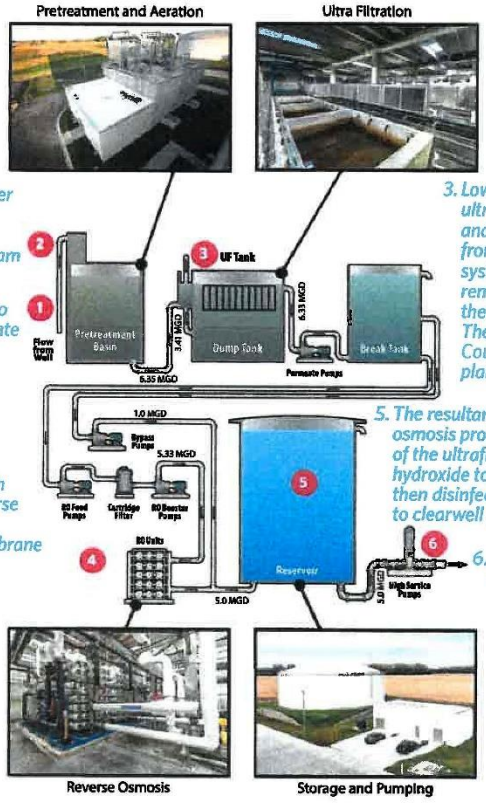
Unique Application of Different Technology, Techniques, Materials or Equipment

The CPWTP uses a process which employs the use of semi-permeable membranes (low pressure followed by high pressure) to separate impurities from well water, as shown in Figure 1 below. **While membrane technology is not a new technology, the application of low pressure membranes followed by high pressure membranes is a unique application that is a model for other communities to follow.** This process has very limited application in the United States and is a unique combination of technology that will serve as a model for other Iowa communities.

The CPWTP includes a level of automation that allows remote operation of the facility. Every component of the facility from the raw water supply to the membrane processes and chemical systems is automated, allowing operation from the Narrows WTP through the CBWW SCADA system. The facility is also monitored from the Narrows WTP through CCTV. The processes in operation at the facility can be easily shutdown, started up, and varied, allowing a quick response to system needs. This automation has allowed CBWW to maintain efficient staffing of their treatment facilities, therefore reducing the costs to their customers.

Another unique application of technology is the **on-site chlorine generation**. Salt (very similar to table salt) is delivered to the site and stored as brine solution in large storage tanks. The brine solution is exposed to high level of electrical current in the generators to make a dilute concentration of liquid sodium hypochlorite. The concentration of the chemical is low and the amount generated can be limited to the amount consumed every day or two, so the quantities on site are smaller and the risks from gaseous or liquid chlorine to the employees and neighboring area are greatly reduced.

Figure 1. CPWTP Water Treatment Process



COUNCIL BLUFFS CITY WATER WORKS

FINANCIAL STATEMENTS

DECEMBER 31, 2018 AND 2017

(With Independent Auditors' Report Thereon)

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
Council Bluffs City Water Works
Council Bluffs, Iowa

Report on the Financial Statements

We have audited the accompanying financial statements of the Council Bluffs City Water Works, Council Bluffs, Iowa (Water Works) as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Council Bluffs City Water Works' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Council Bluffs City Water Works, as of December 31, 2018 and 2017 and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 1 through 4), Schedule of the Utility's Proportionate Share of the Net Pension Liability (page 20) and the Schedule of the Utility's Contributions (pages 21 through 22) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The Budgetary Comparison Schedule on page 24 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standard

In accordance with *Government Auditing Standards*, we have also issued our report dated April 10, 2019 on our consideration of the Council Bluffs City Water Works internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council Bluffs City Water Works internal control over financial reporting and compliance.

Hamilton Associates, P.C.

Council Bluffs, Iowa
April 10, 2019

Council Bluffs Water Works
Council Bluffs, Iowa

MANAGEMENT'S DISCUSSION AND ANALYSIS

Calendar Year Ending December 31, 2018

Council Bluffs Water Works provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the calendar year ending December 31, 2018. We encourage readers to consider this information in conjunction with our financial statements, which follow.

FINANCIAL HIGHLIGHTS

- The Water Works' operating revenues decreased 1.2% or $151,698 from calendar year 2017 to 2018.
- The Water Works' operating expenses decreased by .1% or $11,076, in calendar year 2017 to 2018.
- The Water Works' net position increased 3.8% or $1,657,911, from December 31, 2017 to December 31, 2018.

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the Water Works financial activities.

Financial Statements consist of Statements of Net Position, Statements of Revenues, Expenses, and Changes in Net Position, and Statements of Cash Flows. These provide information about the activities of the Council Bluffs Water Works as a whole and present an overall view of the Water Works finances.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information further explains and supports the net pension liability and IPERS contributions.

Other Information further explains and supports the financial statement with a comparison of the Water Works' budget for the year.

Council Bluffs Water Works
Council Bluffs, Iowa

MANAGEMENT'S DISCUSSION AND ANALYSIS
Calendar Year Ending December 31, 2018

FINANCIAL ANALYSIS

Statements of Net Position

The statements of net position present the assets, liabilities, and net position of the Water Works, as of the end of the calendar year. The purpose of this statement is to present a summary of the Water Works to the readers of the financial statements. The statements of net position include year-end information concerning current assets and liabilities, and net position (assets less liabilities). Readers of the financial statements are able to determine the Water Works financial position by analyzing the increases and decreases in fund equity. This statement is a good source for readers to determine how much the Water Works owes to outside vendors and creditors. The statement presents the available assets that can be used to satisfy those liabilities.

The largest portion of the Water Works' net position 92.4% is the investment in capital assets (building and structures, furniture and fixtures, tools and equipment, distribution system, meters and automotive equipment), less the related debt. The restricted portion of the net position .5% includes resources that are subject to restrictions. The remaining net position 7.1% is the unrestricted position that can be used to meet the Water Works' obligations as they come due.

Statements of Net Position
December 31, 2018 and 2017

	2018	2017
Current assets	$ 7,828,634	$ 6,883,230
Restricted assets	2,315,350	5,866,476
Capital assets	68,469,550	67,746,835
Total assets	$ 78,613,534	$ 80,496,541
Deferred outflows of resources	$ 484,897	$ 589,635
Current liabilities (payable from current assets)	$ 3,614,778	$ 3,349,647
Current liabilities (payable from restricted assets)	2,085,169	5,845,956
Revenue bonds payable	24,721,000	26,148,000
Other liabilities	3,694,013	2,463,408
Total liabilities	$ 34,114,960	$ 37,807,011
Deferred inflows of resources	$ 158,383	$ 111,988
Net investment in capital assets	$ 41,420,844	$ 39,401,635
Restricted	230,180	20,520
Unrestricted	3,174,064	3,745,022
Total net position	$ 44,825,088	$ 43,167,177

Council Bluffs Water Works
Council Bluffs, Iowa

MANAGEMENT'S DISCUSSION AND ANALYSIS
Calendar Year Ending December 31, 2018

Statement of Revenues and Expenses

The Statement of Revenues and Expenses reflects a positive with an increase in the net assets at the end of the calendar year.

In calendar year 2018, operating revenues decreased by $151,698 or 1.2%, due to a decrease in consumption.

A summary of revenues and expense for the years ending December 31, 2018 and 2017 is presented below:

Statements of Revenues and Expenses
December 31, 2018 and 2017

	2018	2017
Operating revenues		
Metered water sales	$ 11,481,829	$ 11,494,502
Rental	145,076	189,952
Other	712,650	806,799
Total operating revenues	$ 12,339,555	$ 12,491,253
Operating expenses		
Facilities and grounds	$ 992,962	$ 1,025,219
Inventory adjustment	(9,859)	4,341
Purification	2,118,942	1,905,796
Distribution and meter	1,279,173	1,376,874
Customer accounting	518,284	504,192
Administration and general	2,539,018	2,566,134
Pension and social security	489,388	488,609
Depreciation	3,517,094	3,584,913
Total operating expenses	$ 11,445,002	$ 11,456,078
Nonoperating revenues (expenses)		
Interest on investments	$ 312,828	$ 230,493
Interest expense	(904,176)	(948,795)
Loss on disposal of equipment	(2,604)	(8)
Nonoperating revenues, net	$ (593,952)	$ (718,310)
Change in net position	$ 300,601	$ 316,865
Total Net Postion	44,825,088	43,167,177

Statement of Cash Flows

The Statement of Cash Flows presents information related to cash inflows and outflows, summarized by operating, capital and related financing and investing activities. Cash provided by operating activities include metered water sales, miscellaneous water sales, penalty charges, and service charges. Cash used from capital and related financing activities includes: principal payment of revenue bonds, interest paid on revenue bonds, interest paid on consumer deposits, additions to property, plant, and equipment, and contributions-in-aid of construction. Cash used by investing activities includes interest income.

CAPITAL ASSETS

At December 31, 2018 the Water Works had $128,673,355 invested in capital assets, net of accumulated depreciation of $60,203,805. Depreciation expense totaled $3,517,094 for calendar year 2018. More detailed information about the Water Works' capital assets is presented in Note 4 to the financial statements.

LONG-TERM DEBT

At December 31, 2018, the Water Works had $26,293,000 debt outstanding. See Note 5 to the financial statements for more information.

ECONOMIC FACTORS

Council Bluffs Water Works continued to support development throughout the community to improve its financial position during the current calendar year.

Facilities and the distribution system operated by Water Works require constant maintenance and upkeep.

Chemical cost, electricity, maintenance of mains and services, and health insurance continue to put pressure on the Water Works resources.

Continued growth in the community requires the Water Works to invest in new infrastructures to meet the growing demands of the community.

Vulnerability and security improvement of our system will be an ongoing process.

CONTACTING THE COUNCIL BLUFFS WATER WORKS FINANCIAL MANAGEMENT

This financial report is designed to provide our customers, investors and creditors with a general overview of the Water Works finances and operating activities. If you have any questions or require additional, information please contact the General Manager, 2000 North 25th Street, P O Box 309, Council Bluffs, Iowa 51502.

FINANCIAL STATEMENTS

COUNCIL BLUFFS CITY WATER WORKS

STATEMENTS OF NET POSITION
December 31, 2018 and 2017

ASSETS	2018	2017
CURRENT ASSETS		
Cash (Note 2)	$ 4,960,902	$ 4,141,574
Inventory	968,665	846,794
Receivables:		
Consumer accounts	1,304,609	1,366,951
Unbilled revenues	409,173	391,201
Total receivables	$ 1,713,782	$ 1,758,152
Prepaid expense	185,285	136,710
Restricted assets (Note 3)	2,315,350	5,866,476
Total current assets	$ 10,143,984	$12,749,706
PROPERTY, PLANT AND EQUIPMENT, NET (Note 4)	68,469,550	67,746,835
Total assets	$ 78,613,534	$80,496,541
DEFERRED OUTFLOWS OF RESOURCES		
Pension related deferred outflows (Note 9)	$ 484,897	$ 589,635
LIABILITIES		
CURRENT LIABILITIES (payable from current assets):		
Accounts payable	$ 221,307	$ 185,551
Accrued wages and payroll taxes	133,503	112,685
Accrued compensated absences	312,215	315,176
Accrued interest payable	68,649	72,385
Construction costs payable	396,445	574,430
Retainage payable	359,261	99,770
Due to City of Council Bluffs	551,398	466,650
Current portion of long term debt (Note 5)	1,572,000	1,523,000
Total current liabilities (payable from current assets)	$ 3,614,778	$ 3,349,647
CURRENT LIABILITIES (payable from restricted assets):		
Consumer deposits	$ 809,125	$ 795,360
Plant expansion and main extension escrow deposits	1,009,786	4,796,457
Accrued interest on consumer deposits	266,258	254,139
Total current liabilities (payable from restricted assets)	$ 2,085,169	$ 5,845,956
LONG TERM DEBT (Note 5)	$ 24,721,000	$26,148,000
OTHER LIABILITIES		
Deferred revenue (Note 6)	$ 1,326,920	$ -
Net pension liability (Note 9)	2,367,093	2,463,408
Total other liabilities	$ 3,694,013	$ 2,463,408
Total liabilities	$ 34,114,960	$37,807,011
DEFERRED INFLOWS OF RESOURCES		
Pension related deferred inflows (Note 9)	$ 158,383	$ 111,988
NET POSITION		
Net investment in capital assets	$ 41,420,844	$39,401,635
Restricted	230,180	20,520
Unrestricted	3,174,064	3,745,022
Total net position	$ 44,825,088	$43,167,177

See Notes to Financial Statements

COUNCIL BLUFFS CITY WATER WORKS

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Years Ended December 31, 2018 and 2017

	2018	2017
OPERATING REVENUES		
Metered water sales	$ 11,481,829	$ 11,494,502
Rental	145,076	189,952
Other	712,650	806,799
Total operating revenues	$ 12,339,555	$ 12,491,253
OPERATING EXPENSES		
Facilities and grounds	$ 992,962	$ 1,025,219
Inventory adjustment	(9,859)	4,341
Purification	2,118,942	1,905,796
Distribution and meter	1,279,173	1,376,874
Customer accounting	518,284	504,192
Administration and general	2,539,018	2,566,134
Pension and social security	489,388	488,609
Depreciation	3,517,094	3,584,913
Total operating expenses	$ 11,445,002	$ 11,456,078
Operating income	$ 894,553	$ 1,035,175
NONOPERATING REVENUES (EXPENSES)		
Interest on investments	$ 312,828	$ 230,493
Interest expense	(904,176)	(948,795)
Loss on disposal of equipment	(2,604)	(8)
Nonoperating revenues, net	$ (593,952)	$ (718,310)
Change in net position	$ 300,601	$ 316,865
NET POSITION - BEGINNING	$ 43,167,177	$ 41,954,564
Contributions in aid of construction (Note 7)	1,357,310	895,748
NET POSITION - END OF YEAR	$ 44,825,088	$ 43,167,177

See Notes to Financial Statements

COUNCIL BLUFFS CITY WATER WORKS

STATEMENTS OF CASH FLOWS
Years Ended December 31, 2018 and 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from customers and users	$ 11,526,199	$ 11,445,820
Cash received from other revenues	830,646	996,751
Cash received for easement (Note 6)	1,354,000	-
Cash paid to suppliers for goods and services	(4,587,852)	(4,520,452)
Cash paid to employees and on their behalf	(3,388,306)	(3,289,718)
(Payments) receipts for City sewer services net of collections	84,748	108,323
Net cash provided by operating activities:	$ 5,819,435	$ 4,740,724
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Principal payment of long term debt	$ (1,523,000)	$ (1,478,000)
Long term debt issued	145,000	-
Interest paid on long term debt	(868,893)	(914,809)
Interest paid on consumer deposits	(26,899)	(26,400)
Additions to property, plant, and equipment	(4,160,908)	(3,972,960)
Plant expansion and main extension escrow deposits	(3,786,671)	4,416,586
Contributions-in-aid of construction	1,357,310	895,748
Net cash provided by (used in) capital and related financing activities	$ (8,864,061)	$ (1,079,835)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received on investments	312,828	230,493
Net cash provided by investing activities	$ 312,828	$ 230,493
NET INCREASE (DECREASE) IN CASH	$ (2,731,798)	$ 3,891,382
CASH - BEGINNING OF YEAR	10,008,050	6,116,668
CASH - END OF YEAR	$ 7,276,252	$ 10,008,050
RECONCILIATION TO BALANCE SHEETS		
Cash	$ 4,960,902	$ 4,141,574
Cash included in restricted assets	2,315,350	5,866,476
	$ 7,276,252	$ 10,008,050
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating income (loss)	$ 894,553	$ 1,035,175
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	3,517,094	3,584,913
Changes in assets and liabilities:		
(Increase) Decrease in inventory	(121,871)	37,148
(Increase) Decrease in receivables	44,370	(48,682)
(Increase) Decrease in prepaid insurance	(48,575)	(45,080)
(Increase) Decrease in deferred outflows of resources	104,738	(50,769)
Increase (Decrease) in accounts payable	35,756	(84,628)
Increase (Decrease) in salaries payable	20,818	(964)
Increase (Decrease) in accrued compensated absences	(2,961)	48,379
Increase (Decrease) in due to City of Council Bluffs	84,748	108,323
Increase (Decrease) in deferred revenue	1,326,920	-
Increase (Decrease) in net pension liability	(96,315)	110,660
Increase (Decrease) in consumer deposits	13,765	30,880
Increase (Decrease) in deferred inflows of resources	46,395	15,369
Net cash provided by operating activities	$ 5,819,435	$ 4,740,724

See Notes to Financial Statements

1. Summary of Significant Accounting Policies

The Council Bluffs City Water Works ("Water Works") is a related organization to the City of Council Bluffs, Iowa ("City") and is not included in the City's financial statements. The Mayor, with City Council concurrence, appoints individuals to the Water Works' Board of Trustees. The Water Works' Board of Trustees maintains oversight responsibility and, therefore, is responsible for selection of management personnel and all financial matters. The authority to adopt the annual budget, to incur debt and to fix rates and charges is vested in the Board of Trustees. The Water Works is exempt from state and Federal income taxes. The Water Works' financial statements are prepared on the accrual basis.

Reporting Entity:

For financial reporting purposes, the Water Works has included all funds, organizations, agencies, boards, commissions and authorities. The Water Works has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the Water Works are such that exclusion would cause the Water Works' financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and 1) the ability of the Water Works to impose its will on that organization or 2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the Water Works. The Water Works has no component units which meet the Governmental Accounting Standards Board criteria.

Basis of Presentation:

The accounts of the Water Works are organized as an Enterprise Fund. Enterprise Funds are used to account for operations (a) financed and operated in a manner similar to private business enterprises, where the intent of the governing body is the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The Statement of Net Position presents the Water Works assets and liabilities, with the difference reported as net position. Net position is reported in the following categories:

Net investment in capital assets – Consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances for bonds, notes and other debt attributable to the acquisition, construction or improvement of those assets.

Restricted – Use of net position is externally imposed.

Unrestricted – The portion of net position that is not in restricted or net of investment in capital assets.

Measurement Focus and Basis of Accounting:

The financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

1. Summary of Significant Accounting Policies - Continued

Measurement Focus and Basis of Accounting - Continued:

Water Works distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Water Works' principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Use of estimates:

In preparing the accompanying financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications:

Certain reclassifications have been made to the prior years' financial statements to conform to the current year presentation. These reclassifications had no effect on previously reported results of operations or net position.

Cash and Cash Equivalents:

For purposes of the statements of cash flows, the Water Works considers all highly liquid instruments with a maturity date of three months or less when purchased to be cash equivalents.

Consumer Accounts Receivable:

The consumer accounts receivable balance includes an assessment for sewer fees, which the Water Works bills on behalf of the City. A corresponding liability represents the amount of consumer accounts receivable that will be remitted to the City upon collection.

Revenues:

Metered water sales include amounts billed to customers on a monthly and bimonthly cycle basis and unbilled amounts based on estimated usage from the latest meter reading to the end of the accounting period.

Valuation of Inventories:

Inventories are valued at the lower of cost (average cost method) or market.

Contributions-in-Aid of Construction and Contributed Capital:

Contributions of cash by governments, customers or developers are maintained by the Water Works as restricted assets and restricted liabilities until expended. When expended the contributor's costs of construction are recorded as property, plant and equipment and contributed capital. Further, a contribution may be in the form of a completed project in which the contributor's costs of construction is recorded directly into the property, plant and equipment and contributed capital accounts. Depreciation expense recognized on these assets is charged to contributed capital.

1. Summary of Significant Accounting Policies - Continued

Property, Plant and Equipment:

Property, plant and equipment are stated at cost. Depreciation is computed using the straight-line method based on estimated useful lives.

Maintenance and repair of property, plant and equipment are charged to operations and major improvements are capitalized. Upon retirement, sale or other disposition of property, plant and equipment, the cost and accumulated depreciation are eliminated from the accounts and gain or loss is included in operations.

Deferred Outflows of Resources:

Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred outflows of resources consist of unrecognized items not yet charged to pension expense and contributions from the employer after the measurement date but before the end of the employer's reporting period.

Accrued Compensated Absences:

Accrued compensated absences represent vacation time, which has been earned by employees in the current year to be used in subsequent years. Sick leave does not vest and, therefore, is not accrued.

Pensions:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Iowa Public Employees' Retirement System (IPERS) and additions to/deductions from IPERS' fiduciary net position have been determined on the same basis as they are reported by IPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Inflows of Resources:

Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources in the financial statements represent the amount of assets that have been recognized, but the related revenue has not been recognized since the assets are not collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. Deferred inflows of resources represents the difference between projected and actual earnings on pension plan investments.

Subsequent Events:

Subsequent events have been evaluated through April 10, 2019, which is the date the financial statements were available to be issued.

2. Cash and Short-Term Investments

Below is a summary of the deposit and investment portfolios that comprise cash and investments on the December 31, 2018 balance sheet including restricted cash and cash equivalents and investments:

Deposits:

At December 31, 2018, deposits consisted of demand deposits and certificates of deposits and had the following balances:

Book Balance	$ 7,274,452
Bank Balance	$ 7,720,883

Of the total deposits, $250,000 was covered by federal depository insurance and $7,470,883 was covered by pledged securities that are being held in the pledging bank's trust department in the Board's name in the form of a joint safekeeping receipt.

3. Restricted Assets

Restricted assets represent money set aside for payment of bonds, proceeds from bond issues to be used for capital improvements, or contributions of cash by governments, customers, or developers for costs of construction. These contributions are reflected as restricted assets until expended. Details of the accounts comprising restricted assets as of December 31, 2018 and 2017 are as follows:

	2018	2017
Consumer deposit fund cash	$ 1,102,349	$ 1,066,776
Plant expansion deposit	1,022,077	4,709,263
Main extension deposit	190,924	90,437
	$ 2,315,350	$ 5,866,476

4. Property, Plant and Equipment

Property, plant and equipment at December 31, 2018 and 2017 consisted of the following:

Description	Useful Life in Years	2018	2017
Land	-	$ 3,500,307	$ 3,500,307
Building and Structures	20 - 50	36,297,925	36,066,830
Water Distribution System	20 - 75	64,320,638	59,331,453
Meters	25 - 40	1,912,122	1,871,591
Tools and Equipment	3 - 20	18,522,840	18,672,653
Automobiles and Trucks	5	1,585,032	1,454,396
Office Equipment	15	104,985	104,985
Work in Progress	-	2,429,506	3,864,442
		$ 128,673,355	$ 124,866,657
Less Accumulated Depreciation		(60,203,805)	(57,119,822)
		$ 68,469,550	$ 67,746,835

5. Revenue Bonds

In 2010, the Water Works executed the final $25 million of its $35.353 million Water Revenue Bonds for construction of a second water treatment facility. The Water Revenue Bonds bear interest at 3.00% due in 2040. The Iowa Finance Authority also charges an annual service fee of 0.25%. As of December 31, 2013, the Water Works had drawn down the $35,353,000.

In 2015, the Water Works issued Water Revenue Bonds in the amount of $1,200,000 for the purchase of land adjacent to their treatment plant to protect existing wells from potential contamination by farming practices and industries wanting to locate on adjacent property. The bonds are non-interest bearing, and are due in 2034. The Iowa Finance Authority charges an annual service fee of 0.25%.

In 2018, the Water Works issued Water Revenue Bonds in the amount of $5,025,000 for the construction of a West Broadway transmission water main project. The Water Revenue Bonds bear interest at 1.75% due in 2039. The Iowa Finance Authority also charges an annual service fee of 0.25%. As of December 31, 2018, the Water Works had drawn down $145,000.

All of the bonds require that the Water Works produce and maintain net revenues at a level not less than 110% of the amount of principal and interest on the Revenue Bond falling due in the same year. The Water Works was in compliance with this requirement for the years ended December 31, 2018 and 2017.

Principal and interest requirements to maturity on revenue bonds outstanding at December 31, 2018 are as follows:

Years ended December 31,	Principal	Interest	Total Requirements
2019	$ 1,572,000	$ 758,058	$ 2,330,058
2020	1,765,000	711,187	2,476,187
2021	1,672,000	663,300	2,335,300
2022	1,725,000	614,910	2,339,910
2023	1,780,000	564,960	2,344,960
2024-2028	9,770,000	2,016,840	11,786,840
2029-2033	6,425,000	606,780	7,031,780
2034-2038	1,113,000	167,340	1,280,340
2039-2040	471,000	21,300	492,300
	$ 26,293,000	$ 6,124,675	$ 32,417,675

6. Deferred Revenue

In 2017, the Water Works signed an agreement that provided the buyer exclusive communications easement and non-exclusive access and utility easement for 50 years. In 2018, the Water Works received $1,354,000 for a 50-year communications easement. Revenue of $27,080 will be recognized ratable each year over the 50-year agreement period. The deferred revenue balance of $1,326,920 represents remaining cash received that has not yet been recognized.

7. Contributions-in-Aid of Construction and Contributed Capital

The following is a schedule of contributions of cash by governments and customers or developers:

	Other Governments	Customers and Developers	Total
Balances at January 1, 2017	$ 1,348,706	$ 4,990,190	$ 6,338,896
Contributions-in-aid of construction	614,143	281,605	895,748
Transfers – Depreciation of contributed property, plant and equipment	(181,341)	(604,170)	(785,511)
Balances at December 31, 2017	$ 1,781,508	$ 4,667,625	$ 6,449,133
Contributions-in-aid of construction	-	1,357,310	1,357,310
Transfers – Depreciation of contributed property, plant and equipment	(180,100)	(628,872)	(808,972)
Balances at December 31, 2018	$ 1,601,408	$ 5,396,063	$ 6,997,471

8. Risk Management

The Water Works is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Water Works carries commercial insurance for all risks of loss, including errors and omissions, destruction of assets and natural disasters. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

The Water Works participates in a partially self-funding benefit plan for its employees' health insurance. The plan is administered by a third-party, which estimates The Water Works maximum annual exposure to be $455,100. The Water Works contributes funds monthly to a separate bank account to supplement the employee's deductible. The balance in this account as of December 31, 2018 and 2017 was $114,833 and $111,226, respectively.

9. Pension Plan

Plan Description:

IPERS membership is mandatory for employees of the Water Works, except for those covered by another retirement system. Employees of the Water Works are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by Iowa Public Employees' Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive P.O. Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information

Pension Benefits:

A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, anytime after reaching age 62 with 20 or more years of covered employment, or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. (These qualifications must be met on the member's first month of entitlement to benefits.) Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier (based on years of service).
- The member's highest five-year average salary. (For members with service before June 30, 2012, the highest three-year average salary as of that date will be used if it is greater than the highest five-year average salary.)

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25 percent for each month that the member receives benefits before the member's earliest normal retirement age. For service earned starting July 1, 2012, the reduction is 0.50 percent for each month that the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits:

A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

9. Pension Plan – Continued

Contributions:

Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

Through June 30, 2018 pursuant to the required rate, Regular members contributed 5.95 percent of pay and the Water Works contributed 8.93 percent for a total rate of 14.88 percent. Beginning July 1, 2018, pursuant to the required rate, Regular members contributed 6.29 percent of pay and the Water Works contributed 9.44 percent for a total rate of 15.73 percent.

The Water Works' total contributions to IPERS for the year ended December 31, 2018 and 2017 were $252,367 and $248,961, respectively.

Net Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:

At December 31, 2018 and 2017, the Water Works reported a liability of $2,367,093 and $2,463,408, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Water Works' proportion of the net pension liability was based on the Water Works' share of contributions to the pension plan relative to the contributions of all IPERS participating employers. At June 30, 2018, the Water Works' collective proportion was .0374052 percent which was an increase of .000424 percent from its proportion measured as of June 30, 2017. At June 30, 2017, the Water Works' collective proportion was .0369811 percent which was a decrease of .0004037 percent from its proportion measured as of June 30, 2016.

9. Pension Plan – Continued

Net Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - Continued:

For the year ended December 31, 2018 and 2017, the Water Works recognized pension expense of $319,656 and $324,143, respectively. The Water Works reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources at December 31:

	2018		2017	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 12,978	$ 53,500	$ 22,616	$ 21,344
Changes of assumptions	337,680	-	428,027	-
Net difference between projected and actual earnings on pension plan investments	-	65,040	-	25,729
Changes in proportion and differences between Water Works contributions and proportionate share of contributions	8,097	39,843	14,163	64,915
Water Works' contributions subsequent to the measurement date	126,142	-	124,829	-
	$ 484,897	$ 158,383	$ 589,635	$ 111,988

$126,142 reported as deferred outflows of resources related to pensions resulting from the Water Works contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions as of December 31, 2018, will be recognized in pension expense as follows:

Year Ended December 31,	
2019	$ 141,534
2020	76,561
2021	(17,917)
2022	1,169
2023	(975)
Total	$ 200,372

There were no non-employer contributing entities at IPERS.

9. Pension Plan – Continued

Actuarial Assumptions:

The total pension liability in the June 30, 2018 and June 30, 2017 actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation (effective June 30, 2017)	2.60 percent per annum
Rates of salary increase (effective June 30, 2017)	3.25 to 16.25 percent, average, including inflantion Rates vary by membership group.
Long-term investment rate of return (effective June 30, 2017)	7.00 percent, compounded annually, net of investment expense, including inflation.
Wage growth (effective June 30, 2017)	3.25 percent per annum based on 2.60 percent inflation and .65 percent real wage inflation.

The actuarial assumptions used in the June 30, 2018 and June 30, 2017 valuation were based on the results of actuarial experience studies with dates corresponding to those listed above.

Mortality rates were based on the RP-2000 Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of
Domestic Equity	24%	6.25%
International Equity	16	6.71
Core-plus fixed income	27	2.25
Public Credit	3.5	3.46
Public real assets	7	3.27
Cash	1	(0.31)
Private equity	11	11.15
Private real assets	7.5	4.18
Private credit	3	4.25
Total	100%	

9. Pension Plan – Continued

Discount Rate:

The discount rate used to measure the total pension liability was 7 percent for 2018 and 2017. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the contractually required rate and that contributions from the Water Works will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Water Works' Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:

The following presents the Water Works' proportionate share of the net pension liability recorded at December 31, 2018 using the discount rate of 7.0 percent, as well as what the Water Works' proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current rate.

	1% Decrease (6.0%)	Discount Rate (7.0%)	1% Increase (8.0%)
Water Works' proportionate share of the net pension liability - 2018	$ 4,017,432	$ 2,367,093	$ 982,703

The following presents the Water Works' proportionate share of the net pension liability recorded at December 31, 2017 using the discount rate of 7 percent, as well as what the Water Works' proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.0 percent) or 1-percentage-point higher (8.0 percent) than the current rate.

	1% Decrease (6.0%)	Discount Rate (7.0%)	1% Increase (8.0%)
Water Works' proportionate share of the net pension liability - 2017	$ 4,058,709	$ 2,463,408	$ 1,123,050

9. Pension Plan – Continued

Pension Plan Fiduciary Net Position:

Detailed information about the pension plan's fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at www.ipers.org.

Payables to the Pension Plan:

At December 31, 2018, the Water Works reported payables to the defined benefit pension plan of $11,730 for legally required employer contributions and $7,828 for legally required employee contributions which had been withheld from employee wages but not yet remitted to IPERS. At December 31, 2017, the Water Works reported payables to the defined benefit pension plan of $9,363 for legally required employer contributions and $6,249 for legally required employee contributions which had been withheld from employee wages but not yet remitted to IPERS.

REQUIRED SUPPLEMENTARY INFORMATION

COUNCIL BLUFFS CITY WATER WORKS

SCHEDULE OF THE WATER WORKS' PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Iowa Public Employee's Retirement System
Last Year*, ended June 30

	2018	2017	2016	2015
Water Works' proportion of the net pension liability (asset)	0.0374052%	0.0369811%	0.0373848%	0.0405283%
Water Works' proportionate share of the net pension liability	2,367,093	2,463,408	2,352,748	1,607,315
Water Works' covered-employee payroll	2,811,350	2,760,458	2,682,875	2,595,093
Water Works' proportionate share of the net pension liability as a percentage of its covered-employee payroll	84.20%	89.24%	87.70%	61.94%
Plan fiduciary net position as a percentage of the total pension liability	83.62%	82.21%	81.82%	87.61%

* The amounts presented for each year were determined as of June 30.

See accompanying independent auditor's report

Note: GASB Statement No.68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the Water Works will present information for those years for which information is available.

COUNCIL BLUFFS CITY WATER WORKS

SCHEDULE OF WATER WORKS' CONTRIBUTIONS
Iowa Public Employee's Retirement System
Last Ten Calendar Years, ending December 31
(In Thousands)

	2018	2017	2016	2015
Statutorily required contributions	$ 262	$ 249	$ 243	$ 235
Contributions in relation to the statutorily required contribution	(262)	(249)	(243)	(235)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -
Water Works' covered-employee payroll	$ 2,857	$ 2,788	$ 2,720	$ 2,628
Contributions as a percentage of covered-employee payroll	9.17%	8.93%	8.93%	8.94%

See accompanying independent auditor's report

COUNCIL BLUFFS CITY WATER WORKS

SCHEDULE OF WATER WORKS' CONTRIBUTIONS
Iowa Public Employee's Retirement System
Last Ten Calendar Years, ending December 31
(In Thousands)

2014	2013	2012	2011	2010	2009
$ 234	$ 228	$ 204	$ 181	$ 155	$ 146
(234)	(228)	(204)	(181)	(155)	(146)
$ -	$ -	$ -	$ -	$ -	$ -
$ 2,620	$ 2,594	$ 2,434	$ 2,409	$ 2,264	$ 2,246
8.93%	8.79%	8.38%	7.51%	6.85%	6.50%

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION – PENSION LIABILITY

Year ended December 31, 2018

1. Changes of benefit terms

Legislation passed in 2010 modified benefit terms for current Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3 percent per year measured from the member's first unreduced retirement age to a 6 percent reduction for each year of retirement before age 65.

2. Changes of assumptions

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00 percent to 2.60 percent.
- Decreased the assumed rate of interest on member accounts from 3.75 percent to 3.50 percent per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25 percent to 3.00 percent
- Decreased the assumed rate of interest on member accounts from 4.00 percent to 3.75 percent per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.

OTHER INFORMATION

COUNCIL BLUFFS CITY WATER WORKS

BUDGETARY COMPARISON SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN BALANCES – BUDGET AND ACTUAL

Year ended December 31, 2018

	2018 Actual	2018 Budget	Budget Variance Favorable (Unfavorable)
Operating revenues:			
Metered water sales	$11,481,829	$ 12,000,000	$ (518,171)
Rental	145,076	191,000	(45,924)
Other	712,650	620,000	92,650
Total operating revenues	$12,339,555	$ 12,811,000	$ (471,445)
Operating expenses:			
Facilities and grounds	$ 992,962	$ 1,024,000	$ 31,038
Inventory adjustment	(9,859)	5,000	14,859
Purification	2,118,942	2,114,000	(4,942)
Distribution and meter	1,279,173	1,364,000	84,827
Customer accounting	518,284	463,000	(55,284)
Administration and general	2,539,018	2,575,000	35,982
Pension and social security	434,570	465,000	30,430
Total operating expenses	$ 7,873,090	$ 8,010,000	$ 136,910
Operating income	$ 4,466,465	$ 4,801,000	$ (334,535)
Nonoperating revenues (expenses):			
Interest on investments	$ 312,828	$ 223,000	$ 89,828
Interest expense	(904,176)	(960,000)	55,824
Loss on disposal of equipment	(2,604)	(5,000)	2,396
Nonoperating revenues, net	$ (593,952)	$ (742,000)	$ 148,048
Surplus (Deficit) from Operations	$ 3,872,513	$ 4,059,000	$ (186,487)
Debt Service	(1,523,000)	(1,633,000)	110,000
Capital Outlay	(2,803,598)	(4,390,000)	1,586,402
Bond Proceeds	145,000	-	145,000
Surplus (Deficit)	$ (309,085)	$ (1,964,000)	$ 1,654,915

Reconcilation to statement of revenues and expenses:

Budget Basis Deficit	$ (309,085)
Debt Service	1,523,000
Capital Outlay	2,803,598
Bond Proceeds	(145,000)
Pension Expense	(54,818)
Depreciation and Amortization	(3,517,094)
Excess of revenues over expenses	$ 300,601

COUNCIL BLUFFS CITY WATER WORKS

BUDGETARY COMPARISON SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN BALANCES – BUDGET AND ACTUAL

Year ended December 31, 2018

1. Budgetary reporting

In accordance with the Code of Iowa, the Water Works' Board of Trustees adopts a budget following required public notice and hearing. The budget is adopted on a budget basis which consists of accrual basis revenues and expenditures plus cash outlay for debt service and capital improvements and cash receipts of bond proceeds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures. In 2018, there were no budget amendments and disbursements did not exceed the amount budgeted.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH "GOVERNMENT AUDITING STANDARDS"

The Board of Trustees
Council Bluffs City Water Works
Council Bluffs, Iowa

We have audited the financial statements of the Council Bluffs City Water Works as of and for the year ended December 31, 2018 and have issued our report thereon dated April 10, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Council Bluffs City Water Works is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Council Bluffs City Water Works' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council Bluffs City Water Works' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Council Bluffs City Water Works' internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council Bluffs City Water Works' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hamilton Associates, P.C.

Council Bluffs, Iowa
April 10, 2019

COUNCIL BLUFFS CITY WATER WORKS

SCHEDULE OF FINDINGS
Year ended December 31, 2018

I. FINDINGS RELATED TO THE FINANCIAL STATEMENTS

None reported

II. OTHER FINDINGS RELATED TO STATUTORY REPORTING

II-A-18 Certified Budget – We compared the Water Works disbursements for the twelve months ended December 31, 2018 with the published budget and found that disbursements did not exceed the amounts budgeted.

II-B-18 Questionable Disbursements – No disbursements that we believe may not meet the requirements of public purpose as defined in an Attorney general's opinion dated April 25, 1979 were noted.

II-C-18 Travel Expense – No expenditures of funds for travel expenses of spouses of Water Works' officials or employees were noted.

II-D-18 Business Transactions – During the course of our audit of Water Works as of December 31, 2018, we looked at many records substantiating disbursements. We noted no business transactions between the Water Works and Water Works' officials or employees.

II-E-18 Bond Coverage – We reviewed the statutory provisions for surety bond coverage of Water Works' officials and employees. The City has an ordinance allowing the City to set bonding requirements for the Water Works. Resolution 83-475 sets the amount of surety bond coverage for board members at $500 annually. Water Works maintains public officials' liability insurance, which sufficiently meets bond coverage requirements.

II-F-18 Board Minutes – We noted no transactions that we believe should have been approved in the Board minutes but were not.

II-G-18 Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City's investment policy were noted.

II-H-18 Revenue Notes – No instances of non-compliance with the revenue bond and note requirements were noted.

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by:

Mayor's Appointments
ITEM 3.I.

Council Action: 7/8/2019

Description

Council Bluffs Arena & Convention Center Commission

Background/Discussion

With City Council concurrence, I would like to make the following appointment:

COUNCIL BLUFFS ARENA & CONVENTION CENTER COMMISSION

Appoint the following with term expiring 07/01/2023:
Mark Eckman
103 S 38th St Unit 175

Recommendation

RETURN TO: CITY OF COUNCIL BLUFFS, IOWA
ATTN: CITY LEGAL DEPARTMENT
OR CITY CLERK
209 PEARL STREET
COUNCL BLUFFS, IA 51503

CITY CLAIM NO. 19-PW-2014

NOTICE OF CLAIM/LOSS

NAME OF CLAIMANT: Wendy & Roger Owens DAY PHONE: 402-960-3838

ADDRESS: 225 Peregrine PL Council BLUFFS IA. 51501 DOB: 10-31-73

DATE & TIME OF LOSS/ACCIDENT: 5/28/19 Approx 9-930AM started.

LOCATION OF LOSS/ACCIDENT: Basement

DESCRIPTION OF LOSS/ACCIDENT: Due to Mosquito Pump Station Per Supervisoe Pat Moore that I spoke with went down due to Malfunction. Was also told by neighboe that an employee did not shut/secure a gate or something & Station flooded.

(USE BACK OF FORM, IF NECESSARY)

TOTAL DAMAGES CLAIMED: $ 0,130.45 damage to basement - does not include any personal belongings

WITNESS(ES) (Name(s), Address(es), Phone No(s). took a while to get a company to come out and give us an estimate.

WAS POLICE REPORT FILED ____ YES X NO

IF MEDICAL ATTENTION WAS REQUIRED, PLEASE PROVIDE NAME, ADDRESS, AND TELEPHONE NO. OF TREATING PHYSICIAN AND FACILITY:

CLERK RCVD
27 JUN'19
PM2:48

HAVE YOU RESUMED NORMAL ACTIVITIES? ____ YES ____ NO

IF YOU INCURRED PROPERTY DAMAGE, PLEASE DESCRIBE AND PROVIDE COPIES OF ESTIMATES, INVOICES, PHOTOGRAPHS, AND ANY OTHER RELEVANT INFORMATION: Estimates and photos enclosed.

LIST INSURANCE PROVIDER AND COVERAGE: American Family Insurance - Does NOT Cover/no coverage.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IN SUPPORT OF MY CLAIM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NOTE: IT IS A FRAUDULENT PRACTICE PUNISHABLE BY FINE OR IMPRISONMENT TO KNOWINGLY MAKE A FALSE CLAIM (SECTION 714.8(3) CODE OF IOWA)

RECEIVED
RECEIVED JUN 27 2019
CITY ATTORNEY'S OFFICE

6/23/19
DATE

Wendy S. Owens Roger D. Owen
CLAIMANT'S SIGNATURE

RETURN TO: CITY OF COUNCIL BLUFFS, IOWA
ATTN: CITY LEGAL DEPARTMENT
OR CITY CLERK
209 PEARL STREET
COUNCL BLUFFS, IA 51503

CITY CLAIM NO. 19-PW-2013

NOTICE OF CLAIM/LOSS

NAME OF CLAIMANT: State Farm Claims DAY PHONE: 8449584300
ADDRESS: PO Box 106169 Atlanta GA 30348 DOB:
DATE & TIME OF LOSS/ACCIDENT: May 22, 2019 9:30 AM
LOCATION OF LOSS/ACCIDENT: 226 Peregrine Pl CB IA 51501
DESCRIPTION OF LOSS/ACCIDENT:
City sewer backed up into house

(USE BACK OF FORM, IF NECESSARY)

TOTAL DAMAGES CLAIMED: $ 12,733 –
WITNESS(ES) (Name(s), Address(es), Phone No(s). Timothy Wagamian
226 Peregrine Pl CB IA 51501
712 621 2900 712 366 5354

WAS POLICE REPORT FILED ____ YES ____ NO

IF MEDICAL ATTENTION WAS REQUIRED, PLEASE PROVIDE NAME, ADDRESS, AND TELEPHONE NO. OF TREATING PHYSICIAN AND FACILITY:

HAVE YOU RESUMED NORMAL ACTIVITIES? ____ YES ____ NO

IF YOU INCURRED PROPERTY DAMAGE, PLEASE DESCRIBE AND PROVIDE COPIES OF ESTIMATES, INVOICES, PHOTOGRAPHS, AND ANY OTHER RELEVANT INFORMATION:

LIST INSURANCE PROVIDER AND COVERAGE: Back-up Sewer + Drain Endorsement 12146 + debris Removal

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IN SUPPORT OF MY CLAIM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NOTE: IT IS A FRAUDULENT PRACTICE PUNISHABLE BY FINE OR IMPRISONMENT TO KNOWINGLY MAKE A FALSE CLAIM (SECTION 714.8(3) CODE OF IOWA)

24 June 19
DATE

CLAIMANT'S SIGNATURE

RECEIVED
RECEIVED JUN 24 2019
CITY ATTORNEY'S OFFICE

CLERK RCVD
25 JUN '19
PM3:03

CMR
EXPECTSUCCESS™

*****NOTICE OF CLAIM*****

19-PW-2012

Date: 06-18-2019

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

To: CITY OF COUNCIL BLUFFS
CITY CLERK
209 PEARL ST
COUNCIL BLUFFS, IA 51501

CERTIFIED MAIL# 9214890106615400013936037 8

CLERK RCVD
25 JUN'19
PM3:03

RE: Damage to COX Property

COX Claim Num:	**UNO000030838480**
Damage/Discovery Date:	**06-08-2019**
Damage Location:	**2040 W BROADWAY, COUNCIL BLUFFS, IA**
Damage County:	**UNK**
Damage Amount:	**UNDETERMINED**

Dear Sir/Madam:

Please be advised that COX Facilities sustained damage as a result of the negligent acts or omissions by employees or agents of CITY OF COUNCIL BLUFFS .

Investigation has revealed that on or about 06-08-2019 employees or agents of CITY OF COUNCIL BLUFFS, COMPASS UTILITY WAS INSTALLING A WATER MAIN FOR THE CITY OF COUNCIL BLUFFS AND DAMAGED A COX CABLE in the area of 2040 W BROADWAY, COUNCIL BLUFFS, IA.

REQUEST FOR GOVERNMENTAL NOTICE FORM

If your Governmental Entity requires the completion of its own form to complete proper notice, please forward a copy to the address listed above. Every good faith effort has been made to identify the proper office and address to perfect our notice. Please forward to your attorney, if misdirected, to contact us. Matters herein stated are alleged on information and belief this pleader believes to be true. If there is insurance to cover this matter, kindly advise as to the name of the insurance company, its address and the claim number assigned. If you have any questions, or need additional information, please contact me at 1-800-321-4158 ext 8232.

Sincerely,
Chelsea Dongelewic
Chelsea Dongelewic

NOTARY

Commission Expires 4/18/20

JESSICA COOPER
NOTARY
16003891
EXP. 04/18/20
PUBLIC
STATE OF OKLAHOMA

RECEIVED
RECEIVED JUN 24 2019
CITY ATTORNEY'S OFFICE

CLAIMS MANAGEMENT RESOURCES

Phone 405.606.8200 | P.O. Box 60770, Oklahoma City, OK 73146 | www.cmrclaims.com

RETURN TO: CITY OF COUNCIL BLUFFS, IOWA
ATTN: CITY LEGAL DEPARTMENT
OR CITY CLERK
209 PEARL STREET
COUNCL BLUFFS, IA 51503

CITY CLAIM NO. 19-PW-2010

NOTICE OF CLAIM/LOSS

NAME OF CLAIMANT: Kenneth M. Alig DAY PHONE: 712 648 2379
ADDRESS: 2148 Hwy 127 Missouri Valley 51555 DOB: 6-28-1952

DATE & TIME OF LOSS/ACCIDENT: 6-9-19 5:00 P.M.
LOCATION OF LOSS/ACCIDENT: North of Super Save on Old Lincoln Hwy.
DESCRIPTION OF LOSS/ACCIDENT: I hit a pot hole with vehicle. damage on Right front to rim, wheel cover and strut

(USE BACK OF FORM, IF NECESSARY)

TOTAL DAMAGES CLAIMED: $ 628.53
WITNESS(ES) (Name(s), Address(es), Phone No(s): wife, Elizabeth L. Alig

WAS POLICE REPORT FILED ____ YES ✓ NO

IF MEDICAL ATTENTION WAS REQUIRED, PLEASE PROVIDE NAME, ADDRESS, AND TELEPHONE NO. OF TREATING PHYSICIAN AND FACILITY:
NA

HAVE YOU RESUMED NORMAL ACTIVITIES? ✓ YES ____ NO

IF YOU INCURRED PROPERTY DAMAGE, PLEASE DESCRIBE AND PROVIDE COPIES OF ESTIMATES, INVOICES, PHOTOGRAPHS, AND ANY OTHER RELEVANT INFORMATION:

LIST INSURANCE PROVIDER AND COVERAGE:

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IN SUPPORT OF MY CLAIM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NOTE: IT IS A FRAUDULENT PRACTICE PUNISHABLE BY FINE OR IMPRISONMENT TO KNOWINGLY MAKE A FALSE CLAIM (SECTION 714.8(3) CODE OF IOWA)

6-15-19
DATE

Kenneth Alig
CLAIMANT'S SIGNATURE

RECEIVED
RECEIVED JUN 17 2019
CITY ATTORNEY'S OFFICE

CLERK RCVD
24 JUN'19
AM10:14

CMR
EXPECTSUCCESS™

19-PW-2011

*****NOTICE OF CLAIM*****

Date: 06-17-2019

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

To: CITY OF COUNCIL BLUFFS
CITY CLERK
209 PEARL ST
COUNCIL BLUFFS, IA 51501

CERTIFIED MAIL# 9214890106615400013916755 7

RECEIVED
RECEIVED JUN 21
CITY ATTORNEY'S OFFICE

RE: Damage to COX Property

COX Claim Num:	UNO000030784850
Damage/Discovery Date:	05-23-2019
Damage Location:	N 24TH ST AND AVE A, COUNCIL BLUFFS, IA
Damage County:	UNKN
Damage Amount:	UNDETERMINED

Dear Sir/Madam:

Please be advised that COX Facilities sustained damage as a result of the negligent acts or omissions by employees or agents of CITY OF COUNCIL BLUFFS .

Investigation has revealed that on or about 05-23-2019 employees or agents of CITY OF COUNCIL BLUFFS, COMPASS UTILITY WAS INSTALLING A WATER MAIN FOR THE CITY OF COUNCIL BLUFFS AND DAMAGED A COX CABLE in the area of N 24TH ST AND AVE A, COUNCIL BLUFFS, IA.

REQUEST FOR GOVERNMENTAL NOTICE FORM

If your Governmental Entity requires the completion of its own form to complete proper notice, please forward a copy to the address listed above. Every good faith effort has been made to identify the proper office and address to perfect our notice. Please forward to your attorney, if misdirected, to contact us. Matters herein stated are alleged on information and belief this pleader believes to be true. If there is insurance to cover this matter, kindly advise as to the name of the insurance company, its address and the claim number assigned. If you have any questions, or need additional information, please contact me at 1-800-321-4158 ext 8232.

CLERK RCVD
24 JUN'19
AM10:14

Sincerely,
Chelsea Dongelewic

Chelsea Dongelewic

CMR Claims DEPT

NOTARY

Commission Expires 4/18/20

JESSICA COOPER
NOTARY
16003891
EXP. 04/18/20
PUBLIC
STATE OF OKLAHOMA

Council Communication

Department: City Clerk
Case/Project No.: ZT-19-001
Submitted by: Christopher N. Gibbons, Planning Coordinator

Ordinance 6392
ITEM 4.A.

Council Action: 7/8/2019

Description

Ordinance to amend Section 15.33.160 (04), Residential District Signs, Administrative-Professional District, by adding Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

Background/Discussion

See attached staff report.

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Case #ZT-19-001 Staff Report	Other	6/14/2019
Case #ZT-19-001 Attachment A	Other	6/14/2019
Case #ZT-19-001 Attachment B	Other	6/14/2019
Case #ZT-19-001 Attachment C	Other	6/14/2019
Case #ZT-19-001 Attachment D	Map	6/14/2019
Case #ZT-19-001 Attachment E	Map	6/14/2019
Case #ZT-19-001 Attachment F	Map	6/14/2019
Case #ZT-19-001 Attachment G	Map	6/14/2019
Case #ZT-19-001 Attachment H	Map	6/14/2019
Case #ZT-19-001 Attachment I	Map	6/14/2019
Case #ZT-19-001 Attachment J	Map	6/14/2019
ZT-19-001 Public Hearing	Other	6/14/2019
Ordinance 6392	Ordinance	6/18/2019

Council Communication

Department: Community Development Case #ZT-19-001 Applicant: Methodist Jennie Edmundson 933 East Pierce Street Council Bluffs, IA 51503 Representative: Vince Rew 234 Mt. Vernon Council Bluffs, IA 51503	Ordinance No.	City Council: 6/24/19 Planning Commission: 6/11/2019

Subject/Title

Request: Public hearing on the request of Methodist Jennie Edmundson to amend Chapter 15.33.160, Residential District Signs of the Municipal Code (Zoning Ordinance) relative to A-P/Administrative-Professional District signage.

Background/Discussion

The applicant, Methodist Jennie Edmundson, is in the process of constructing a new 63,000 square foot medical office immediately west of their hospital facility at 933 East Pierce Street. The subject property is comprised of 3.66 acres of land, zoned A-P/Administrative Professional District, and has frontage on several public streets. As part of the development, the applicant proposes to install several detached and attached signs to identify the new medical office facility as well as to assist their patients navigate through their medical campus. The proposed signs are as follows:

- Two "Methodist" attached wall signs, each measuring 81 square feet
- Two Methodist logo signs, each measuring 165 square feet
- One directional sign, measuring 3.6 feet in height and containing 8 square feet of signage per sign face;
- One monument sign, measuring 15 feet in height and containing 85.8 square feet of signage per sign face;
- One monument sign, measuring 10 feet in height and containing 42.5 square feet of signage per sign face; and
- One campus identification sign measuring six feet in height and 125 square feet in size.

Per Section 15.33.160, *Residential District Signs*, of the Municipal Code (Zoning Ordinance) signs in an A-P/Administrative Professional District are subject to the following standards:

(4) AP/Administrative professional district sign regulations. In case of conflicts between these conditions, the most restrictive condition shall apply:

(A) Total permitted sign area shall not exceed one times the lineal street frontage of the premise. Total street frontage shall be calculated as the length of the longest street and one-half the distance of all other streets, or four hundred (400) square feet which is less.

(B) Attached signage shall not exceed one and one-half square feet per lineal foot of the building to which it is attached.

(C) Detached signs shall not exceed one hundred (100) square feet or ten (10) feet in height
(D) On-premise directionals shall not exceed three square feet per face or exceed three feet in height.

All of the applicant's proposed detached signage, except for the 10-foot tall monument sign, exceeds the height and/or size standards of the A-P District. In order for the applicant to obtain a permit for these signs they must either receive a variance from the Zoning Board of Adjustment or amend Chapter 15.33.160 (04) *Residential District Signs, Administrative-Professional District* of the Municipal Code (Zoning Ordinance) to allow larger monument/directional signs. After considering these options, the applicant proposes to amend Chapter 15.33.160 (04) *Residential District Signs, Administrative-Professional District* of the Municipal Code (Zoning Ordinance) to allow properties zoned A-P that contain a minimum of 1.5 acres of land the option to adopt a site specific signage plan. The proposed text amendment is highlighted below:

(4) AP/Administrative professional district sign regulations. In case of conflicts between these conditions, the most restrictive condition shall apply:
(A) Total permitted sign area shall not exceed one times the lineal street frontage of the premise. Total street frontage shall be calculated as the length of the longest street and one-half the distance of all other streets, or four hundred (400) square feet which is less.
(B) Attached signage shall not exceed one and one-half square feet per lineal foot of the building to which it is attached.
(C) Detached signs shall not exceed one hundred (100) square feet or ten (10) feet in height
(D) On-premise directionals shall not exceed three square feet per face or exceed three feet in height
(E) Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.

The following attachments are included with this report:
Attachment A: Letter of intent
Attachment B: Sign site plan for Methodist Jennie Edmundson Medical Office Building
Attachment C: Proposed detached and attached sign renderings
Attachment D: Map showing all A-P District properties in the City of Council Bluffs
Attachments E – J: Maps showing A-P District properties eligible to adopt site specific signage plan

Comments

All City Departments and local utility providers were notified of the proposed text amendment change, with no adverse comments being received.

The Community Development Department provided the following comments for the text amendment request:

1. The existing A-P District sign standards adequately address the needs of small to mid-size businesses but does take into account the signage needs of larger business/properties that contain multiple frontages and have high amount of customer/public traffic. The proposed text amendment will allow larger business/properties in the A-P District the option to adopt a site-specific signage plan that adequately meets their needs while at the same time requiring approval from City Council to ensure the signage is compatible with surrounding properties/public right-of-ways.

2. Changes to the text of Title 15: Zoning are made through the adoption of an ordinance. The ordinance is adopted as part of the Municipal Code and is not specific to an individual project. In the case of this request, the change would apply to any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area. An analysis was conducted to determine which properties zoned A-P District would be eligible to adopt a site specific signage plan, if the proposed amendment were adopted. The following properties were identified as being eligible as of the date of this report:
    a. CHI Hospital (800 Mercy Drive)
    b. YMCA (235 Harmony Street)
    c. Methodist Jennie Edmundson Hospital Campus/MOB Building (800 and 933 E Pierce St.)
    d. Bloomer Elementary (518 Pearl St.)
    e. Pottawattamie County Courthouse (227 South 6th St.)
    f. Pottawattamie County Juvenile Detention Center (629 6th Ave.) and Veterans Affairs (623 6th Ave.)
    g. Undeveloped land owned by owned by Zella Inc., and Fox Run, LLC, and Fox Run Independent Living, LLC on Veterans Memorial Highway
    h. St. John's Lutheran Church (623 Willow Ave.)
    i. City owned property at the intersection of Franklin and Bennett
    j. Amelia House (57 West Ferndale Drive)
    k. Iowa National Guard (2415 E Kanesville Blvd)

As shown above, many of the properties that would benefit from this text amendment are either an institutional and/or public/semi-public use that are arranged in a campus style setting with heavy public traffic volumes with multiple frontages. The proposed text amendment would allow these users to adopt a site specific signage plan that adequately addresses their operational needs while at the same time ensure the signage is appropriately sized and arranged on their site in a manner that is compatible with the surrounding area and public realm (e.g., right-of-ways).

Recommendation

The Community Development Department recommends approval to amend Section 15.33.160 (04), Residential District Signs, Administrative-Professional District, as follows:

1. Add Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

Public Hearing

Staff speaker for the request:
1. Christopher Gibbons, Planning Coordinator, City of Council Bluffs, 209 Pearl Street, Council Bluffs, IA 51503

Speakers in favor:
1. Gaby Ryan, Signworks, Inc., 4713 F Street, Omaha, NE 68117

Speakers against: None

Planning Commission Recommendation

The Planning Commission recommends approval to amend Section 15.33.160(04), Residential District Signs, Administrative-Professional District, as follows:

1. Add Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

VOTE: AYE 8 NAY 0 ABSTAIN 1 ABSENT 2 VACANT 0 Motion: Carried

Attachments

Attachment A: Letter of intent
Attachment B: Sign site plan for Methodist Jennie Edmundson Medical Office Building
Attachment C: Proposed detached and attached sign renderings
Attachment D: Map showing all A-P District properties in the City of Council Bluffs
Attachments E – J: Maps showing A-P District properties eligible to adopt site specific signage plan

Prepared by: Christopher N. Gibbons, Planning Coordinator

2019 MJE Sign Amendment Application to the City of Council Bluffs

Applicant
Name: Methodist Jennie Edmundson
Address: 933 East Pierce St. CB IA 51503
Phone: 712-396-6000

Represented by
Vince Rew
234 Mt. Vernon
CB IA 51503
712-310-4067 / vince.rew@nmhs.org

Proposed Text Amendment to Section: Section 15.33.160, *Residential district signs, A-P District*
Methodist Jennie Edmundson is requesting the City of Council Bluffs amend Section 15.33.160, Residential district signs, A-P District, of the Municipal Code (Zoning Ordinance) to allow properties located in an A-P/Administrative-Professional District that have a minimum lot size of 1.5 acres the ability to adopt a site specific signage plan.

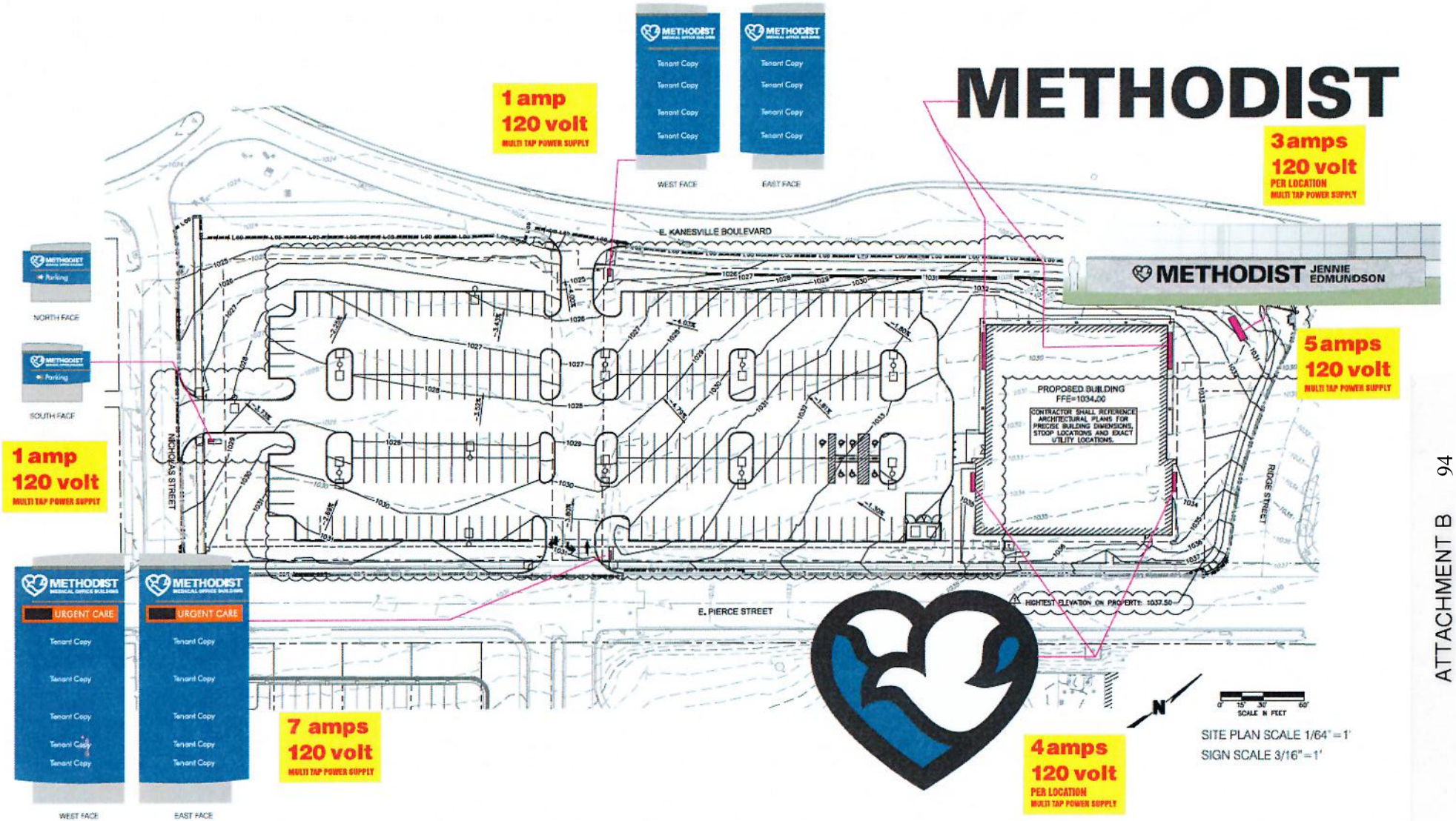
Reason for Request:
As a large healthcare facility, we understand the many challenges patients of all ages and abilities have in accessing our campus. MJE has recently invested in better access for our users as we continue to grow our footprint. With better access comes the need for better signage and visibility to help visitors locate their specific healthcare needs.

Our current zoning as an AP does not allow for a campus this size to properly address our visitor's needs without exceeding the current signage maximums.

It is our request that the city of Council Bluffs extend the provisions in code for parcels of land 1.5 acres or larger.

MJE will include a specific development plan that includes: Current signage along a multitude of frontages, proposed current sign site eliminations, and potential sites for new signage.

METHODIST



Client	Methodist Hospital	Jennie Edmundson	Pierce St	Council Bluffs, IA	Rev #	Date	Description of Revision
Contract No		Date 6.5.19	Approved by	Salesperson Gabrielle Ryan		6.5.19	Original
Design No	SITE PLAN	Sign Type / Sign Area	Approval date	Designer Heidi Claussen			

SIGNWORKS INC
4713 F Street Omaha, NE 68117 402-346-5447 402-346-9250 fax signworksomaha.com
A Family Tradition of Quality Signs Since 1935

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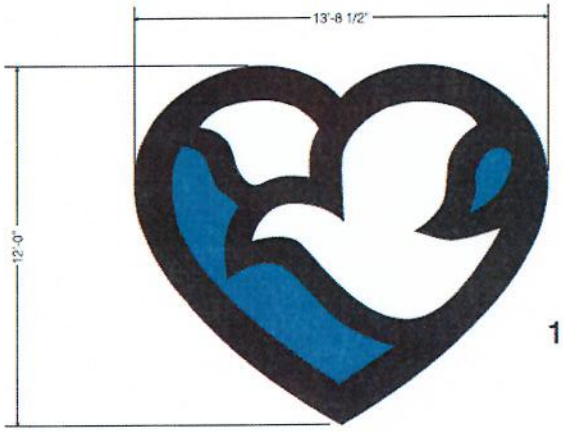


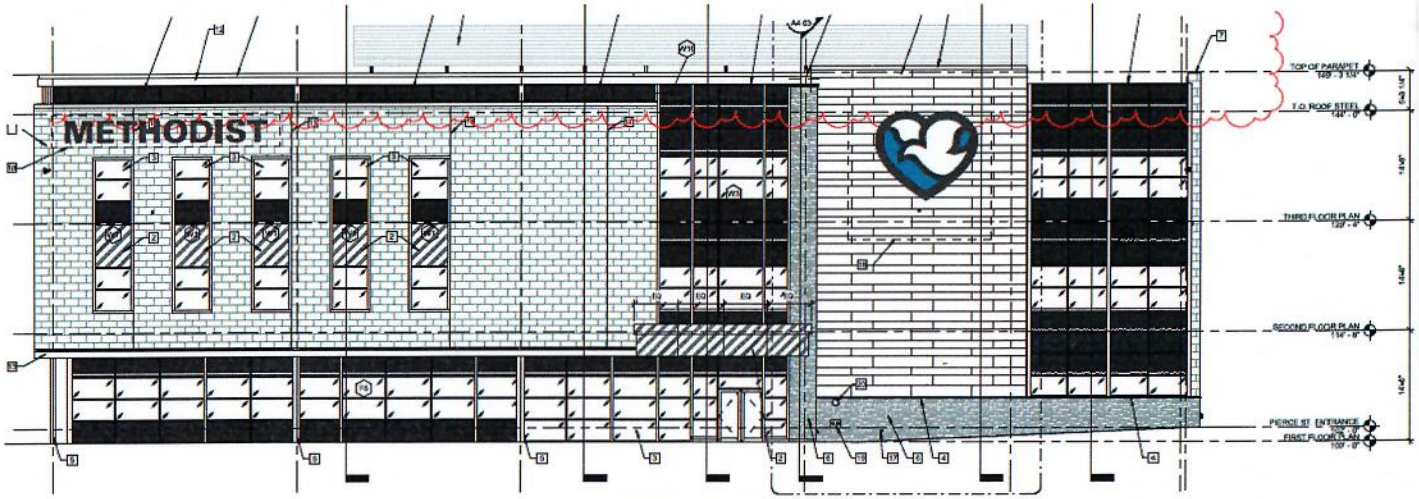
165 sf each

81 sf each

CHANNEL LETTERS AND LOGO
Scale 1/4"=-1'

Furnish and Install (2) new sets of Channel Letters and Logos

NOT TO SCALE



WEST ELEVATION Scale 1/16"=1'

Client	Methodist Hospital	Jennie Edmundson	Pierce St	Council Bluffs, IA	Rev #	Date	Description of Revision
Contract No		Date 11.27.18 r1	Approved by	Salesperson Gabrielle Ryan	-	11.12.18	Original
Design No	29609a	Sign Type / Sign Area	Approval date	Designer Heidi Claussen	1	11.27.18	update elevation and sizes

SIGNWORKS INC
4713 F Street Omaha, NE 68117 402-346-5447 402-346-9250 fax signworksomaha.com
A Family Tradition of Quality Signs **Since 1935**

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ATTACHMENT 95-C

Scale 1/8" = 1'

HBA
HOLLAND BARHAM ARCHITECTS

ATTACHMENT C

(1) D/F DIRECTIONAL GROUND SIGNS

(1) D/F MONUMENT SIGN

(1) D/F MONUMENT SIGN

ATTACHMENT C

Client	Methodist Hospital	Jennie Edmundson	Pierce St	Council Bluffs, IA	Rev #	Date	Description of Revision	SIGNWORKS INC	
Contract No		Date 2.1.19 r4	Approved by	Salesperson Gabrielle Ryan	-	11.12.18	Original	4713 F Street Omaha, NE 68117 402-346-5447 402-346-9250 fax signworksomaha.com	
Design No	29611d	Sign Type / Sign Area	Approval date	Designer Heidi Claussen	1	11.14.18	chg tan panels to blue bk	A Family Tradition of Quality Signs **Since 1935**	
					2	11.19.18	inc to 16' ovh, add tenants		
					3	11.27.18	chg logo, add 8' mon, chg qty of 15'		
					4	2.1.19	chg arrow direction on lg mon, show both faces, add logo to small sign		
							chg tenant panels, inc height from 8-10'		

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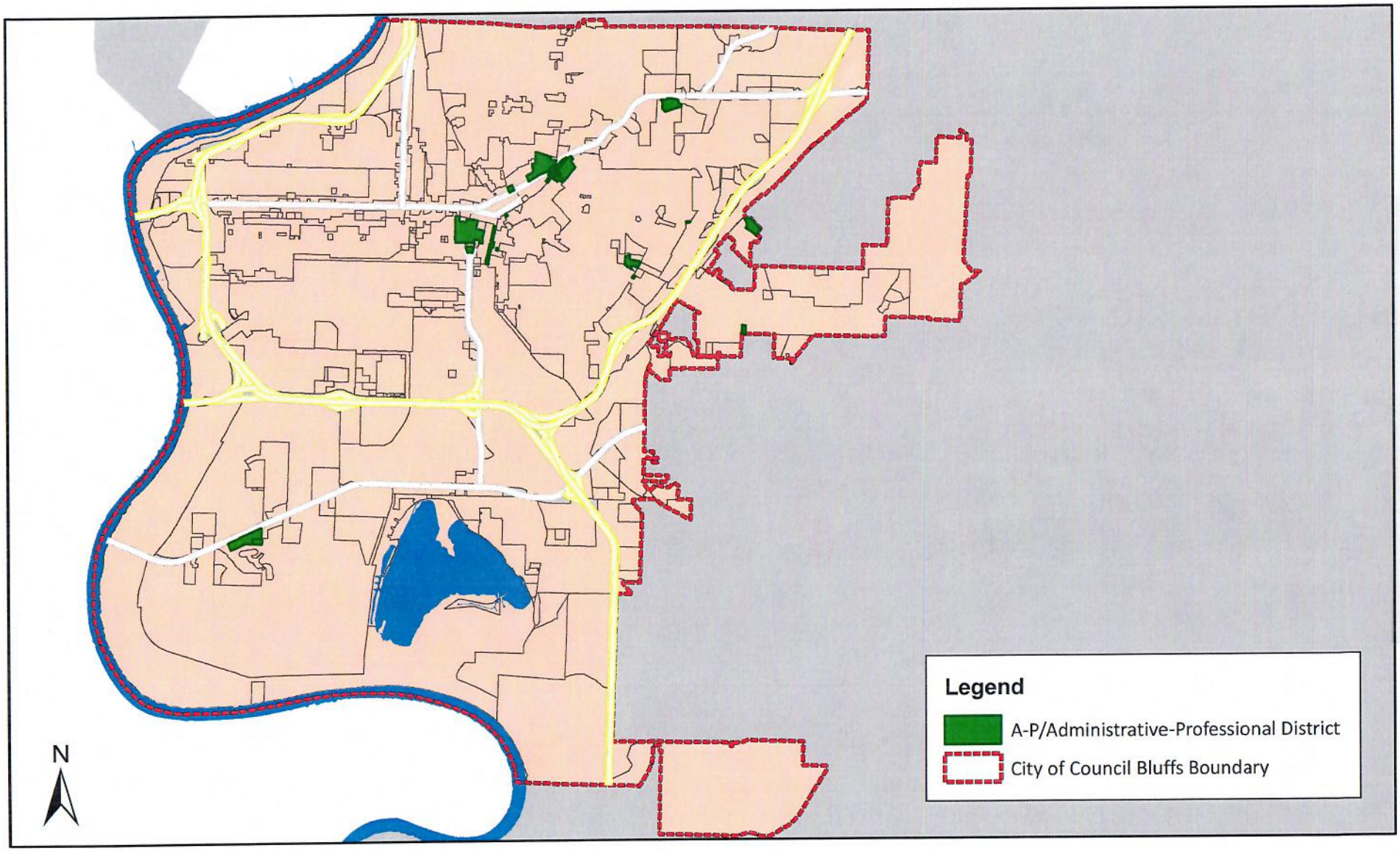
CITY OF COUNCIL BLUFFS
A-P/ADMINISTRATIVE-PROFESSIONAL DISTRICT



0 0.5 1 2 3 4 Miles

ATTACHMENT D

PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - CHI HEALTH MERCY/JENNIE EDMUNDSON

ATTACHMENT E

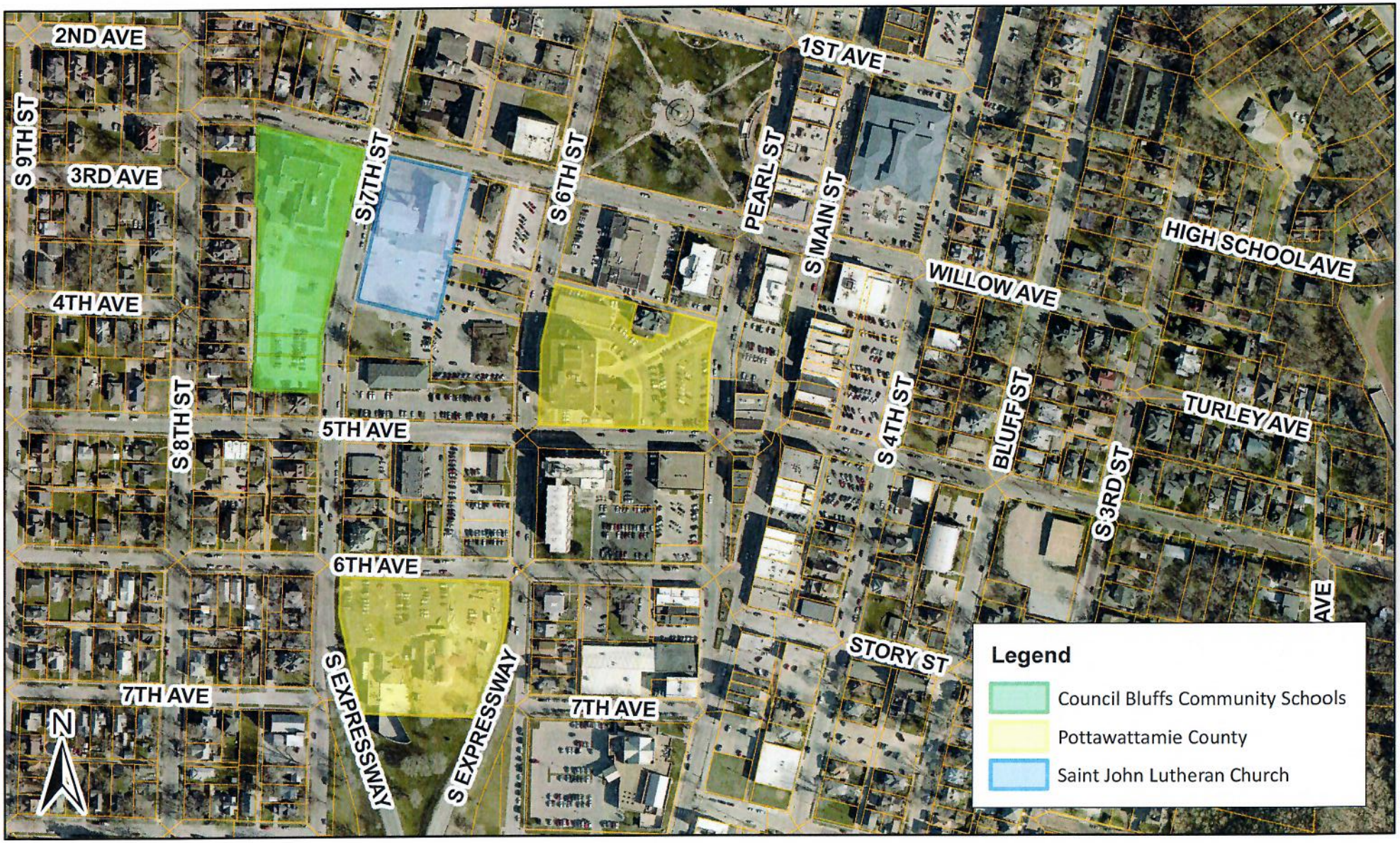
0 0.05 0.1 0.2 Miles

PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - AMELIA HOUSE

0 0.05 0.1 0.2 Miles

ATTACHMENT F

PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - DOWNTOWN COUNCIL BLUFFS



ATTACHMENT G

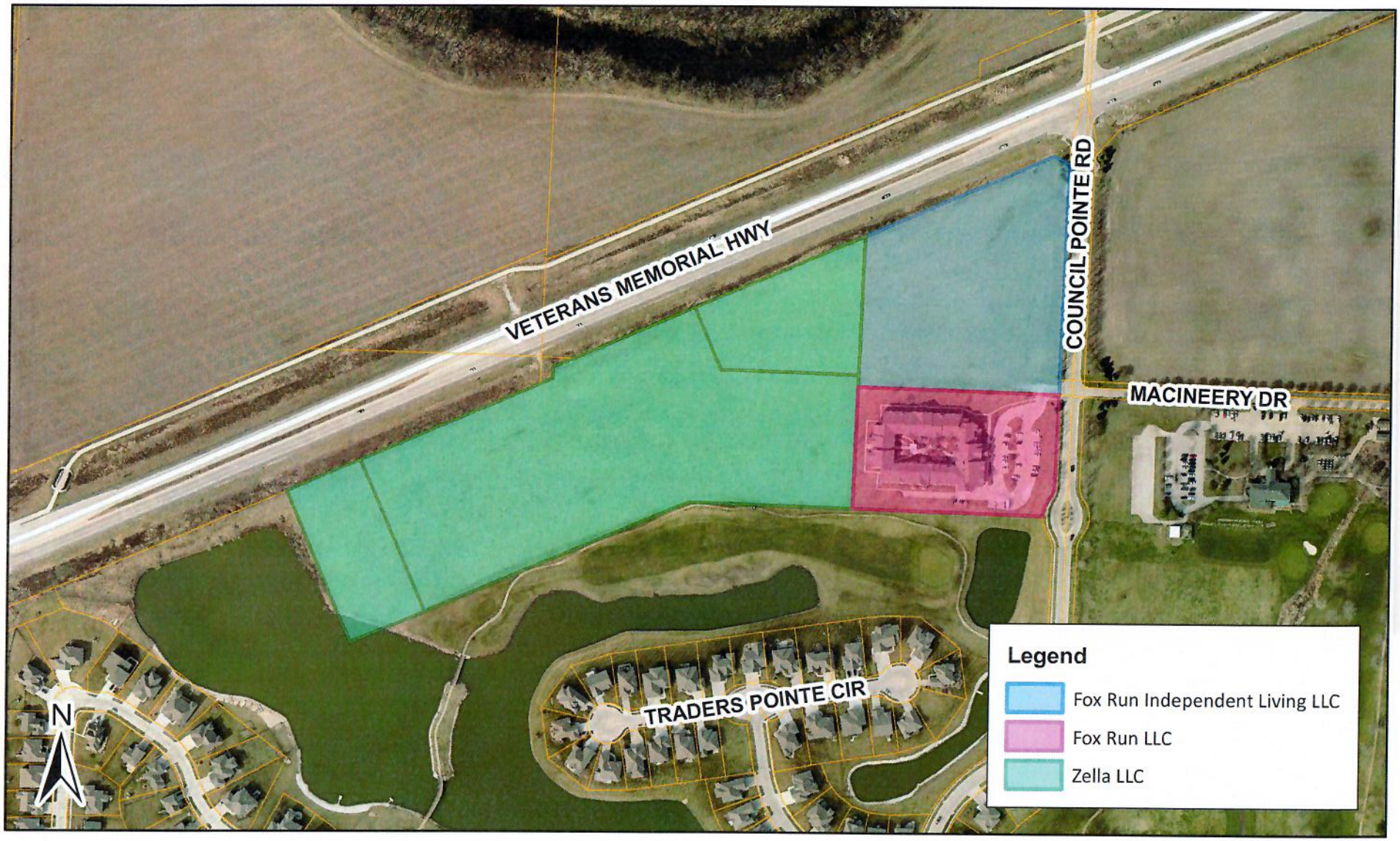
0 0.05 0.1 0.2 Miles

PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - FRANKLIN AVENUE/BENNETT AVENUE

0 0.05 0.1 0.2 Miles

ATTACHMENT H

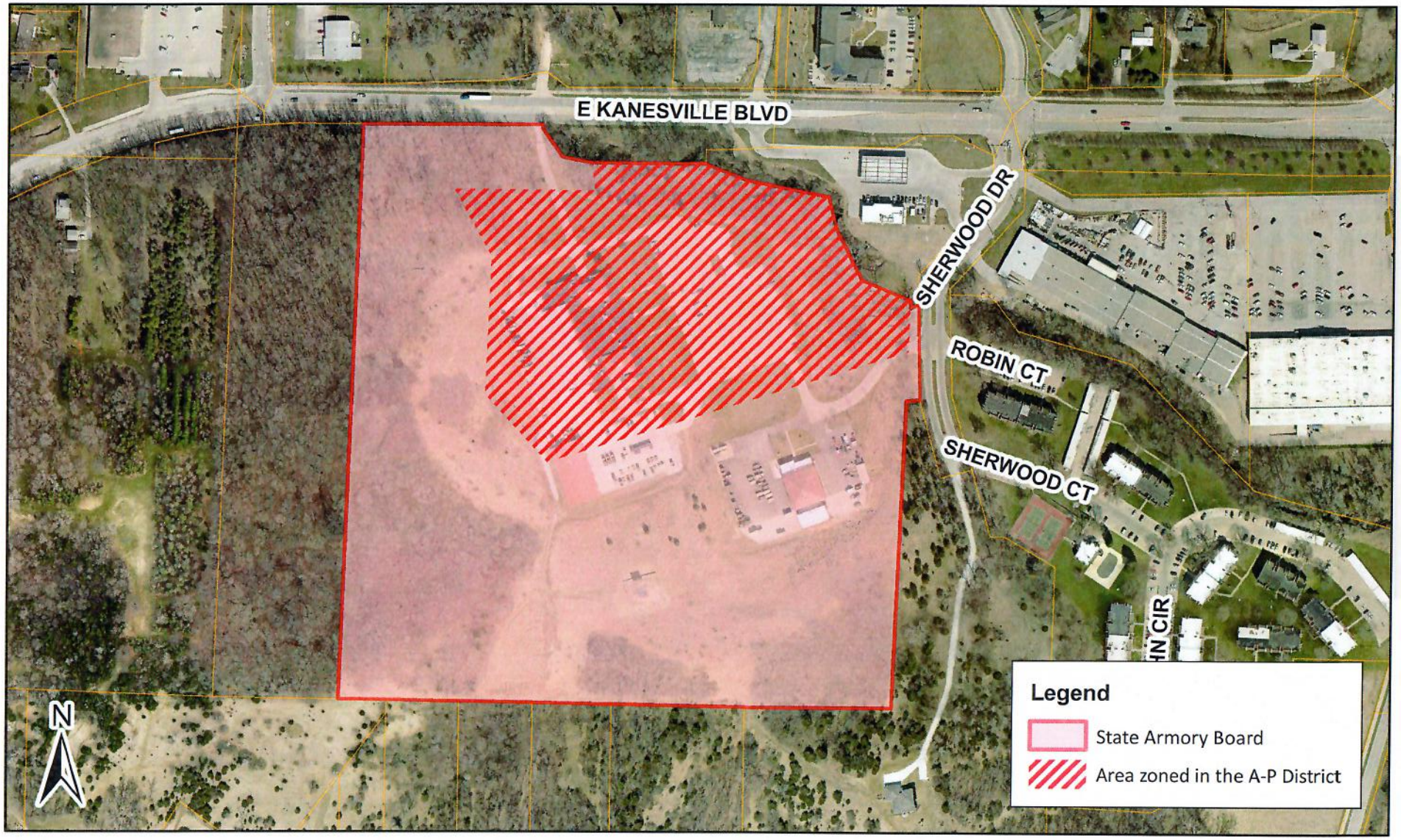
PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - FOX RUN LANDING



0 0.05 0.1 0.2 Miles

ATTACHMENT I

PROPERTIES LOCATED IN THE A-P DISTRICT (1.5 ACRES OR MORE IN AREA) - AMELIA HOUSE



0 0.05 0.1 0.2 Miles

ATTACHMENT J

NOTICE OF PUBLIC HEARING

TO WHOM IT MAY CONCERN:

A public hearing is to be held by the City Council of the City of Council Bluffs, Iowa, on the 8th day of July, 2019 at 7:00 p.m. in the City Council Chambers, 2nd Floor of City Hall, 209 Pearl Street, Council Bluffs, Iowa at which time and place all persons interested in said matter will be given an opportunity to be heard.

The hearing is in regards to the City's intent to amend Chapter 15.33, Signs, of the Municipal Code (Zoning Ordinance) by amending Section 15.33.160 "Residential District Signs" relative to A-P/ Administrative-Professional District signage to add Section 15.33.160 (04)(E) stating: *Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.*

(Case ZT-19-001)

ORDINANCE NO. 6392

AN ORDINANCE TO AMEND CHAPTER 15.33-SIGNS OF THE 2015 MUNICIPAL CODE OF COUNCIL BLUFFS, IOWA BY AMENDING SECTION 15.33.160 "RESIDENTIAL DISTRICT SIGNS" RELATIVE TO A-P/ADMINISTRATIVE-PROFESSIONAL DISTRICT SIGNAGE.

BE IT ORDAINED
BY THE CITY COUNCIL
OF THE
CITY OF COUNCIL BLUFFS, IOWA

SECTION 1. That Chapter 15.33-Signs of the 2015 Municipal Code of Council Bluffs, Iowa, be and is hereby amended by amending Section 15.33.160, "Residential District Signs" to read as follows:

15.33.160 - Residential district signs.

Only the exempt signs in Section 15.33.080, temporary signs in Section 15.33.090 and neighborhood identification signs in Section 15.33.120 are permitted in R-1E, R-1, R-1M, R-2 and R-3 districts. In addition to the exempt signs in Section 15.33.080, temporary signs in Section 15.33.090 and neighborhood identification signs in Section 15.33.120, the following types of signs are permitted in the residential districts listed below, subject to the following limitations:

(1) Additional signage types allowed in R-4/high density multifamily residential, PR/planned residential and AP/administrative professional districts:
  (A) Attached wall, awning or canopy signs;
  (B) Detached ground or monument signs;
  (C) On-premise directionals.
(2) R-4/high density multifamily residential district sign regulations. In case of conflicts between these conditions, the most restrictive condition shall apply.
  (A) Total permitted sign area shall not exceed forty (40) percent of the longest street frontage of the property. No other street frontage shall apply.
  (B) Attached signage shall not exceed one square foot per lineal foot of the building to which it is attached.
  (C) Detached signs shall not exceed fifty (50) square feet or ten (10) feet in height.
  (D) On-premise directionals shall not exceed three square feet per face and exceed three feet in height.
(3) PR/planned residential district sign regulations are subject to approval of a planned residential development plan as approved by the city council. In case of conflicts between these conditions, the most restrictive condition shall apply. The following are general guidelines:
  (A) Total permitted sign area shall not exceed forty (40) percent of the longest street frontage of the property. No other street frontage shall apply.
  (B) Attached signage shall not exceed one and one-half square feet per lineal foot of the building to which it is attached.
  (C) Detached signs shall not exceed fifty (50) square feet or ten (10) feet in height.
  (D) On-premise directionals shall not exceed three square feet per face and exceed three feet in height.

Case #ZT-19-001

(4) AP/administrative professional district sign regulations. In case of conflicts between these conditions, the most restrictive condition shall apply.

(A) Total permitted sign area shall not exceed one times the lineal street frontage of the premise. Total street frontage shall be calculated as the length of the longest street and one-half the distance of all other streets, or four hundred (400) square feet whichever is less.

(B) Attached signage shall not exceed one and one-half square feet per lineal foot of the building to which it is attached.

(C) Detached signs shall not exceed one hundred (100) square feet or ten (10) feet in height.

(D) On-premise directionals shall not exceed three square feet per face and exceed three feet in height.

(E) Any property, or combination of contiguous properties owned by the same person or entity, that are zoned A-P District and contain a minimum of one and one-half acres of total land area, shall be allowed to adopt a site specific sign plan that is subject to review by the City Planning Commission and approval by City Council.

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 of the provisions of this ordinance are for any reason declared illegal or void, then the lawful provisions of this ordinance which are severable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its final passage and publication, as by law provided.

PASSED
AND July 8, 2019.
APPROVED

_____
MATTHEW J. WALSH Mayor

Attest: _____
JODI QUAKENBUSH City Clerk

First Consideration: 6-24-19
Second Consideration: 7-8-19
Public Hearing: 7-8-19
Third Consideration: _____

Case #ZT-19-001

Council Communication

Department: City Clerk
Case/Project No.: OTB-19-005 through OTB-19-010
Submitted by: Chris Meeks, Planner

Resolutions 19-139 through 19-144
(Continued from 6-24-19)
ITEM 4.B.

Council Action: 7/8/2019

Description

Resolutions of intent to dispose of City properties formerly addressed as 401, 409, 431, 435, 437, and 441 Park Avenue. Location: South of Pomona Avenue on the East side of Park Avenue. OTB-19-005 through OTB-19-010

Background/Discussion

Applicant has requested this Public Hearing be continued to the June 24, 2019 at 7:00 p.m.

See attached staff report.

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
OTB-19-005 thru OTB-19-010 Staff Report	Other	5/31/2019
OTB-19-005 thru OTB-19-010 Attachment A	Map	5/31/2019
OTB-19-005 thru OTB-19-010 Attachment B	Letter	5/31/2019
OTB-19-005 thru OTB-19-010 Attachment C	Other	5/31/2019
OTB-19-005 thru OTB-19-010 Attachment D	Other	5/31/2019
Resolution 19-139	Resolution	6/4/2019
Resolution 19-140	Resolution	6/4/2019
Resolution 19-141	Resolution	6/4/2019
Resolution 19-142	Resolution	6/4/2019
Resolution 19-143	Resolution	6/4/2019
Resolution 19-144	Resolution	6/4/2019

Council Communication

Department: Community Development CASES #OTB-19-005 #OTB-19-006 #OTB-19-007 #OTB-19-008 #OTB-19-009 #OTB-19-010 Applicant: Yoder Construction, Inc. Attn: Bryan and Angela Yoder 101 McCandless Ln, Suite A Council Bluffs, IA 51503	Resolution to Dispose No. _____	Public Hearing: 06/10/2019

Subject/Title

Request of Yoder Construction, Inc., represented by Bryan Yoder, to purchase the city-owned properties legally described as Lot 1 and a 20' by 7' strip of vacated Pomona Street Adjacent, Auditor's Subdivision of Lot 1 Block 4 Glendale Addition and that part of Lot 95, Original Plat of Council Bluffs, Iowa West of Huntington Avenue, City of Council Bluffs, Pottawattamie County, Iowa; and Lot 4 and the West ½ of the vacated north/south alley adjacent, Judd's Park Subdivision, City of Council Bluffs, Pottawattamie County, Iowa; and Lot 2 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and Lot 3 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and Lot 4 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and Lot 5 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa. These properties were formerly addressed as 401 Park Avenue, 409 Park Avenue, 431 Park Avenue, 435 Park Avenue, 437 Park Avenue, and 441 Park Avenue.

Location: South of Pomona Avenue on the East side of Park Avenue.

Background/Discussion

The City has received an offer to purchase the properties described above. The properties are all classified as 'transitional dispose' and 'buildable'. According to the adopted policy of April 23, 2018, the property should be priced at the most recent assessed value, which along with the required 10% down payment submitted is shown below:

Case Number	Former Address	Last Assessed Value	Down Payment Submitted
OTB-19-005	401 Park Avenue	$16,777	$1,677.70
OTB-19-006	409 Park Avenue	$12,626	$1,262.60
OTB-19-007	431 Park Avenue	$12,452	$1,245.20
OTB-19-008	435 Park Avenue	$11,762	$1,176.20
OTB-19-009	437 Park Avenue	$11,588	$1,158.80
OTB-19-010	441 Park Avenue	$11,242	$1,124.20

The applicant wishes to purchase these properties to construct new residential dwellings. On the properties formerly addressed as 409, 431, 435, 437, and 441 Park Avenue, the applicant is proposing to construct two-family dwellings, which would share a common wall. On the property formerly addressed as 401 Park Avenue, the applicant proposes to construct either one single-family dwelling, or one two-family dwelling. As is stated in the Letter of Intent (Attachment B), the applicant intends to build the homes as rental properties, though did note that selling them in the future would be a possibility.

Currently, the subject properties are zoned R-2/Two-Family Residential District, which allows both single-family residential structures and two-family residential structures. The subject properties are considered non-conforming lots of record, as none of the lots meet the required street frontage of 50 feet for an interior lot and 55 feet for a corner lot, and 3 of the interior lots are below the required 5,000 square feet of lot area. As proposed, the structures appear to meet all applicable setback and lot coverage requirements, except the off-street parking requirements. Per Section 15.23.030 *Off Street Parking, Loading and Unloading: Design Standards:* Standard (3). E. "Parking is permitted outside in the side yard or in the rear yard, behind the required front yard setback and must be contiguous with the primary surface driveway". The applicant has indicated that the topography of the lots does not allow for the homes to be setback far enough for a second parking space for each dwelling unit to be located outside of the 25 foot front yard setback that is required in the R-2 District, so the applicant will need to seek the relief of a variance to allow for the second required parking stall for each residential unit to be located within the front property line setback. Variances would be reviewed by the Zoning Board of Adjustment subsequent to a vote of approval of the sale of the properties by the City Council.

The following costs have been incurred on the subject properties:

Case Number	Former Address	Costs Incurred
OTB-19-005	401 Park Avenue	$14,098.51
OTB-19-006	409 Park Avenue	$34,519.66
OTB-19-007	431 Park Avenue	$18,476.42
OTB-19-008	435 Park Avenue	$19,179.19
OTB-19-009	437 Park Avenue	$17,688.82
OTB-19-010	441 Park Avenue	$16,678.36

The applicant has requested that the remaining value of the properties beyond the submitted 10% down payment be forgiven using a forgivable mortgage. The City Council has the authority to approve a sale using a forgivable mortgage on these properties, as they have been owned by the City for greater than 24 months. Per the adopted Inventory and Disposal Policy for Surplus City Property, the remaining value of the property (beyond the 10% down payment) may be forgiven if the property is constructed upon within a time period determined by the City Council, typically within a 12 month period. The applicant has asked that the remaining value on the property be forgiven immediately to assist them with obtaining loans on the construction of the properties, as well as the significant cleanup costs and hillside work on the rear of the properties. The terms of any forgivable mortgage would be determined as a condition of sale in the Resolution to Dispose.

Architectural Standards:

To maintain the historic character of the neighborhood for which these homes are proposed to be located, the Community Development Department requested that the applicant construct homes that would feature design elements that are compatible with the historic Park/Glen Avenue Historic District. The applicant has submitted an exterior elevation proposal for the homes (Attachment C) that feature a porch on the front of the home, dormer roofs over the main 2nd floor windows, 6" crowns over the freeze board of the main 2nd floor windows, and shake siding as an accent on the 2nd floor. The Community Development Department considers the submitted design to be compatible with the neighborhood, and specific design guidelines will be included in the recommendation of the Resolution to Dispose for each parcel as a condition of sale.

Recommendation

The Community Development Department recommends disposing of the above described properties to Yoder Construction, Inc., subject to the following conditions:

1. The purchase price for each property shall be the value last established by the Pottawattamie County Assessor, with the remaining balance beyond the down payment being forgiven for each lot by City of Council Bluffs with the issuance of a Certificate of Occupancy for a constructed home on the property, and denying the request of the applicant for immediate execution of a forgivable mortgage. The deadline for the completion of the first home shall be one year from the date the properties are deeded to Yoder Construction, Inc., and one home shall be completed within a 12 month period after that. If the applicant is unable to complete one house within a 12 month period, an extension of time shall be requested in writing to the Community Development Department. Inadequate progress on the construction of the homes shall be grounds for the revocation of the forgivable mortgage, which would require the applicant to purchase the property for the remainder of the last assessed value, or forfeiture of the lot to the City of Council Bluffs.
2. The date of closing shall be within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.
3. The constructed homes shall adhere to the architectural standards as submitted with the application, with the intent of constructing homes that are consistent with the features of neighboring homes located within the Park/Glen Avenues Historic District. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit.
4. Neighborhood identification banners, which are located on poles in or near the right-of-way, shall remain on the property.

Attachment A: Location map
Attachment B: Letter of Intent
Attachment C: Front Building Elevation and Proposed Floor Plans
Attachment D: Site Photos

Prepared By: Chris Meeks, Planner, Community Development Department

Yoder Construction Offers to Buy

2010 0 20 40 80 120 Feet

N
W E
S

Proposal/Offer

For: *401, 409, 431, 435, 437, 441, Park Street lots.*

May 1, 2019

Jodi Quakenbush, City Clerk
City of Council Bluffs
209 Pearl Street
Council Bluffs, IA 51503

To whom it may concern,

The following is our offer and an overview of our proposed plans.

Our proposed plan is to build historically accurate, luxury duplexes. To accommodate young professionals and aging in place individuals. The duplexes will be approximately 1495 sq. ft. two-story, 2 bedroom, 2 bathroom, units with and option for a 3erd bedroom and bathroom in the basement. Each unit will have a front porch and back patio. A single car garage is designed at the basement level to help mitigate the steep terrain of these lots. It will also allow for off-street parking on the narrow portion of Park Street. The plans are shown with a 12/12 pitch roof but we are seriously considering and 8/12 pitch roof design. As it will still be historically accurate to the typical "steep roof" design of the day, but will be safer to maintain.
We are planning on a "build to rent" scenario. There is a possibility of selling in the future.
The lots would need to be subdivided for the purpose of duplexes, address and utilities.
401 Park is the only lot currently that we are considering building as a historically correct custom single-family home.

There is a significant amount of debris, old retaining walls, steps dead trees and shrubbery that needs to be removed. When removed we plan on re-seeding the hillside and using erosion control matting till the seed is established. It is also possible that we may need to add retaining walls in a few areas to accommodate the build.

We request that if possible the city asks adjoining neighbors to clean up excess yard waste, especially noticed behind 437 and 441 Park St. There is all manner of waste, car parts, aluminum guttering, old furniture, cinderblocks, oil filters etc.

We are in agreement with the cities "Application to Purchase City Property" paragraphs **a.** through **J.**

We are requesting in paragraph **(g); (d)** City Financing with Mortgage/Promissory Note, **to be**, a "Forgivable Mortgage".

The typical forgivable mortgage as I understand, is that it would be released/forgiven after two years or simultaneously at closing of the permanent loan on a structure which ever came first. As long as we maintain the property and pay the taxes.

We are requesting that the "Forgivable Mortgage" be affective immediately. As opposed to, the typical process of the "Forgivable Mortgage". This will help us with the significant cost of cleanup and liability on the work to be done to the back hillside of these lots.
This will also ease the process and limit confusion with construction and permanent lending.

We look forward to working with the city on improving the Park Street properties. We believe that this will be a win-win situation for the City of Council Bluffs, the Historic neighborhood and for us.

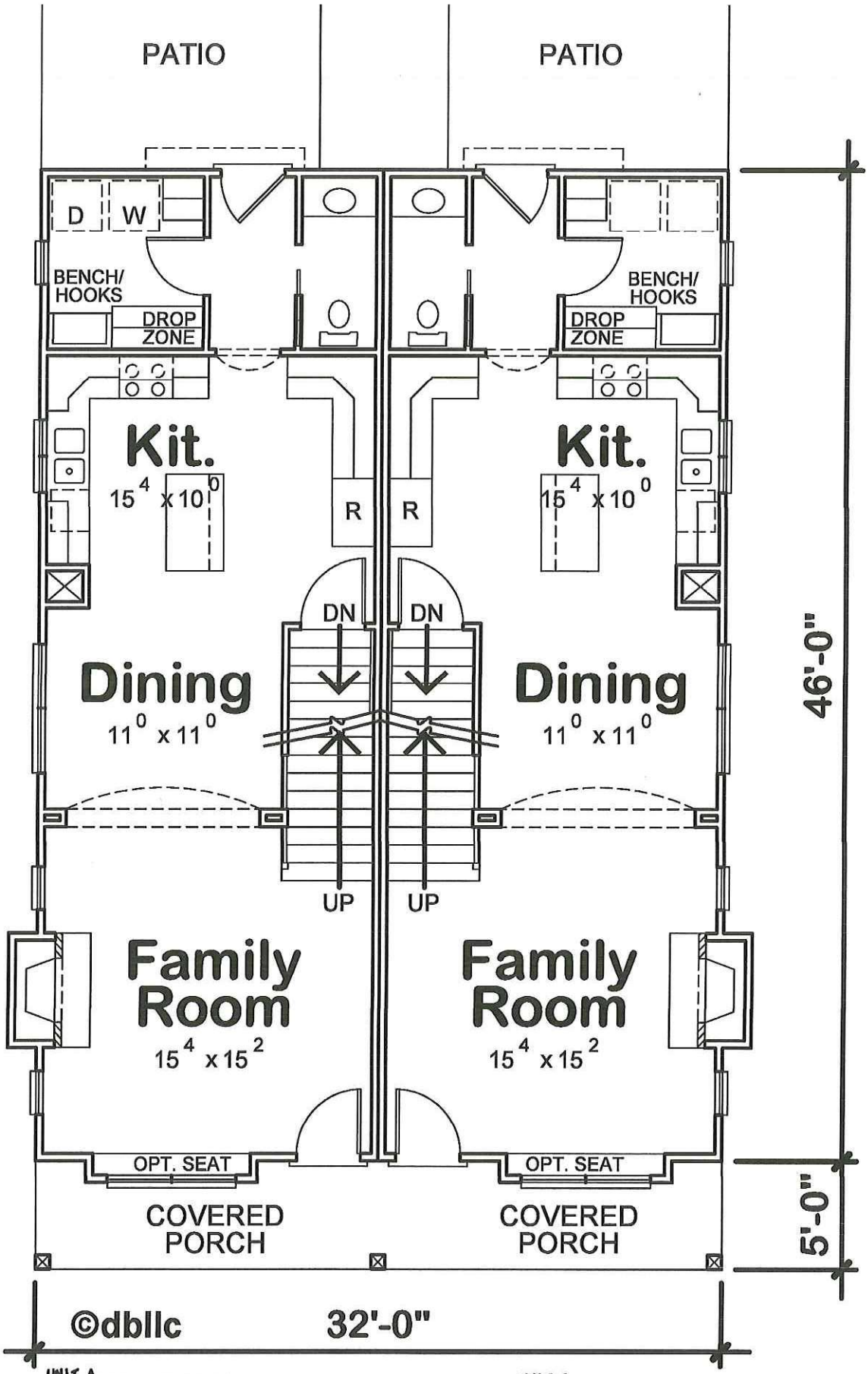
Sincerely,

4/26/19 President

Bryan and Angela Yoder
Yoder Construction Inc.
101 McCandless Ln. Suite A
Council Bluffs, IA 51503

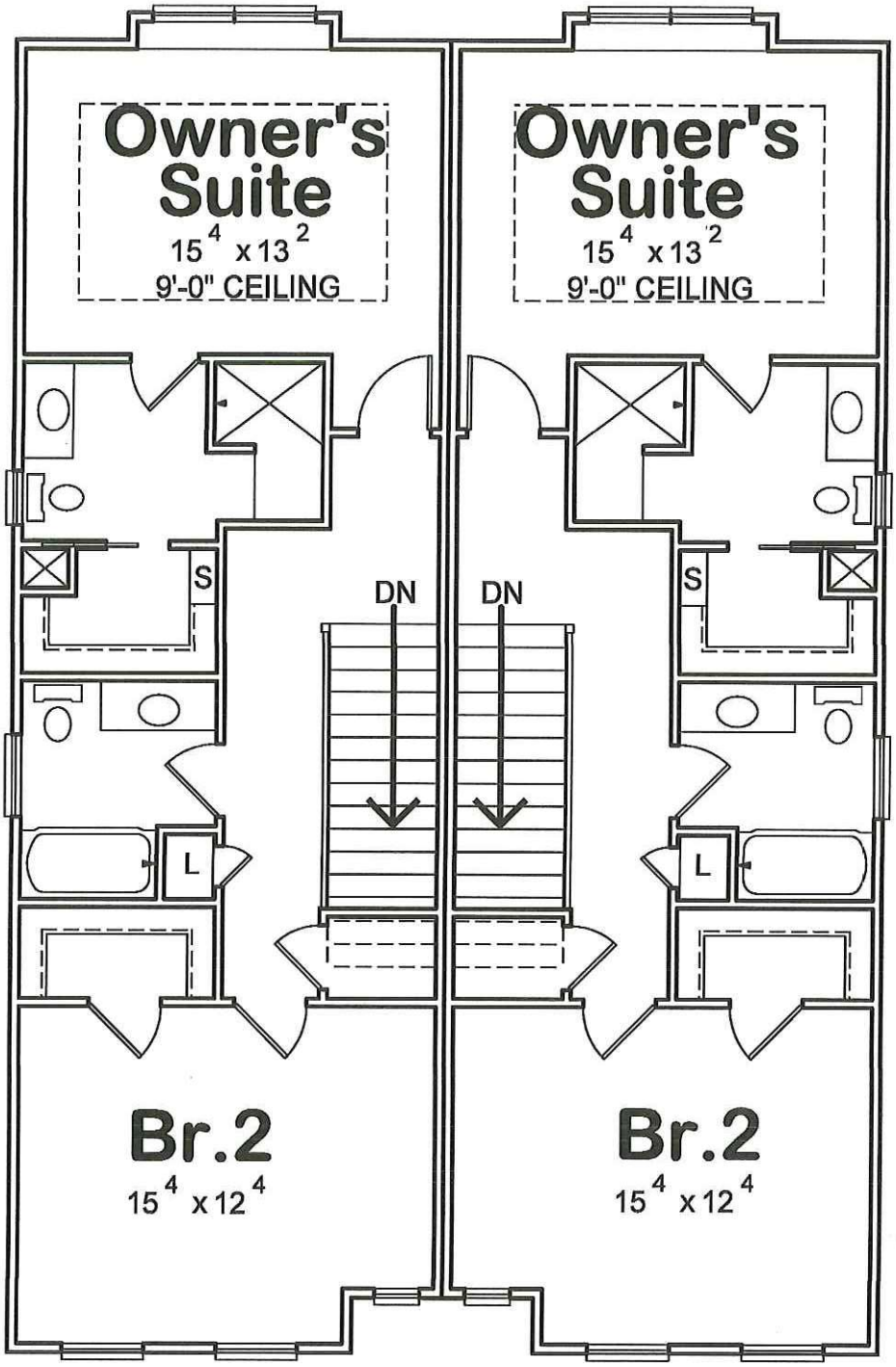
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



UNIT A	
MAIN LEVEL	744 ft²
SECOND LEVEL	749 ft²
TOTAL	1493 ft²

UNIT B	
MAIN LEVEL	744 ft²
SECOND LEVEL	749 ft²
TOTAL	1493 ft²


Owner's Suite
15 4 x 13 2
9'-0" CEILING
Owner's Suite
15 4 x 13 2
9'-0" CEILING
S
S
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DN
L
L
Br.2
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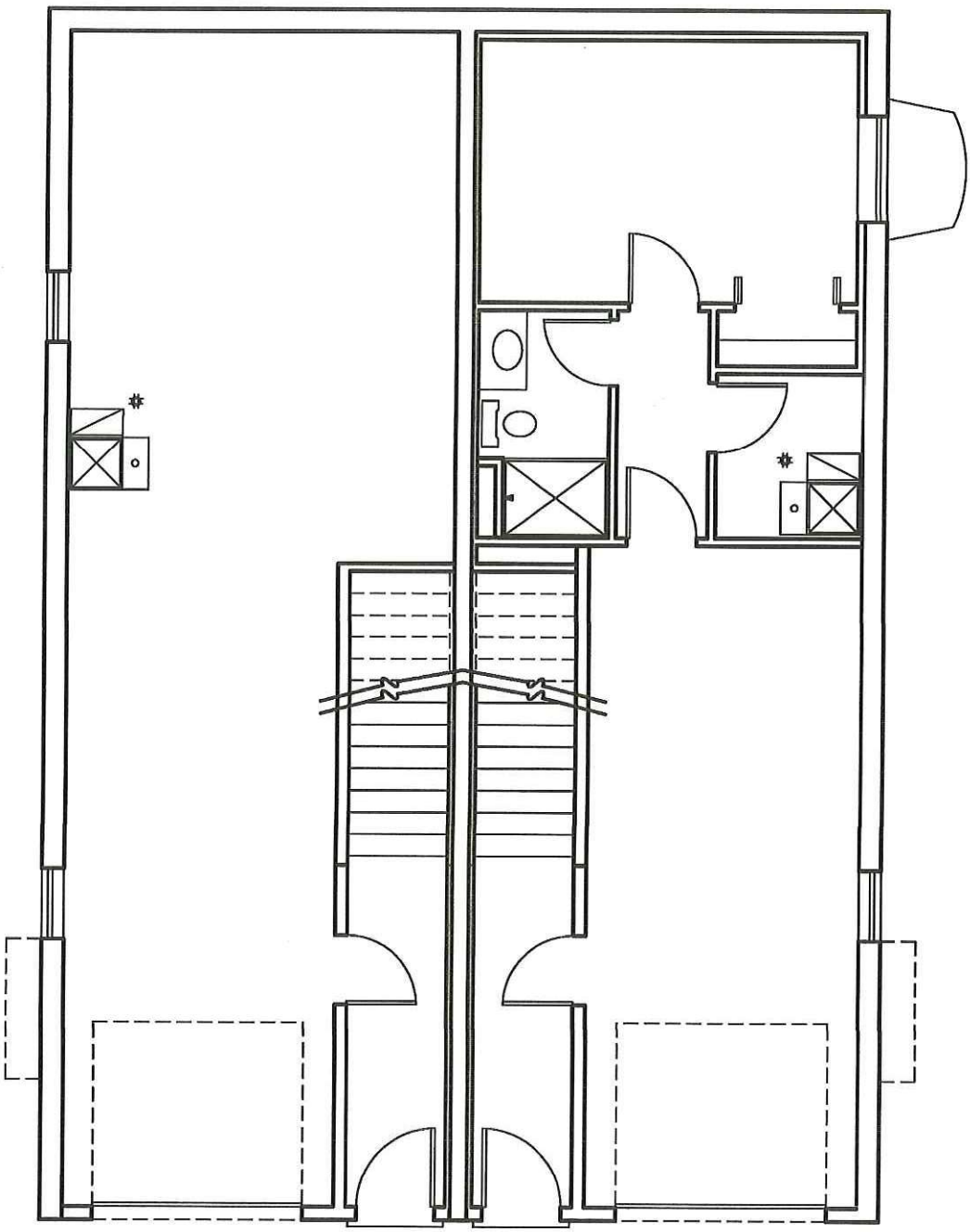
Br.2
15 4 x 12 4



Attachment D:

Site Photos

Legend:

Photo #1: Aerial Photos of subject properties (approximate location outlined in black).

Photo #2: Photo of the property formerly addressed as 401 Park Avenue from the corner of Park Avenue and Pomona Street.

Photo #3: Photo of buildable area of the parcel formerly addressed as 401 Park Avenue (facing West).

Photo #4: Photo of rear of property formerly addressed as 401 Park Avenue (facing East).

Legend:

Photo #1: View of Park Avenue properties (facing South)

Photo #2: View of Park Avenue Lots (facing South)

Photo #3: Slope of the hill on the front of the Park Avenue Lots (facing North)

Photo #4: Photo of the rear of the Park Avenue properties (facing Northeast)

Photo #5: Rear slope of the rear Park Avenue properties (facing East)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-139

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 1 AND A 20' BY 7' STRIP OF VACATED POMONA STREET ADJACENT, AUDITOR'S SUBDIVISION OF LOT 1 BLOCK 4 GLENDALE ADDITION AND THAT PART OF LOT 95, ORIGINAL PLAT OF COUNCIL BLUFFS, IOWA WEST OF HUNTINGTON AVENUE, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 1 and a 20' by 7' strip of vacated Pomona Street Adjacent, Auditor's Subdivision of Lot 1 Block 4 Glendale Addition and that part of Lot 95, Original Plat of Council Bluffs, Iowa West of Huntington Avenue, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 1 and a 20' by 7' strip of vacated Pomona Street Adjacent, Auditor's Subdivision of Lot 1 Block 4 Glendale Addition and that part of Lot 95, Original Plat of Council Bluffs, Iowa West of Huntington Avenue, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $16,777.00, with costs beyond the $1,677.70 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-005, shall be grouped with the properties assigned Case Numbers #OTB-19-006, #OTB-19-007, #OTB-19-008, #OTB-19-009, #OTB-19-010. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

Neighborhood identification banners, which are located on poles in or near the right-of-way, shall remain on the property; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-005)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-140

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 4 AND THE WEST ½ OF THE VACATED NORTH/SOUTH ALLEY ADJACENT, JUDD'S PARK SUBDIVISION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 4 and the West ½ of the vacated north/south alley adjacent, Judd's Park Subdivision, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 4 and the West ½ of the vacated north/south alley adjacent, Judd's Park Subdivision, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $12,626.00, with costs beyond the $1,262.60 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-006, shall be grouped with the properties assigned Case Numbers #OTB-19-005, #OTB-19-007, #OTB-19-008, #OTB-19-009, #OTB-19-010. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-006)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-141

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 2 AND THE WEST ½ OF THE VACATED NORTH/SOUTH ALLEY ADJACENT, WELLS PARK ADDITION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 2 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 2 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $12,452.00, with costs beyond the $1,245.20 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-007, shall be grouped with the properties assigned Case Numbers #OTB-19-005, #OTB-19-006, #OTB-19-008, #OTB-19-009, #OTB-19-010. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-007)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-142

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 3 AND THE WEST ½ OF THE VACATED NORTH/SOUTH ALLEY ADJACENT, WELLS PARK ADDITION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 3 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 3 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $11,762.00, with costs beyond the $1,176.20 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-008, shall be grouped with the properties assigned Case Numbers #OTB-19-005, #OTB-19-006, #OTB-19-007, #OTB-19-009, #OTB-19-010. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-008)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-143

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 4 AND THE WEST ½ OF THE VACATED NORTH/SOUTH ALLEY ADJACENT, WELLS PARK ADDITION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 4 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 4 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $11,588.00, with costs beyond the $1,158.80 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-009, shall be grouped with the properties assigned Case Numbers #OTB-19-005, #OTB-19-006, #OTB-19-007, #OTB-19-008, #OTB-19-010. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-009)

Return to: City Clerk, 209 Pearl Street, Council Bluffs, IA 51503 - Phone: (712) 890-5261
Prepared by: Community Development Dept., Council Bluffs, IA 51503 – Phone: (712) 328-4629

RESOLUTION NO. 19-144

A RESOLUTION TO DISPOSE OF CITY PROPERTY DESCRIBED AS LOT 5 AND THE WEST ½ OF THE VACATED NORTH/SOUTH ALLEY ADJACENT, WELLS PARK ADDITION, CITY OF COUNCIL BLUFFS, POTTAWATTAMIE COUNTY, IOWA.

WHEREAS, the City has previously expressed its intent to dispose of owned property described as Lot 5 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

WHEREAS, a public hearing has been held in this matter on June 10, 2019 at 7:00 p.m.

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

That the Mayor and City Clerk be and are hereby authorized, empowered and directed to execute a quit claim deed conveying the City's interest in the above-described property as follows:

Yoder Construction, Inc., and all successors in interest: Lot 5 and the West ½ of the vacated north/south alley adjacent, Wells Park Addition, City of Council Bluffs, Pottawattamie County, Iowa; and

BE IT FURTHER RESOLVED

That the purchase price be $11,242.00, with costs beyond the $1,124.20 down payment being forgiven by the City of Council Bluffs upon issuance of a Certificate of Occupancy for a completed home that adheres to the architectural standards below; and

BE IT FURTHER RESOLVED

The subject property, assigned the Case number #OTB-19-010, shall be grouped with the properties assigned Case Numbers #OTB-19-005, #OTB-19-006, #OTB-19-007, #OTB-19-008, and #OTB-19-009. One home shall be completed on one of these grouped properties within a 12 month period; and

BE IT FURTHER RESOLVED

The constructed homes shall adhere to the architectural standards as submitted with the application. The completed home shall include a roofed front porch that runs the width of the home, accent siding (such as the shake siding that is shown on the submitted elevation plan) on the second floor, dormers on the second floor, Headers and Crowns over the second floor dormer windows, and pitched roofs of a 12/12 pitch or a 10/12 pitch. Final design approval will be determined by the Community Development Department with the approval of the building permit; and

BE IT FURTHER RESOLVED

The date of closing shall within 45 days after the final decision of the Zoning Board of Adjustment regarding a proposed variance to allow one parking space for each dwelling unit to be located within the front yard setback. If the Zoning Board of Adjustment does not see adequate findings of fact to prove the need for the proposed parking variance, the applicant shall have the option to withdraw his application and request a refund of the submitted down payment.

ADOPTED
AND
APPROVED: June 24, 2019.

_____
Matthew J. Walsh Mayor

ATTEST: _____
Jodi Quakenbush City Clerk

(Case #OTB-19-010)

Council Communication

Department: Public Works Admin
Case/Project No.: PW20-09
Submitted by: Matthew Cox, Public Works Director

Resolution 19-168
ITEM 4.C.

Council Action: 7/8/2019

Description

Resolution approving the plans and specifications for the East Manawa Sewer Rehab, Phase VIII. Project # PW20-09

Background/Discussion

The area of East Manawa is very flat with open ditches. There are no storm sewers in this area and the streets are thin asphalt or seal-coated rock roads. During rainfall events, considerable surface ponding occurs due to the poor drainage.

Due to the narrow right-of-way (30 ft.) and the high water table in the area, conventional storm sewer construction is not practical. The use of porous pavement in conjunction with a drainable granular base and shallow subdrain/conveyance system was determined to be the most cost effective means available to improve the area drainage.

The rehab program also includes installation of new sanitary sewers utilizing a vacuum system.

Phase I and II of the program have been completed and included Huron Circle from Navajo to north of Osage Street. Phase III of the program was construction of the sanitary sewer vacuum pump station. Phase IV included the first phase of vacuum sewer installation with the porous pavement and subdrain system on Huron Circle from Navajo to just west of Blackhawk Street. Phase V is complete and continued the rehab along Huron Circle from just west of Blackhawk Street to 585 feet east and Osage Street from Huron Circle to Victor Street. Phases VI and VII are now complete and included Blackhawk Street, Victor Street from Osage to Blackhawk, and Aztec Street from Huron Circle to Victor.

Phase VIII will complete Victor Street from Navajo to Blackhawk and Aztec Street from Victor to the south.

The project was included in the FY20 CIP with a budget of $1,500,000 in GO Bond funding.

The project schedule is as follows:

Hold Public Hearing	July 8, 2019
Bid Letting	July 23, 2019
Award	August 12, 2019
Construction Start	September 2019
Construction End	May 2020

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Map	Map	6/27/2019
Resolution 19-168	Resolution	7/2/2019

PW 20-09
EAST MANAWA
SEWER REHAB PH. VIII
OSAGE ST
BLACKHAWK ST
PROJECT LOCATION
VICTOR ST
AZTEC ST
E NAVAJO ST
NAVAJO ST
PICKARD LN
HURON CIR
Legend
PW20-09

R E S O L U T I O N
NO 19-168

RESOLUTION APPROVING THE
PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND COST ESTIMATE FOR THE
EAST MANAWA SEWER REHAB, PHASE VIII
PROJECT #PW20-09

WHEREAS, the plans, specifications, form of contract and cost estimate are on file in the office of the City Clerk of the City of Council Bluffs, Iowa for the East Manawa Sewer Rehab, Phase VIII; and

WHEREAS, A Notice of Public Hearing was published as required by law, and a public hearing was held on July 8, 2019.

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

That the plans, specifications, form of contract and cost estimate are hereby approved for the East Manawa Sewer Rehab, Phase VIII Project and the City is hereby authorized to advertise for bids for said project.

ADOPTED
AND
APPROVED July 8, 2019

_____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk
Case/Project No.: Kim Riebe
Submitted by: Kim Riebe

Ordinance 6390
ITEM 5.A.

Council Action: 7/8/2019

Description

Ordinance to amend chapter 1.32 - "Purchasing" of the municipal code.

Background/Discussion

No material changes are being proposed.

These amendments will:

- Clean up antiquated verbiage
- Reference the City's Professional Services Policy, which has been in place for years
- Correct the titles of 1.32.020 and 1.32.060
- Remove duplicate information

Recommendation

Approval of this ordinance.

ATTACHMENTS:

Description	Type	Upload Date
Current Purchasing Ordinance with Markups	Ordinance	5/24/2019
Ordinance 6390	Ordinance	6/18/2019

Chapter 1.32 - PURCHASING[1]

Footnotes:

1.32.010 - Duty of mayor or his or her designee.

It shall be the duty of the mayor or his or her designee to make all purchases of ~~printing, supplies, equipment, materials,~~ goods and services for the city and see that such ~~printing, supplies, equipment, materials,~~goods and services are received and are of the quality and character as called for in the notice to bidders and/or the purchase contract. The following chapter does not apply to solicitation for professional services. Professional services shall include planning, design, architectural, engineering, landscape architecture, land surveying, land appraising, consulting, legal, and management review services. Professional services must be sought and contracted for in a manner consistent with state law and the City's Professional Services Selection Process. Where it is reasonable to think that the total amount of contracted professional services shall exceed seventy-five thousand dollars ($75,000.00), no contract shall be entered without an affirmative vote of the council.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.020 - Advertising for bids on purchases over twenty-five thousand dollars (fifty thousand dollars for information technology purchases).

Before any ~~printing, supplies, equipment, materials, and~~goods or services are purchased for the city, where the probable net cost may exceed twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee shall advertise for sealed bids for the same; not less than four days nor more than forty (40) days before bid opening date.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.030 - Deposit to accompany bids.

All bids shall be mailed or delivered (sealed) to the office designated by the mayor or his or her designee and shall be accompanied by a certified bank check, cashier's check or bid bond for not less than five percent of such bid. ~~The certified bank check or cashier's check will be returned to the successful bidder(s) at bid award. Bid bond documents will be retained by the city.~~

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.040 - Acceptance or rejection of bids.

The mayor or his or her designee shall accept the lowest bid of a responsible and responsive bidder, taking into consideration the character and quality of ~~printing, supplies, equipment, materials,~~goods and services to be furnished and facilities of the bidder to deliver the ~~printing, supplies, equipment, materials,~~goods and services in accordance with the requirements of the city, the notice to bidders, and the bidder's ability to furnish adequate repairs and spare parts; however, if the net amount of the lowest responsible bid exceeds twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, and the purchase will exceed the monies approved by the city council in the annual budget, then and in that event, the bid shall not be accepted unless and until the city council has approved the same. The mayor or his or her designee may reject all bids and re-advertise.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.050 - Return of deposits of unsuccessful bidders.

Checks of all unsuccessful bidders shall be returned to the unsuccessful bidders forthwith. Bid bond documents will be retained by the City.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.060 - Purchases costing less than twenty-five thousand (fifty thousand for information technology) dollars.

For all ~~printing, supplies, equipment, materials,~~goods and services where the probable net cost thereof shall not exceed the sum of twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will, by full investigation in pricing, use his or her best efforts to obtain the lowest possible satisfactory price and term thereon. On purchases of a single item or service in excess of seven thousand five hundred dollars ($7,500.00) but less than twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will make a good faith effort to obtain three price quotations and purchase from the lowest responsible and responsive of the quotations, taking into consideration the character and quality of the ~~printing, supplies, equipment, materials,~~goods and/or services to be furnished and the facilities of the bidder to deliver said items. If the mayor or his or her designee elects to accept any quotation other than the lowest responsive, responsible quote, such purchases will not be made until the city council has approved the same.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.070 - Purchasing specific makes or brands.

The provisions of this chapter shall not apply where a specific make or brand of article is required and the mayor will have the authority to approve the purchase of the same.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.080 - Emergency and negotiated purchases.

There may be times when a department head determines that the provisions of this chapter should not apply. In such situations emergency or negotiated purchases can occur. Emergency purchases shall be defined as purchases that must be made immediately in order to carry out the essential operations of the city and where potential for damage to property or risk of injury may result if the purchase is not immediately made. A negotiated purchase is warranted when purchasing specialized equipment in order to take advantage of discounts, incentives and/or expedited delivery. A negotiated purchase may occur when deemed necessary with prior approval of the mayor or his or her designee. Approval of any negotiated purchase over twenty-five thousand dollars ($25,000.00) can only be granted by the mayor.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.090 - Surplus property.

Any city equipment that can no longer be utilized by the city must be declared surplus by the mayor or his or her designee and disposed of at public auction, by sealed bid, or internet-based auction. Any public auction or sealed bid must first be preceded by advertising not less than four days nor more than twenty (20) days prior to such sale. Any material of no useful value to the city may be declared junk and sold to a licensed scrap dealer for the scrap value, without notice. Disposal of surplus items may be made by donation or sale to other governmental entities after approval of the mayor.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

ORDINANCE NO. 6390

AN ORDINANCE TO AMEND CHAPTER 1.32 "PURCHASING" OF THE 2019 MUNICIPAL CODE OF COUNCIL BLUFFS, IOWA, BY AMENDING SECTIONS 1.32.010 THROUGH 1.32.060.

BE IT ORDAINED
BY THE CITY COUNCIL
OF THE
CITY OF COUNCIL BLUFFS, IOWA

SECTION 1. That Chapter 1.32 "Purchasing" of the 2019 Municipal Code of Council Bluffs, Iowa, is hereby amended by amending Sections 1.32.010 through 1.32.060 to read as follows:

1.32.010 - Duty of mayor or his or her designee.

It shall be the duty of the mayor or his or her designee to make all purchases of goods and services for the city and see that such goods and services are received and are of the quality and character as called for in the notice to bidders and/or the purchase contract. The following chapter does not apply to solicitation for professional services. Professional services shall include planning, design, architectural, engineering, landscape architecture, land surveying, land appraising, consulting, legal, and management review services. Professional services must be sought and contracted for in a manner consistent with state law and the City's Professional Services Selection Process. Where it is reasonable to think that the total amount of contracted professional services shall exceed seventy-five thousand dollars ($75,000.00), no contract shall be entered without an affirmative vote of the council.

1.32.020 - Advertising for bids on purchases over twenty-five thousand dollars (fifty thousand dollars for information technology purchases).

Before any goods or services are purchased for the city, where the probable net cost may exceed twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee shall advertise for sealed bids for the same; not less than four days nor more than forty (40) days before bid opening date.

1.32.030 - Deposit to accompany bids.

All bids shall be mailed or delivered (sealed) to the office designated by the mayor or his or her designee and shall be accompanied by a certified bank check, cashier's check or bid bond for not less than five percent of such bid.

1.32.040 - Acceptance or rejection of bids.

The mayor or his or her designee shall accept the lowest bid of a responsible and responsive bidder, taking into consideration the character and quality of goods and services to be furnished and facilities of the bidder to deliver the goods and services in accordance with the requirements of the city, the notice to bidders, and the bidder's ability to furnish adequate repairs and spare parts; however, if the net amount of the lowest responsible bid exceeds twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, and the purchase will exceed the monies approved by the city council in the annual budget, then and in that event, the bid shall not be accepted unless and until the city council has approved the same. The mayor or his or her designee may reject all bids and re-advertise.

1.32.050 - Return of deposits of unsuccessful bidders.

Checks of all unsuccessful bidders shall be returned to the unsuccessful bidders forthwith. Bid bond documents will be retained by the City.

1.32.060 - Purchases costing less than twenty-five thousand (fifty thousand for information technology) dollars.

For all goods and services where the probable net cost thereof shall not exceed the sum of twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will, by full investigation in pricing, use his or her best efforts to obtain the lowest possible satisfactory price and term thereon. On purchases of a single item or service in excess of seven thousand five hundred dollars ($7,500.00) but less than twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will make a good faith effort to obtain three price quotations and purchase from the lowest responsible and responsive of the quotations, taking into consideration the character and quality of the goods and/or services to be furnished and the facilities of the bidder to deliver said items. If the mayor or his or her designee elects to accept any quotation other than the lowest responsive, responsible quote, such purchases will not be made until the city council has approved the same.

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 of the provisions of this ordinance are for any reason declared illegal or void, then the lawful provisions of this ordinance which are severable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its final passage and publication, as by law provided.

PASSED
AND
APPROVED: July 8, 2019

BY: _____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Public Hearing: N/A
First Consideration: 6/10/19 continued
First Consideration: 6/24/19
Second Consideration: 7/8/19
Third Consideration: _____

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by: Kim Riebe

Resolution 19-147 (Continued on 6-24-19)
ITEM 6.A.

Council Action: 7/8/2019

Description

Resolution to amend the City's purchasing policy.

Background/Discussion

Several changes are proposed in the purchasing policy to update and simply the document.

Information from pages 1-4 was removed because it refers to a specific process that used to be followed when paper requisitions and receipt of good forms were used. They are no longer used by City personnel.

In cases where information is defined elsewhere, those references are now made to direct the person to that other document, instead of repeating information.

A clause was added for reimbursable purchases to dictate which regulations must be followed in situations where the City is being reimbursed by an outside entity. It also references our newly passed Procurement Policy for Federally Funded Projects.

Other changes were made as seen fit in an effort to simplify the content.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Proposed Changes	Other	7/3/2019
Proposed Changes	Other	7/3/2019
Resolution 19-147	Resolution	6/5/2019

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

APPROVED BY CITY COUNCIL XX/XX/2019

The Purchasing Division's main function is to assist in all purchases made by the City of Council Bluffs and to ensure these purchases are in compliance with State and City Municipal Codes.

Our objective is to process all purchase requests and associated documentation in a timely manner and to ensure all goods, services, and materials are properly authorized, received, and recorded.

Purchase orders are to be requested either when it is a vendor requirement or when the dollar amount of the purchase exceeds $5,000. City P-cards should be used, whenever possible, under that dollar amount. Refer to the P-Card Policies and Procedures for further instruction.

All personnel involved in the procurement of goods and services, whether in the Purchasing Division or a requesting department, must be have a thorough understanding of purchasing policies and procedures. It is the responsibility of personnel in departments that perform purchasing functions to know and apply applicable laws, policies, and procedures. Spending authority will be given by Department Heads. City personnel may be assigned to the following spending authority levels:

Level 1 – Up to $250
Level 2 – Up to $1,000
Level 3 – Up to $5,000
Level 4 – Up to $20,000

An individual may not make any purchases that exceed his/her assigned spending authority. Spending authority will be assigned by Department Heads based on, but not limited to, the following factors: job description, need, volume, and functional convenience.

Only City staff with adequate spending authority are authorized to request and execute purchase orders. Vendor name, account code, complete description, dollar amount, and any applicable documentation are required for purchase order generation.

An authorized representative must confirm the receipt of goods in order to fully process a purchase order.

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

THE PURCHASING DIVISION WILL ISSUE PURCHASE ORDER NUMBERS TO APPROVED CITY STAFF ONLY. Purchase order numbers will not be issued to sales representatives without prior request from an approved city employee.

The following are prohibited practices:

Serial Purchasing:
The practice of issuing a series of orders within a ninety day period to the same vendor for the same item or service in order to avoid the appropriate competitive procurement process.

Fragmented Purchasing:
The intentional splitting of requisitions for like items or services in order to avoid the appropriate competitive process. This differs from serial purchasing in that the fragmented purchases usually occur at the same time, and the items may not be identical, though they are related by project or commodity.

Personal Gain:
When City employees obtain financial gain or anything of substantive value as a result of their positions as a City employee. Personal gain is extended to include the employee's immediate family and any organizations with which the employee is associated. Specific examples include the following:

- Using City funds to make purchases of goods or services from yourself, your immediate family, as defined in the Financial Disclosure Form, or an associated organization.
- Converting City property to personal use or gain without legally obtaining the property through normal surplus procedures.

EMERGENCY PURCHASES:

An Emergency can be justification for suspending the rules on competitive procurement. An emergency is defined in City ordinance 1.32.080.

The Purchasing Division will screen all "Emergency" purchases to ensure procedure has been met. Failure to plan ahead does not constitute an emergency.

REIMBURSABLE PURCHASES:

All purchases which are to be reimbursed by an outside entity must be procured in a manner that follows local regulations, applicable state regulations, applicable federal regulations, and the regulations of the reimbursing entity, whichever is most restrictive.

Procurements which are to be reimbursed by the federal government must also, at a minimum, comply with the City of Council Bluffs, IA's Procurement Policy for Federally Funded Projects.

NEGOTITED AND SOLE SOURCE PURCHASES:

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

As stated in the City's purchasing ordinances 1.32.070 and 1.32.080, sole source and negotiated purchases are permissible. Definitions can be found on the Procurement Justification Form and the same is to be executed for any and all such purchases.

SURPLUS PROPERTY:

Once the Department Head determines that property can no longer be utilized by his/her department, the purchasing division should be contacted to classify the property as junk or surplus. The Purchasing Division reserves the right to transfer items declared as surplus between departments or to dispose of sale surplus in accordance with the guidelines set forth by the Municipal Code 1.32.090. Anything considered junk will be disposed of properly. All surplus electronic equipment considered junk must be transported directly to the Solid Waste Management Facility located at 4441 Gifford Road for proper disposal.

This procedure excludes land.

BIDS/ REQUESTS FOR PROPOSALS:

Any time a department would like the Purchasing Division's assistance in obtaining quotes, bids, or RFPs, the department should contact Purchasing as early in the process as possible

FLOW OF BID/RFP

1. Department representative submits Bid/Proposal Request Form and specifications.
2. Purchasing creates document.
3. Document approved for release by department representative and department head.
4. Questions from vendors submitted in writing to purchasing.
5. After deadline, questions given to department, answered, and sent back to purchasing.
6. Answers posted by purchasing.
7. Bids collected by purchasing.
8. Winner chosen by department.
9. Notice of award, bid tab, and contract execution administered by purchasing.

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

STOP – NOW A SEPARATE DOCUMENT

PURCHASING CARD (P-Card) POLICY

INTRODUCTION

The City of Council Bluffs P-Card program is designed to improve efficiency in processing low dollar purchases from vendors. Standard P-Cards have a monthly limit of $5,000. Higher limits may be requested by department heads for certain individuals. Single transactions are allowed up to the user's authorized limit. Splitting a transaction to stay within the dollar limit is prohibited. Any cardholder that is found to engage in split purchases to circumvent single purchase limits will be subject to having their card privileges revoked.

This program will allow the cardholder, with proper I.D., to purchase approved commodities directly from suppliers and vendors without the issuance of a purchase order or invoice. The Finance department will monitor the performance of the program.

PURPOSE

The purpose of these policies and procedures is to accomplish the following:

- To provide an efficient method of purchasing and making point of sale payment for goods
- To provide an efficient method of arranging travel and lodging accommodations
- To ensure P-Card purchases are in accordance with City ordinances, policies and procedures
- To reduce the time spent by the Finance department to process low dollar, non-repetitive transactions as well as travel and/or lodging reimbursement
- To ensure that the City bears no legal liability from inappropriate use of the cards

LIMITS AND RESTRICTIONS

The P-Card must be signed by the named cardholder. Departmental P-cards require that the individual using the card show their City ID.

Proper security of your P-Card should be maintained at all times.

The P-Card is for official City business only. The purchase of non-business personal goods or services is prohibited. The cardholder will be held personally liable for any personal charges.

The card may also be used to arrange business-related travel, lodging, training expenses and fuel purchases. When gasoline is purchased for a City vehicle, the mileage and vehicle number must be indicated on the receipt. This information should be forwarded to Fleet Maintenance by the cardholder.

The purchase of tobacco products, alcohol, controlled substances or obtaining a cash advance is strictly prohibited.

Any rewards, cash, or cash-like value incentives earned because of City purchases are the property of the City and may not be used for personal gain. Examples of such incentives include, but are not limited to, gift cards, two-for-one purchases, and spend rewards. Cash advances are not allowed on p-cards.

LOST OR STOLEN CARDS

If a card is lost or stolen, immediately contact the Finance department at 712-890-5303. The cardholder should also contact US Bank at 1-800-344-5696. The cardholder may need to know the card number and phone number associated with the card which is 712-890-5303 and e-mail, cbfinance@councilbluffs-ia.gov.

TAXES

The City is exempt from paying Iowa Sales Tax on purchases made in Iowa. This exempt status is indicated on each P-Card. The City may not be exempt from paying applicable sales tax in other states.

It is the cardholder's responsibility to inform suppliers/vendors of the City's tax-exempt status at the time of purchase. If materials are ordered by phone, inform the vendor at that time of the City's tax exempt status. Do not proceed with a purchase that incorrectly contains sales tax.

RECORDKEEPING / RECONCILIATION OF RECEIPTS

Cardholders are responsible for providing itemized purchase documentation. Itemized sales receipts must be obtained at the time of purchase. It is the responsibility of the cardholder to retain transaction receipts for all transactions and to ensure that the description on the sales receipt is legible and that the receipt clearly describes the purchase.

It must be clear as to the "business purpose" for the expense. If it is not evident from the invoice or receipt as to the purpose of the expenditure, it must be documented. For example, if the purchase is for a class or event, include the agenda or press release for the event.

All receipts must be attached to the credit card statement. The statement must be signed by the credit cardholder and their supervisor prior to being sent on to the Finance department.

US BANK'S ACCESS ONLINE INFO

The statements must include organization and object code information for each of the charges. The statements received by Finance will be used to reconcile the City's monthly statement and will become part of the documentation used for the payment process. Documentation maintained

must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase.

In the event that a receipt of a transaction is lost and all attempts to obtain a copy of said transaction have failed, the cardholder must provide a written description of the purchase, along with a signed certification that the purchase was made in accordance with the City Policy to Finance. Failure to provide certification may result in having the employee pay the City for the undocumented expense.

It is the cardholder's responsibility for ensuring receipt of materials and services and to follow up with the vendors to resolve any delivery problems, discrepancies, returns or damaged goods. It is also the cardholder's responsibility to ensure all sales tax is waived when applicable.

The Finance department will perform compliance reviews on cardholder's monthly statement documentation. The intent of the review is to analyze cardholder's transactions for completeness, accuracy, and compliance with the guidelines and procedures for the P-Card program.

BILLING STATEMENTS

Billing statements should include the following:

a) all receipts must be attached to the cardholder monthly statement with the documentation of the business purpose
b) the statement must be signed by the cardholder to acknowledge all transactions on the statement were specifically authorized by the cardholder
c) the statement must be signed by the designated supervisor to fully document the approval of all transactions
the completed statement packet must be returned to the Finance department by the requested date.

DISPUTES / ERRONEOUS CHARGES

It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. In most cases, disputes can be resolved in this manner. If a dispute cannot be resolved, contact the Finance department for assistance.

CARD TERMINATION

Violation of these P-Card policies, misuse of the procurement card, or repeated failure to submit procurement card reconciliation and documentation by the monthly deadline to the Finance department may result in termination of an employee's procurement card.

When a cardholder terminates employment with the City of Council Bluffs, the supervisor has the responsibility to reclaim the P-Card and return it to the Finance department. The supervisor is

also responsible for reconciling the final charges and submitting the proper receipts/documentation to Finance.

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

APPROVED BY CITY COUNCIL XX/XX/2019

The Purchasing Division's main function is to assist in all purchases made by the City of Council Bluffs and to ensure these purchases are in compliance with State and City Municipal Codes.

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CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

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Procurements which are to be reimbursed by the federal government must also, at a minimum, comply with the City of Council Bluffs, IA's Procurement Policy for Federally Funded Projects.

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CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

As stated in the City's purchasing ordinances 1.32.070 and 1.32.080, sole source and negotiated purchases are permissible. Definitions can be found on the Procurement Justification Form and the same is to be executed for any and all such purchases.

SURPLUS PROPERTY:

Once the Department Head determines that property can no longer be utilized by his/her department, the purchasing division should be contacted to classify the property as junk or surplus. The Purchasing Division reserves the right to transfer items declared as surplus between departments or to dispose of sale surplus in accordance with the guidelines set forth by the Municipal Code 1.32.090. Anything considered junk will be disposed of properly. All surplus electronic equipment considered junk must be transported directly to the Solid Waste Management Facility located at 4441 Gifford Road for proper disposal.

This procedure excludes land.

BIDS/ REQUESTS FOR PROPOSALS:

Any time a department would like the Purchasing Division's assistance in obtaining quotes, bids, or RFPs, the department should contact Purchasing as early in the process as possible

FLOW OF BID/RFP

1. Department representative submits Bid/Proposal Request Form and specifications.
2. Purchasing creates document.
3. Document approved for release by department representative and department head.
4. Questions from vendors submitted in writing to purchasing.
5. After deadline, questions given to department, answered, and sent back to purchasing.
6. Answers posted by purchasing.
7. Bids collected by purchasing.
8. Winner chosen by department.
9. Notice of award, bid tab, and contract execution administered by purchasing.

RESOLUTION NO. 19-147

A RESOLUTION TO AMEND THE CITY'S PURCHASING POLICY.

WHEREAS, The purchasing policy referenced practices that are no longer used by City personnel; and

WHEREAS, The purchasing policy had information that was duplicated from other sources; and

WHEREAS, The verbiage for the attached policy was provided by an employee of the HSEMD from the state of Iowa to ensure federal compliance.

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

That the City of Council Bluffs, IA Purchasing Policy is hereby adopted.

ADOPTED
AND
APPROVED: June 10, 2019

BY: _____
Matthew J Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk
Case/Project No.: Kim Riebe
Submitted by: Kim Riebe

Resolution 19-148 (Continued from 6-24-19)
ITEM 6.B.

Council Action: 7/8/2019

Description

Resolution to amend the City's purchasing card policy.

Background/Discussion

Currently, the policies for purchasing cards (p-cards) is attached to the purchasing policy. That policy is now its own document and displays both policies and procedures for the acquisition, use, and administration of p-cards.

The proposed document was created from scratch, therefore, there is not a marked up version of the old policy. The old policy can be found at the end of the marked up purchasing policy, included in this packet.

The intent of the separation of policies and procedures is to give employees clear expectations of their conduct and responsibilities when utilizing a City p-card.

Recommendation

Approval of this resolution.

ATTACHMENTS:

Description	Type	Upload Date
Previous purchasing card section of purchasing policy	Resolution	5/31/2019
Proposed Changes	Other	7/3/2019
Proposed Changes	Other	7/3/2019
Resolution 19-148	Resolution	6/5/2019

CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

STOP – NOW A SEPARATE DOCUMENT

PURCHASING CARD (P-Card) POLICY

INTRODUCTION

The City of Council Bluffs P-Card program is designed to improve efficiency in processing low dollar purchases from vendors. ~~Each~~ Standard P-Cards have~~s~~ a monthly limit of $5,000. Higher limits may be requested by department heads for certain individuals. Single transactions are allowed up to the user's authorized limit. Splitting a transaction to stay within the dollar limit is prohibited. Any cardholder that is found to engage in split purchases to circumvent single purchase limits will be subject to having their card privileges revoked.

This program will allow the cardholder, with proper I.D., to purchase approved commodities directly from suppliers and vendors without the issuance of a purchase order or invoice. The Finance department will monitor the performance of the program.

PURPOSE

The purpose of these policies and procedures is to accomplish the following:

- To provide an efficient method of purchasing and making point of sale payment for goods
- To provide an efficient method of arranging travel and lodging accommodations
- To ensure P-Card purchases are in accordance with City ordinances, policies and procedures
- To reduce the time spent by the Finance department to process low dollar, non-repetitive transactions as well as travel and/or lodging reimbursement
- To ensure that the City bears no legal liability from inappropriate use of the cards

LIMITS AND RESTRICTIONS

The P-Card must be signed by the named cardholder. Departmental P-cards require that the individual using the card show their City ID.

Proper security of your P-Card should be maintained at all times.

The P-Card is for official City business only. The purchase of non-business personal goods or services is prohibited. The cardholder will be held personally liable for any personal charges.

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The card may also be used to arrange business-related travel, lodging, training expenses and fuel purchases. When gasoline is purchased for a City vehicle, the mileage and vehicle number must be indicated on the receipt. This information should be forwarded to Fleet Maintenance by the cardholder.

The purchase of tobacco products, alcohol, controlled substances or obtaining a cash advance is strictly prohibited.

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Any rewards, cash, or cash-like value incentives earned because of City purchases are the property of the City and may not be used for personal gain. Examples of such incentives include, but are not limited to, gift cards, two-for-one purchases, and spend rewards. Cash advances are not allowed on p-cards.

LOST OR STOLEN CARDS

If a card is lost or stolen, immediately contact the Finance department at 712-890~~328~~-5303~~4605~~. ~~Verbal reports of a lost or stolen card must be accompanied by written memorandum or email to the Finance department within 24 hours.~~ The cardholder should~~an~~ also contact US Bank at 1-800-344-5696. The cardholder may need to know the card number and phone number associated with the card which is 712-~~328-4605~~890-5303 and e-mail, cbfinance@councilbluffs-ia.gov.

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TAXES

The City is exempt from paying Iowa Sales Tax on purchases made in Iowa. This exempt status is indicated on each P-Card. The City may not be exempt from paying applicable sales tax in other states.

It is the cardholder's responsibility to inform suppliers/vendors of the City's tax-exempt status at the time of purchase. If materials are ordered by phone, inform the vendor at that time of the City's tax exempt status. Do not proceed with a purchase that incorrectly contains sales tax. ~~If sales tax has been charged on the receipt, the cardholder should contact the vendor for a credit back to the P-Card. Cash refunds are strictly prohibited.~~

RECORDKEEPING / RECONCILIATION OF RECEIPTS

Cardholders are responsible for providing itemized purchase documentation. Itemized sales receipts must be obtained at the time of purchase. It is the responsibility of the cardholder to retain transaction receipts for all transactions and to ensure that the description on the sales receipt is legible and that the receipt clearly describes the purchase.

It must be clear as to the "business purpose" for the expense. If it is not evident from the invoice or receipt as to the purpose of the expenditure, it must be documented. For example, if the purchase is for a class or event, include the agenda or press release for the event.

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All receipts must be attached to the credit card statement. The statement must be signed by the credit cardholder and their supervisor prior to being sent on to the Finance department.

US BANK'S ACCESS ONLINE INFO

The statements must include organization and object code information for each of the charges. The statements received by Finance will be used to reconcile the City's monthly statement and will become part of the documentation used for the payment process. Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase.

In the event that a receipt of a transaction is lost and all attempts to obtain a copy of said transaction have failed, the cardholder must provide a written description of the purchase, along with a signed certification that the purchase was made in accordance with the City Policy to Finance. Failure to provide certification may result in having the employee pay the City for the undocumented expense.

It is the cardholder's responsibility for ensuring receipt of materials and services and to follow up with the vendors to resolve any delivery problems, discrepancies, returns or damaged goods. It is also the cardholder's responsibility to ensure all sales tax is waived when applicable.

The Finance department will perform compliance reviews on cardholder's monthly statement documentation. The intent of the review is to analyze cardholder's transactions for completeness, accuracy, and compliance with the guidelines and procedures for the P-Card program.

BILLING STATEMENTS

Billing statements should include the following:

a) all receipts must be attached to the cardholder monthly statement with the documentation of the business purpose
b) the statement ~~should~~ must be signed by the cardholder to acknowledge all transactions on the statement were specifically authorized by the cardholder
c) the statement ~~should~~ must be signed by the designated supervisor to fully document the approval of all transactions
~~d)~~ the completed statement packet ~~should~~ must be returned to the Finance department ~~no later than 2 weeks after the end of the statement cycle~~by the requested date.

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DISPUTES / ERRONEOUS CHARGES

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It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. In most cases, disputes can be resolved in this manner. If a dispute cannot be resolved, contact the Finance department for assistance.

CARD TERMINATION

Violation of these P-Card policies, misuse of the procurement card, or repeated failure to submit procurement card reconciliation and documentation by the monthly deadline to the Finance department may result in termination of an employee's procurement card.

When a cardholder terminates employment with the City of Council Bluffs, the supervisor has the responsibility to reclaim the P-Card and return it to the Finance department. The supervisor is also responsible for reconciling the final charges and submitting the proper receipts/documentation to Finance.

CITY OF COUNCIL BLUFFS PURCHASING CARD (P-CARD) POLICIES AND PROCEDURES

APPROVED BY CITY COUNCIL XX/XX/2019

INTRODUCTION

The City of Council Bluffs P-Card program is intended to improve efficiency in processing low dollar purchases from vendors and to simplify and expedite the process of paying numerous vendors for these purchases while ensuring compliance with purchasing policies and procedures.

The Finance department will monitor program compliance.

POLICIES

1. The City's Purchasing Policy and ordinances apply to all purchases made with P-cards.
2. Prior to issuance of a P-card, each cardholder shall receive a current copy of policies and procedures relating to card use. The card shall be issued only after certification by the cardholder that he/she has reviewed and understands the policies and procedures. This process shall also be followed each time a card is renewed.
3. Standard P-Cards have a monthly limit of $5,000. Higher limits may be requested by department heads for certain individuals. Single transactions are allowed up to the user's authorized spending limit, as assigned by the cardholder's department head.
4. Splitting a transaction is prohibited. Any cardholder that is found to engage in split purchases to circumvent single purchase limits will be subject to having their card privileges revoked.
5. P-cards may be used for approved business transactions and travel expense, in accordance with the City's travel policy.
6. The P-Card must be signed by the named cardholder. Use of another employee's procurement card is prohibited. If an employee needs a procurement card to conduct business, he/she should discuss obtaining his/her own procurement card with his/her supervisor. Departmental P-cards require that the individual using the card show their City ID. Each department with a departmental p-card must have a system in place to track the card's location at all times and who is in possession of the card.
7. The City of Council Bluffs is exempt from most sales and use taxes on purchases made in Iowa. It is the cardholder's responsibility to inform suppliers/vendors of the City's tax-

exempt status at the time of purchase. Do not proceed with a purchase that incorrectly contains sales tax.

8. Cardholders are responsible to ensure that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
9. Cardholders are obligated to seek the best possible price for goods and services in accordance with the City's purchasing policy.
10. Any rewards, cash, or cash-like value incentives earned because of City purchases are the property of the City and may not be used for personal gain. Examples of such incentives include, but are not limited to: gift cards, two-for-one purchases, and spend rewards.
11. All delivery locations shall be official City facilities.
12. It is the responsibility of the cardholder to retain receipts for all transactions.
13. It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. If a dispute cannot be resolved, contact the Finance department for assistance.
14. Cardholders are responsible for immediately reporting lost or stolen cards.
15. Hardware, software, and services related to the City's computer systems shall not be purchased with a procurement card except by the Information Technology Division.
16. The P-Card is for official City business only. The purchase of non-business personal goods or services is prohibited. The cardholder will be held personally liable for any personal charges.
17. The purchase of tobacco products, alcohol, controlled substances or obtaining a cash advance is strictly prohibited.
18. Cardholders shall either properly destroy expired cards and cards that have been replaced or return them to the Finance Department.
19. If employment is terminated, the cardholder must surrender the P-card to their supervisor on or before their last day of employment. The cardholder's final paycheck may be withheld until the P-card is properly accounted for.
20. Violation of these P-Card policies, misuse of the P-Card card, or repeated failure to submit P-Card reconciliation and documentation by the monthly deadline to the Finance department may result in suspension and/or termination of an employee's P-Card.

PROCEDURES

1. Requests for a new card must be made from a Department Head or their designee(s) to the Finance Department. Requests for cards for Department Heads must be approved by the mayor. A request for the mayor must be approved by the Director of Finance. The request must include the employee's name and the desired monthly limit for the card. New cards will be ordered by the Finance Department. The Finance Department will obtain a written acknowledgement from the cardholder that they have read and will adhere to the P-card policies and procedures before releasing the card.

2. The cardholder must activate his/her card prior to use.
3. If a card is lost or stolen, immediately contact US Bank at 1-800-344-5696 and the Finance department at 712-890-5303. The cardholder may need to know the card number. The phone number associated with the card is 712-890-5303 and e-mail is cbfinance@councilbluffs-ia.gov.
4. It is the responsibility of the cardholder to retain receipts for all transactions and to ensure that the description on the sales receipt is legible and that the receipt clearly describes the business purpose for the expense. If the business purpose is not evident from the receipt, it must be documented. Purchases for prizes, awards, retirement gifts, and similar programs must be indicated. If meals are purchased for anyone other than the cardholder, the names of the persons and business purpose of the meal must be documented.
5. Cardholder or appointed administrative personnel must log into the appropriate USBank account and reconcile all transactions with valid organization and object codes on or before the requested deadline. Codes can be entered in USBank at any time during the billing cycle.
6. Once the billing cycle is closed, all cardholders will be notified by the Finance Department. Billing statements must include the following before being sent to Finance for payment processing:
    a. All receipts must be attached to the cardholder's monthly statement with the documentation of the business purpose
    b. Signature of the cardholder to acknowledge that all transactions on the statement were specifically authorized by the cardholder
    c. Signature of the designated supervisor to fully document the approval of all transactions
7. The supervisor shall appoint a person to act on behalf of the department/division in his/her absence.
8. In the event that a receipt of a transaction is lost and all attempts to obtain a copy of said transaction have failed, the cardholder must provide a written description of the purchase, along with a signed certification that the purchase was made in accordance with City policy to Finance. Failure to provide certification may result in having the cardholder pay the City for the undocumented expense.
9. The Finance Department will perform compliance reviews on cardholders' monthly statement documentation. The intent of the review is to analyze cardholders' transactions for completeness, accuracy, and compliance with the policies and procedures of the P-Card program.
10. For inadvertent personal use, the cardholder must notify Finance upon discovery and reimburse the City for the transaction amount.
11. When a cardholder terminates employment with the City of Council Bluffs, the supervisor has the responsibility to reclaim the P-Card and return it to the Finance

department. The supervisor should notify the Finance Department of the termination date as soon as it is known. The supervisor is also responsible for reconciling the final charges and submitting the proper receipts/documentation to Finance.

CITY OF COUNCIL BLUFFS PURCHASING CARD (P-CARD) POLICIES AND PROCEDURES

APPROVED BY CITY COUNCIL XX/XX/2019

INTRODUCTION

The City of Council Bluffs P-Card program is intended to improve efficiency in processing low dollar purchases from vendors and to simplify and expedite the process of paying numerous vendors for these purchases while ensuring compliance with purchasing policies and procedures.

The Finance department will monitor program compliance.

POLICIES

1. The City's Purchasing Policy and ordinances apply to all purchases made with P-cards.
2. Prior to issuance of a P-card, each cardholder shall receive a current copy of policies and procedures relating to card use. The card shall be issued only after certification by the cardholder that he/she has reviewed and understands the policies and procedures. This process shall also be followed each time a card is renewed.
3. Standard P-Cards have a monthly limit of $5,000. Higher limits may be requested by department heads for certain individuals. Single transactions are allowed up to the user's authorized spending limit, as assigned by the cardholder's department head.
4. Splitting a transaction is prohibited. Any cardholder that is found to engage in split purchases to circumvent single purchase limits will be subject to having their card privileges revoked.
5. P-cards may be used for approved business transactions and travel expense, in accordance with the City's travel policy.
6. The P-Card must be signed by the named cardholder. Use of another employee's procurement card is prohibited. If an employee needs a procurement card to conduct business, he/she should discuss obtaining his/her own procurement card with his/her supervisor. Departmental P-cards require that the individual using the card show their City ID. Each department with a departmental p-card must have a system in place to track the card's location at all times and who is in possession of the card.
7. The City of Council Bluffs is exempt from most sales and use taxes on purchases made in Iowa. It is the cardholder's responsibility to inform suppliers/vendors of the City's tax-

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11. All delivery locations shall be official City facilities.
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15. Hardware, software, and services related to the City's computer systems shall not be purchased with a procurement card except by the Information Technology Division.
16. The P-Card is for official City business only. The purchase of non-business personal goods or services is prohibited. The cardholder will be held personally liable for any personal charges.
17. The purchase of tobacco products, alcohol, controlled substances or obtaining a cash advance is strictly prohibited.
18. Cardholders shall either properly destroy expired cards and cards that have been replaced or return them to the Finance Department.
19. If employment is terminated, the cardholder must surrender the P-card to their supervisor on or before their last day of employment. The cardholder's final paycheck may be withheld until the P-card is properly accounted for.
20. Violation of these P-Card policies, misuse of the P-Card card, or repeated failure to submit P-Card reconciliation and documentation by the monthly deadline to the Finance department may result in suspension and/or termination of an employee's P-Card.

PROCEDURES

1. Requests for a new card must be made from a Department Head or their designee(s) to the Finance Department. Requests for cards for Department Heads must be approved by the mayor. A request for the mayor must be approved by the Director of Finance. The request must include the employee's name and the desired monthly limit for the card. New cards will be ordered by the Finance Department. The Finance Department will obtain a written acknowledgement from the cardholder that they have read and will adhere to the P-card policies and procedures before releasing the card.

2. The cardholder must activate his/her card prior to use.
3. If a card is lost or stolen, immediately contact US Bank at 1-800-344-5696 and the Finance department at 712-890-5303. The cardholder may need to know the card number. The phone number associated with the card is 712-890-5303 and e-mail is cbfinance@councilbluffs-ia.gov.
4. It is the responsibility of the cardholder to retain receipts for all transactions and to ensure that the description on the sales receipt is legible and that the receipt clearly describes the business purpose for the expense. If the business purpose is not evident from the receipt, it must be documented. Purchases for prizes, awards, retirement gifts, and similar programs must be indicated. If meals are purchased for anyone other than the cardholder, the names of the persons and business purpose of the meal must be documented.
5. Cardholder or appointed administrative personnel must log into the appropriate USBank account and reconcile all transactions with valid organization and object codes on or before the requested deadline. Codes can be entered in USBank at any time during the billing cycle.
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7. The supervisor shall appoint a person to act on behalf of the department/division in his/her absence.
8. In the event that a receipt of a transaction is lost and all attempts to obtain a copy of said transaction have failed, the cardholder must provide a written description of the purchase, along with a signed certification that the purchase was made in accordance with City policy to Finance. Failure to provide certification may result in having the cardholder pay the City for the undocumented expense.
9. The Finance Department will perform compliance reviews on cardholders' monthly statement documentation. The intent of the review is to analyze cardholders' transactions for completeness, accuracy, and compliance with the policies and procedures of the P-Card program.
10. For inadvertent personal use, the cardholder must notify Finance upon discovery and reimburse the City for the transaction amount.
11. When a cardholder terminates employment with the City of Council Bluffs, the supervisor has the responsibility to reclaim the P-Card and return it to the Finance

department. The supervisor should notify the Finance Department of the termination date as soon as it is known. The supervisor is also responsible for reconciling the final charges and submitting the proper receipts/documentation to Finance.

RESOLUTION NO. 19-148

A RESOLUTION TO APPROVE THE PURCHASING CARD (P-CARD) POLICIES AND PROCEDURES

WHEREAS, The current P-Card policy did not clearly define policies and procedures; and

WHEREAS, Clearer expectations for employee conduct and responsibilities needed to be defined; and

WHEREAS, The proposed P-Card policies and procedures set clear expectations for City personnel.

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

That the City of Council Bluffs, IA Purchasing Card (P-Card) Policies and Procedures is hereby adopted.

ADOPTED
AND
APPROVED: June 10, 2019

BY: _____
Matthew J. Walsh, Mayor

ATTEST: _____
Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by:

Resolution 19-169
ITEM 6.C.

Council Action: 7/8/2019

Description

Resolution temporarily vacating portions of West Broadway in connection with two special event applications.

Background/Discussion

The 100 block businesses are holding a breakfast send off event for Ragbrai. The 100 block will be closed to motor vehicle traffic as it is on the Ragbrai bicycle route. Participates will be allowed to have alcohol outside in this area.

The Second event request is for the Burbridge Poker Run Event. This event is a poker run that will end on the 100 Block. CB Police are working with the Pottawattamie County Sheriff's office coordinating this event.

Matt Johnson owner of 100 Block Events LLC, is providing the insurance coverage for both of these events.

Recommendation

Approval

ATTACHMENTS:

Description	Type	Upload Date
Resolution 19-169	Resolution	7/3/2019

RESOLUTION NO. 19-169

RESOLUTION TEMPORARILY VACATING PORTIONS OF WEST BROADWAY IN CONNECTION WITH TWO SPECIAL EVENT APPLICATIONS.

WHEREAS, The City has reviewed 2 special event applications proposed to be held on West Broadway. The Ragbrai Breakfast Send Off between 1st Street and 2nd Street of West Broadway; and The Burbridge Poker Run Event between 1st Street and Glen Avenue of West Broadway.

WHEREAS, It is proposed that the special event Ragbrai Breakfast Send Off will occur on September 21, 2019 between the hours of 6:00 a.m. and 12:00 p.m.; and The Burbridge Poker Run Event will occur on August 24, 2019 between the hours of 2:00 p.m. and 10:00 p.m.

WHEREAS, The proposed activities would be inconsistent with City and State law if West Broadway in these location were not temporarily vacated.

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

That West Broadway be temporarily vacated between 1st Street and 2nd Street between the hours of 6:00 a.m. and 12:00 p.m. on Sunday July 21, 2019 and; between 1st Street and Glen Avenue between the hours of 2:00 p.m. and 10:00 p.m. on August 24, 2019.

ADOPTED
AND July 8, 2019
APPROVED

_____
MATTHEW J. WALSH Mayor

Attest: _____
JODI QUAKENBUSH City Clerk

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by:

Liquor Licenses
ITEM 7.A.

Council Action: 7/8/2019

Description

1. Big B's (new application), 28 S 29th Street
2. Caddy's Kitchen and Cocktails, 103 Broadway
3. The Dock Bar & Grill (special event), 401 Veterans Memorial Hwy
4. Hy-Vee Drugstore, 757 W Broadway
5. The Olive Garden Italian Restaurant #1856, 3707 Denmark Drive
6. Pilot Travel Center #329, 2647 S 24th Street

Background/Discussion

There were no alcohol related arrests or incidents at any of the listed businesses this licensing period.

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Liquor License Applications	Other	7/2/2019

☐ RENEWAL ☒ NEW ☐ SPECIAL EVENT
POLICE Cu Local Amt
FIRE AF Endorsed
BUILDING Issued
ZONING Expires
Council

State of Iowa
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- License
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- Applicant
- Status Of Business
- Ownership
- Criminal History
- Violations
- Premises
- General Premises
- Applicant Signature
- Dram Cert
- Local Endorse
- History

Applicant LC_V_86552, Big B's, Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor Name/Partnership Name(s): Big B's LLC (Sole Proprietorship, Partnership, Corporation, etc.)
Name of Business (D/B/A): Big B's
Address of Premise: 28 S 29th Street
Address Line 2:
City: Council Bluffs
County: Pottawattamie
Zip: 51501
Business Phone: (712) 352-1088 **Cell / Home Phone:** (712) 355-0762

Same Address
Mailing Address: 28 S 29th Street
Mailing Address Line 2:
City: Council Bluffs **State:** Iowa
Zip: 51501

Contact Name: Jacob Stewart
Phone: (712) 355-0762 **Email Address:** dueces92@yahoo.com

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State of Iowa
ALCOHOLIC BEVERAGES DIVISION

- License
- Privileges
- Applicant
- Status Of Business
- Ownership
- Criminal History
- Premises
- General Premises
- Applicant Signature
- Dram Cert
- Local Endorse
- History

Applicant LC0044616, Caddy's Kitchen and Cocktails, Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor Name/Partnership Name(s): AP Hospitality Inc (Sole Proprietorship, Partnership, Corporation, etc.)
Name of Business (D/B/A): Caddy's Kitchen and Cocktails
Address of Premise: 103 Broadway
Address Line 2:
City: Council Bluffs
County: Pottawattamie
Zip: 51503
Business Phone: (402) 305-1711 **Cell / Home Phone:**

Same Address
Mailing Address: 206 N Millard St
Mailing Address Line 2:
City: Council Bluffs **State:** Iowa
Zip: 51503

Contact Name: Brian Cadwallader
Phone: (402) 305-1711 **Email Address:** briancadwallader@gmail.com

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State of Iowa
ALCOHOLIC
BEVERAGES DIVISION

- Privilege Outdoor Service
- Applicant Signature
- Dram Cert
- Local Endorse

Outdoor Service Privilege LC0045123, The Dock Bar & Grill , Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen. The navigation links on the top may also be used to move around the application.

An Outdoor Service Area is a designated area that is adjacent to the licensed premises. The Application is to be used only if adding Outdoor Service Area Privilege after the original license has been issued. If Outdoor Service Area Privilege is requested at license renewal, mark the appropriate box on the renewal Privileges screen.

After approval the Iowa Alcoholic Beverages Division, an amended license will be mailed to the Local Official.

Outdoor Service area dates (must fall within license period)

From: 07/19/2019 **MM/DD/YYYY**
To: 07/21/2019 **MM/DD/YYYY**

Submit to the Local Authority the Outdoor Service Area Dram Shop Endorsement. Endorsement dates must correspond with the requested outdoor service dates. (Accord certificates are not accepted).

Explain how the boundaries of the Outdoor Service Area are designated (fence, barricades, etc.)

Extending service to parking lot next to building. Area will be fenced in.

Submit a sketch to the Local Authority on 8 ½ x 11" white paper of the outdoor service area showing its relationship to the licensed premises. If a tapper wagon, beer truck etc. is being used, attach a copy of the rental receipt.

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Event dates 7.19-7.20

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State of Iowa
ALCOHOLIC
BEVERAGES DIVISION

Applicant LE0001210, Hy-Vee Drugstore, Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor Name/Partnership Name(s): Hy-Vee, Inc (Sole Proprietorship, Partnership, Corporation, etc.)
Name of Business (D/B/A): Hy-Vee Drugstore
Address of Premise: 757 W Broadway
Address Line 2:
City: Council Bluffs
County: Pottawattamie
Zip: 51501
Business Phone: (712) 328-3277 **Cell / Home Phone:**

Same Address
Mailing Address: 5820 Westown Pkwy
Mailing Address Line 2:
City: Des Moines **State:** Iowa
Zip: 50266

Contact Name: Kelly Palmer
Phone: (515) 267-2949 **Email Address:** kpalmer@hy-vee.com

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State of Iowa
ALCOHOLIC BEVERAGES DIVISION

- License
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- Applicant
- Status Of Business
- Ownership
- Criminal History
- Premises
- General Premises
- Applicant Signature
- Dram Cert
- Local Endorse
- History

Applicant LC0037943, The Olive Garden Italian Restaurant #1856, Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen. The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor Name/Partnership Name(s): GMRI, Inc. (Sole Proprietorship, Partnership, Corporation, etc.)
Name of Business (D/B/A): The Olive Garden Italian Restaurant #1856
Address of Premise: 3707 Denmark Drive
Address Line 2:
City: Council Bluffs
County: Pottawattamie
Zip: 51501
Business Phone: (712) 366-0688
Cell / Home Phone:

Same Address
Mailing Address: PO Box 695016
Mailing Address Line 2:
City: Orlando
State: Florida
Zip: 32869-5016

Contact Name: Valerie Nieves
Phone: (407) 245-5393
Email Address: vnieves@darden.com

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State of Iowa
ALCOHOLIC BEVERAGES DIVISION

- License
- Privileges
- Applicant
- Status Of Business
- Ownership
- Criminal History
- Premises
- General Premises
- Applicant Signature
- Local Endorse
- History

Applicant BC0027517, Pilot Travel Center #329, Council Bluffs

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen. The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor Name/Partnership Name(s): Pilot Travel Centers, LLC (Sole Proprietorship, Partnership, Corporation, etc.)
Name of Business (D/B/A): Pilot Travel Center #329
Address of Premise: 2647 S 24th St
Address Line 2:
City: Council Bluffs
County: Pottawattamie
Zip: 51501
Business Phone: (712) 322-0088
Cell / Home Phone:

Same Address
Mailing Address: Pilot Travel Centers LLC
Mailing Address Line 2: PO Box 10146 Attn: Tax Dept.
City: Knoxville
State: Tennessee
Zip: 37939

Contact Name: Kevin Crawford
Phone: (865) 588-7488
Email Address: Kevin.crawford@pilottravelcenter

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Iowa Department of Revenue
https://tax.iowa.gov

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07 / 01 / 2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: Caddy Shack

Physical Location Address: 1426 4th Ave City: CB ZIP: 51501

Mailing Address: 5005 Providence Rd City: CB State: IA ZIP: 51503

Business Phone Number: (712) 322-9708

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☑ ~~[illegible]~~ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: Caddy Shack Inc.

Mailing Address: 5005 Providence Rd City: CB State: IA ZIP: 51503

Phone Number: (402) 210-6500 Fax Number: ( ) Email: robinmf17@yahoo.com

Retail Information:

Types of Sales: Over-the-counter ☑ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☑ Tobacco ☐ Alternative Nicotine Products ☐ Vapor Products ☐

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☑ Convenience store/gas station ☐ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name (please print): Robin Helm Name (please print): _____

Signature: R Helm Signature: _____

Date: 6-18-19 Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: $100.00
- Fill in the date the permit was approved by the council or board: 7.8.19
- Fill in the permit number issued by the city/county: 717128
- Fill in the name of the city or county issuing the permit: Council Bluffs

RENEWAL

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

70-014a (03/15/2016)

Iowa Department of Revenue
https://tax.iowa.gov

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07 / 01 / 19 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: J & R liquor – 180 liquor & tobacco

Physical Location Address: 2411 S. 24th St City: Council Bluffs ZIP: 51501

Mailing Address: 2411 S 24th St City: Council Bluffs State: IA ZIP: 51501

Business Phone Number: (712) 328-1807

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☑ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: J & R Liquor

Mailing Address: 535 W Broadway #200 City: Council Bluffs State: IA ZIP: 51503

Phone Number: (712) 322-0448 Fax Number: ( ) Email:

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☒ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name (please print): Brandon Ivon
Signature: Brandon Ivon
Date: 6/10/19

Name (please print):
Signature:
Date:

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: $100.00
- Fill in the date the permit was approved by the council or board: 7.8.19
- Fill in the permit number issued by the city/county: 717123
- Fill in the name of the city or county issuing the permit: Council Bluffs

RENEWAL

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

70-014a (03/15/2016)

10946 | City of Council Bluffs

Iowa Department of Revenue
https://tax.iowa.gov

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 7 / 1 /2019 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: Sapp Bros Travel Center

Physical Location Address: 2608 S 24th St City: Council Bluffs ZIP: 51501

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Business Phone Number: (712) 322-3000

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: Sapp Bros Inc LLC

Mailing Address: P.O. Box 457666 City: Omaha State: NE ZIP: 68145

Phone Number: (402) 895-7038 Fax Number: (____) _____ Email: _____

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name (please print): Jesse Wanning Name (please print): _____

Signature: _____ Signature: _____

Date: 5/30/19 Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: $100.00
- Fill in the date the permit was approved by the council or board: 7.8.19
- Fill in the permit number issued by the city/county: 717456
- Fill in the name of the city or county issuing the permit: Council Bluffs

RENEWAL

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

70-014a (03/15/2016)

Iowa Department of Revenue
https://tax.iowa.gov

Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07 / 01 / 19 through June 30, 2020

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: Speedee Mart 1512

Physical Location Address: 3624 9th Ave City: Council Bluffs ZIP: 51501

Mailing Address: PO Box 10 City: Valentine State: NE ZIP: 69201

Business Phone Number: (402) 376-2224 (office) 712 322-9731 (store)

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: Western Oil II LLC

Mailing Address: PO Box 10 City: Valentine State: NE ZIP: 69201

Phone Number: (402) 376-2224 Fax Number: (402) 376-2226 Email: susan@westernoilinc.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐ _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name (please print): Thomas Daniels II Name (please print): _____

Signature: Thomas Daniels Signature: _____

Date: 6/24/19 Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: $100.00
- Fill in the date the permit was approved by the council or board: 7.8.19
- Fill in the permit number issued by the city/county: 717378
- Fill in the name of the city or county issuing the permit: Council Bluffs

RENEWAL

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

70-014a (03/15/2016)

SPECIAL EVENT PERMIT APPLICATION

(Must be turned in at least 2 weeks prior to event)

A Special Event Permit is required from the City of Council Bluffs for any special activity that requires exclusive use of city streets and sidewalks, requires special assistance of a city department, or is likely to have a large impact on traffic.

Please Note: If you are having a small event in a City park (small wedding, family picnic, etc.) you may need to fill out the Parks & Rec. Special Event Form.

Please check any boxes that apply:

I. General Information.

- Organization/Person Requesting: Ted Kallhoff / J&M Displays, Inc
- Name of Event: Ragbri- Doll Distributing
- Contact Name: Ted Kallhoff
- Mailing Address for Contact: 17783 Allis Road Council Bluffs, IA 51503
- Contact Phone Number: 402-639-6065
- Email ted@jandmdisplays.com
- Address of Event: 3501 23rd Ave Conuncil Bluffs, IA 51501
- Estimate of Number of Participants:

  ☐ 1-50 ☒ 251-500

  ☐ 51-100 ☐ 501-1,000

  ☐ 100-150 ☒ > 1,000
- Attach map of event location, set-up, and/or route

II. Type of Event:

☐ Circus* ☐ Walk, Run, Bicycle Event

☐ Carnival* ☐ Concert

☒ Fireworks* ☐ Neighborhood/Block or Private Party

☐ Parade* ☐ Other:

***The above events require City Council approval, which could take 2-4 weeks to obtain.**

III. Date of Event

- Date Set Up 7/20/2019 Date Taken Down 7/20/2019
- Date Held 7/20/2019 Times Held 9:59 pm

IV. Brief description of event: Fireworks Display for Ragbri Riders

V. Additional permits required when event includes

☐ Sale of Alcoholic Beverages
- Requires temporary liquor license from the Iowa Alcoholic Beverage Division. Apply on-line at www.iowaabd.com. ABD can be reached at 1-866-469-2223.
- The application for a temporary liquor license must be reported to the City Clerk's office and approved by multiple City Departments before final approval of the City Council. (this process could take 2-4 weeks)

☐ Sale of Food Products
- Requires permit from Iowa Department of Inspections & Appeals (515-281-6538).

☒ Fireworks
- Requires permit from City Fire Department (712-328-4646).

☒ Noise
- If event includes music, a live band, or noise of any kind a request for a noise variance must be made. See form attached.

VI. Traffic Control

☐ Request Police Assistance for_____

_____

_____

_____

Cost for City worker's overtime may be required. Administrative fees for police services and cruisers are provided at additional costs.

☐ Street closures (**Must include a Map**)
If using the 712 Initiative Block Party Trailer, please complete section VIII.

- Street closures must be in compliance with the Manual for Uniform Traffic Control Devices. Traffic control barricades and signage must be furnished and placed by qualified companies or by the city. The city charges fees for this service.

- Street closures require abutting property owners' concurrence. Petition/permission form attached. Requires signature of any property affected by the closure.

- Event Organizers are responsible for notifying businesses that affected by street closure. Notice to businesses must be given at least 4 weeks in advance of the event.

VII. Please check any of the following boxes that apply to this event.

- ☐ animals
- ☐ open fires (other than barbeques)
- ☐ portables (porta-potties) – recommendations based on duration/people attending
- ☐ using a park, sidewalk or street surrounding a park
- ☐ using any portion of a public trail
- ☐ using any public area
- ☐ there will alcoholic beverages be sold
- ☐ there will alcoholic beverages be served
- ☐ there will there be a fee/charge to take part in this event

If you checked any of the boxes above, please give a brief description below:

_____

_____

_____

_____

VIII. Street Closure while utilizing the 712 Initiative Block Party Trailer:

The following items must be completed and submitted with this application to the City Clerk's Office, 209 Pearl Street, Suite 102, Council Bluffs..

- ☐ Diagram of Street Closure attached
- ☐ Completed Street Closure Permission form, with signatures from all properties affected by the closure.

The 712 Initiative will provide the City Clerk's Office with your reservation information once they have approved the use of the trailer.

If not using the 712 Initiative Block Party Trailer, you must obtain insurance, as outlined below.

Insurance Requirements: For all events, an *Insurance Certificate* is required in the amount of $1,000,000.00, for Liability coverage, listing the City of Council Bluffs as an additional insured.

PLEASE NOTE: The request form must be returned to the City Clerk's Office, 209 Pearl Street, at least 2 weeks prior to the event or the event will be denied. If you have any questions please contact us at 712-890-5261

NOISE VARIANCE REQUEST

APPLICATION DATE: 6/12/2019

REQUESTING PERSON:

NAME: Ted Kallhoff/ J&M Displays, Inc

MAILING ADDRESS: 17783 Allis Road Council Bluffs, Ia 51503

PHONE NUMBER: 402-639-6065

EMAIL: ted@jandmdisplays.com

ORGANIZATION/EVENT: Ragbri- Doll Distributing

EVENT LOCATION: 3501 23rd Ave Council Bluffs, IA 51501

EVENT DATE:

July 20, 2019

EVENT TIME:

9:59pm

EXPLAIN SOURCE OF NOISE AND SPECIFIC HOURS OF NOISE:

15 minute Fireworks Display

APPROVED ( )

DISAPPROVED ( )

APPROVED WITH STIPULATION ( )

The Police have the authority to cease music or require reduction of volume for the remainder of event if complaints are received.

Chief Building Official

Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/13/2019

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

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

PRODUCER
Britton Gallagher
One Cleveland Center, Floor 30
1375 East 9th Street
Cleveland OH 44114

CONTACT NAME:
PHONE (A/C, No. Ext): 216-658-7100 FAX (A/C, No): 216-658-7101
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Indemnity Insurance Co.	10851
INSURER B : Maxum Indemnity Company	26743
INSURER C : Axis Surplus Insurance Company	26620
INSURER D : Everest Denali Insurance Company	16044
INSURER E :	
INSURER F :	

INSURED
J & M Displays, Inc.
18064 170th Avenue
Yarmouth IA 52660

COVERAGES **CERTIFICATE NUMBER:** 679919872 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			SI8ML00060-191	1/15/2019	1/15/2020	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$2,000,000
	POLICY X PRO-JECT LOC							$
D	AUTOMOBILE LIABILITY			SI8CA00033-191	1/15/2019	1/15/2020	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR			EXC6028118-04	1/15/2019	1/15/2020	EACH OCCURRENCE	$5,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Excess Liability			P-001-000063943-01	1/15/2019	1/15/2020	Each Occurrence	$4,000,000
							Aggregate	$4,000,000
							Total Excess Limits	$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
FIREWORKS DISPLAY DATE: July 20, 2019
LOCATION OF EVENT: 3501 23rd Avenue, Council Bluffs, Iowa

ADD'L INSURED: The City of Council Bluffs, Iowa, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions & affiliates, event sponsors & landowners as their interest may appear in relation to this event; Doll Distributing Inc. (sponsor)

CERTIFICATE HOLDER

City of Council Bluffs
209 Pearl Street
Council Bluffs IA 51503

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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Council Communication

Department: City Clerk
Case/Project No.: n/a
Submitted by: Jodi Quakenbush

Noise Variance Request - Railway Inn
ITEM 7.D.

Council Action: 7/8/2019

Description

Background/Discussion

See attached application for a noise variance request from Dan Driscoll d/b/a Railway Inn.

The Health Board through the Health Department used to handle these requests. Last fall the City Code was amended directing these Noise variance requests to be approved by City Council. (4.50.070)
This is the first formal request we have received since that time.
The Clerk's Office has amended the application to account for these updated procedures. (you will see the old form was completed by applicant and I transferred that information to the updated form)
Please let me know if you have any questions.

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Applications	Other	6/25/2019

NOISE VARIANCE REQUEST

APPLICATION DATE: 6-21-2019
REQUESTING PERSON:
NAME: Daniel L. Driscoll dba Railway Inn
MAILING ADDRESS: 115 South 12th Street
Council Bluffs, IA 51501
PHONE NUMBER: 402-981-6950 (Cell)
EMAIL: N/A

ORGANIZATION/EVENT: Band (Outdoor)
EVENT LOCATION: 115 South 12th Street
EVENT DATE: 7-13-19
EVENT TIME: 8pm - 12am (midnight)

EXPLAIN SOURCE OF NOISE AND SPECIFIC HOURS OF NOISE:
Outside Band 8pm - 12am - midnight

Please return to the City Clerk's Office, 209 Pearl Street, Council Bluffs, IA 51503
Phone Number: 712-890-5261.

Please Note: This application is approved/disapproved by the City Council. Applications **MUST** be received 15 days before the event, to ensure enough time to be reviewed by City Council.

****

City Council met on July 8, 20 19, regarding this application requesting noise variance as described above.

APPROVED ( )
DISAPPROVED ( )
APPROVED WITH STIPULATION ( )

The Police have the authority to cease music or require reduction of volume for the remainder of event if complaints are received.

City Clerk

Date

CITY OF COUNCIL BLUFFS
CITY HALL – 209 PEARL ST

NOISE VARIANCE REQUEST

APPLICATION DATE: 6-21-2019
REQUESTING PERSON:
NAME: Daniel L Driscoll dba Dan & Jami's Railway Inn
MAILING ADDRESS: 115 south 12th ST
Council Bluffs Iowa 51501
PHONE NUMBER: 402-981-6950 (cell)
EMAIL: N/A

ORGANIZATION/EVENT: Band - (outdoor)
EVENT LOCATION: 115 south 12th St
EVENT DATE: 7-13-19
EVENT TIME: 8 PM - 12 midnight

EXPLAIN SOURCE OF NOISE AND SPECIFIC HOURS OF NOISE:

Outside Band 8 PM - 12 midnight

APPROVED ( )
DISAPPROVED ( )
APPROVED WITH STIPULATION ( )

The Police have the authority to cease music or require reduction of volume for the remainder of event if complaints are received.

City Clerk

Date

Old Form - See new form